LAKHIMPUR COMMERCE COLLEGE

The Annual Quality Assurance Report (AQAR) of the IQAC

(For the period 2017-2018)

Part – A

1. 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.	03752244633, 0375222359
Name of the Head of the Institution:	Dr. Bhimasen Behera
Tel. No. with STD Code:	03752244633
Mobile:	9435387496

Name of the IQAC Joint Co-ordinator: Dr. Diganta Kumar Das

Mobile: 9707111872

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/aqar.html

1.5 Accreditation Details

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

1.6 Date of Establishment of IQAC: DD/MM/YYYY 12/05/2005

1.7 AQAR for the year *(for example 2010-11)* 2017-2018

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 *2013-14 submitted to NAAC on 10-11-2018*
ii. AQAR *2014-15 submitted to NAAC on 13-11-2018*
iii. AQAR *2015-16 submitted to NAAC on 13-11-2018*
iv. AQAR *2016-17 submitted to NAAC on 17-11-2018*

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	13
2.2 No. of Administrative/Technical staff	2
2.3 No. of students	1
2.4 No. of Management representatives	1
2.5 No. of Alumni	3
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
2.9 Total No. of members	26
2.10 No. of IQAC meetings held	8

2.11 No. of meetings with various stakeholders: Students 2 Faculty 4

Non-Teaching Staff Students 2 Alumni 1 Others 1

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 No.	15	International		National	1	State	0	Institution Level	14

(ii) Themes

1. Emerging issues of rural development programmes in North East India.
2. Liberalisation and Globalisation.
3. Role of Gram Sabha in development of rural areas.
4. Consumer Rights.
5. Management of Human Resource.
6. Simple Correlation Analysis
7. Standard Deviation.
8. Topics related to current issues.
9. Seminars on subject related topics conducted by the departments.

2.14 Significant Activities and contributions made by IQAC

1. It has organised one national and fourteen departmental seminars.
2. Financial support to the students by obtaining Govt. scholarship and aids from trust.
3. Ensuring the quality of academic by obtaining feedback from students, alumni and parents.
4. Continuation of personality development programmes by ICG Cell.
5. Participation of students in extracurricular and outdoor activities.
6. IQAC has been working for the enhancement of academic atmosphere.
7. IQAC organizes various programmes for teachers, students and community at large.

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
1. Organizing Departmental Seminars, 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 and cultural activities. 4. Propose to encourage research activities among teachers. 5. Plan to organize the extension activities and outreach programmes with full cooperation of Students and teaching & non-teaching staff. 6. Plan to observe various international and national days at the institution. 7. Plan to implement best practices at the institution.	1. One National Seminar and Fourteen departmental seminars were conducted under the guidance of IQAC of the college. 2. One Minor Research Projects sponsored by UGC completed. 3. Group of students participated in Inter College Football, Cricket and cultural events at University level. 4. Observance of various International and National days like Armed Forced Flag Day, Communal Harmony Day, Human Rights Day, International Women Day, NSS day, World Environment Day, Gandhi Jayanti, Independence & Republic Day, World Photography Day, International Yoga Day and Swachha Bharat Abhiyan , AIDS Awareness Day etc. 5. Continuation of maintaining Students' & Teachers' diary to record daily academic activities and disseminate minimum knowledge of banking, management and postal transactions by facilitating various field visits among the students. 6. Observed Road Safety Day and Cleanliness Drive under Swachhata Bharat Abhyan at adopted village 1 No. Khumari, Lakhimpur.

** Attach the Academic Calendar of the year as Annexure.*

(***Detail in Annexure II***)

2.16 Whether the AQAR was placed in statutory body Yes [√] No [ ]

Management [ ] Syndicate [ ] Any other body [ ]

Provide the details of the action taken

The Governing Body discussed the AQAR 2017-2018 in the meeting held on 09-08-2018 and accorded approval for submission to NAAC as per convenienncе of the college.

Criterion – I

1. 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			
PG Diploma	1		1	
Advanced Diploma				
Diploma				
Certificate	2		2	
Others				
Total	5		3	

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester (B.A & B.Com.)	2
Trimester	-
Annual	1

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***
(***Detail in Annexure III***)

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

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
37	26	04	0	Principal I/C-1 Librarian-1

2.2 No. of permanent faculty with Ph.D. 14

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
0	8	0	0	0	0	0	1	0	9

2.4 No. of Guest and Visiting faculty and Temporary faculty 4 | 1 | 3

2.5 Faculty participation in conferences/Seminar and symposium:

No. of Faculty	International level	National level	State level
Attended Seminars/ Conference		15	
Presented papers		15	
Resource Persons			

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

1. Orientation and training on use of ICT tools in the classroom has been conducted among the faculties.
2. Wi-Fi facilities are provided in the college campus and audio-visual facilities have also been provided in the ICT enabled classroom.
3. Problem solving and innovative solution based approaches has been initiated.
4. 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.

2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development 3 | | |

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students | 83%

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.	131		9	29	37	75
B.A.	68		1	37	27	65

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

The teaching and learning process contributed by IQAC are as follows:

1. Knowledge and encouragement were provided among students about semester system.
2. Student feedbacks were collected in each subject for evaluation about the level of teaching and understanding.
3. Internal/External marks were analysed and measures are taken to improve the performance of the students by providing special guidance.
4. Student grievances were 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:

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	1
UGC – Faculty Improvement Programmes	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	5
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	14	1	0	7
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.
2. Facilitating the faculties to undertake Major and Minor research projects of various govt. and non-govt. funding agencies.
3. Encouraging students to carry out projects and field survey under guidance of faculties in B.Com course.
4. Motivating teachers for Research Work, Publish Articles in the reputed Journal as well as National and International Seminar is also encouraged.
5. Encourage the teachers to publish research articles in News Papers, Magazines, and Periodicals etc.

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			0
Outlay in Rs. Lakhs	4000/-			

3.4 Details on research publications

	International	National	Others
Peer Review Journals		2	
Non-Peer Review Journals		4	
e-Journals			
Conference proceedings			
News Letter			

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	2	UGC		4000/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				4000/-

3.7 No. of books published i) With ISBN No. 3 Chapters in Edited Books 5

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 Nil

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons 1

3.13 No. of collaborations International [ ] National [ ] Any other [ ]

3.14 No. of linkages created during this year Nil

3.15 Total budget for research for current year in lakhs:

From funding agency	.04	From Management of University/College	
Total	.04		

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

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

Nil

Nil

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

Nil

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	110
National level		International level	

3.22 No. of students participated in NCC events:

University level		State level	108
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	3		
NCC	4	NSS	11	Any other	

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

1. Observed Road Safety Day and Cleanliness Drive under Swachhata Bharat Abhyan at adopted village 1 No. Khumari, Lakhimpur Organised Swachhata Pakhwra at dopted village –Hindu gohain Gaon, Lakhimpur.
2. Organised Flood Relief Camp at Orang Basti, Bogolijal, Lakhimpur to prove relief materials to the flood affected people.
3. Organised Study Tour to Malini Than, Silapathar along with students.
4. Observed programme on Protection of Child Labour at college campus.

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 Sq. Mts.)	3331.13		Self	
Class rooms	22		UGC	22
Laboratories	1			1
Seminar Halls	2			2
No. of important equipments purchased (≥ 1-0 lakhs) during the current year.	33(Computer) 2 (Xerox Machine) 4 (Projector), 2 (Digital Board) 1 (Scanner)		Management	42
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

1. Administrative Office is fully computerised.
2. Library is upgraded computerised.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	20312	387896	-	-	20312	387896
Reference Books	1033	353329	1210	215000	2243	568329
e-Books	5400	Free	----	----	5400	Free
Journals	35	4296	----	----	35	4296
e-Journals	4500	---	----	----	4500	---
Digital Database	10000	---	----	----	10000	---
CD & Video	20	---	----	----	20	---
Others (specify)	10	900	----	----	10	900

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depar tments	Others
Existing	33	10	6	-	-	7	-	10
Added								
Total	33	10	6	-	-	7	-	10

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 have been provided.

4.6 Amount spent on maintenance in lakhs:

i) ICT	.220
ii) Campus Infrastructure and facilities	9.080
iii) Equipments	.58
iv) Others	.11
Total:	9.99

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. For the up gradation of knowledge and facility, SC/ST Remedial and Entry in various services are being provided to students.
2. Library facility, hostel accommodation, computer lab with internet facility, NCC and NSS activities and sports and game facilities are providing to College students.
3. Information and Career Guidance Cell (ICG Cell) has continuing the career guidance programmes for the benefit of students with the help of invited executives of Banks, Postal Services, Insurance Sectors, Corporate Sectors and others.

5.2 Efforts made by the institution for tracking the progression

1. The institution has been monitoring SC/ST Remedial and Entry in various services.
2. The institution has been monitoring NSS, NCC and Career Guidance Cell of the College.
3. The College also monitoring Vigilance Cell and Students Redressal Cell to prevent ragging activities and problems of the students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1041	0	0	-

(b) No. of students outside the state 05

(c) No. of international students

Men	No	%
	723	69

Women	No	%
	318	31

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
377	78	139	383	0	977	333	96	146	466	0	1041

Demand ratio **100** Dropout **% 10.47**

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 30

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

During the period the IQAC continuing career awareness programmes in Insurance and Banking Sector for the final year students in which Executives of Banking, Postal and personals from corporate sectors were invited to interacted with the students.

No. of students benefitted 76

5.7 Details of campus placement

On campus			***Off Campus***
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

In house Seminars of gender sensitization are organised in the College.

5.9 Students Activities

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

State/ University level 50 National level International level

No. of students participated in cultural events

State/ University level 43 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		
Financial support from government	33	133820
Financial support from other sources		
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 2

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

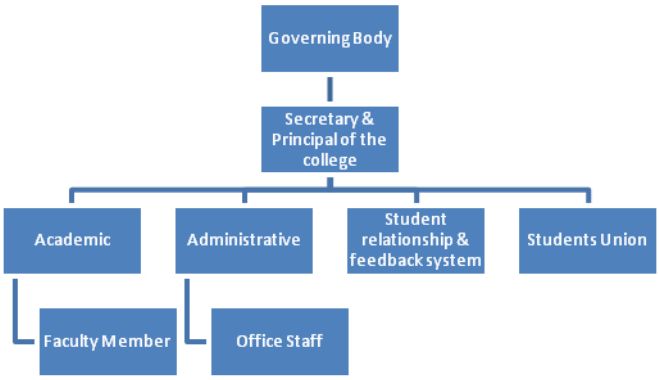
Lakhimpur Commerce College since its inception in 1972, is committed to imparting quality education for the all round development of students. The college believes in democratic and secular values. The main aim of the college is to produce good, efficient, responsible, self-dependent, forward-looking and patriotic youth force/citizens who will contribute to the making of a great Indian society. 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. The Case study based learning is also 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

1. Two teachers were awarded Ph.D. degree and teacher has been continuing Ph. D. Work.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The library is fully computerised and Internet facility has also been provided through Broadband for developing knowledge 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.
3. Besides engagement in the regular classes faculty members also voluntarily engaged themselves in administrative and other works.

6.3.7 Faculty and Staff recruitment

Nil

6.3.8 Industry Interaction / Collaboration

Two

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. Further, provision for interstate admission is also made.

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 poor 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) have 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 has continuing the Semester System of Examination in Degree Level and prepare guidelines for peaceful and fair examination. For timely declaration of results, the University has increased a number of Examinations cum Evaluation Zones in the Colleges.

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

Our alumni friends organize meeting with society, teachers and sometimes students and monitor academic development at certain interval for the upliftment of the college

6.12 Activities and support from the Parent – Teacher Association

At least one Parent 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 have been maintained in the college campus to make the campus eco-friendly. During the period Green Audit was done.

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 are going on in collaboration with ICA.
2. 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. SC/ST Remedial Course is going on.
2. Spoken English and Computer Application Certificate course have been continuing.
3. Conducted Health and Environmental Awareness Programme.
4. Organize programme of Career Counselling on preparation of Entrance for Professional Courses like CAT, MAT, B.Ed. etc.
5. Continuing the Students' & Teachers' diary to maintain daily academic records and minimum knowledge of banking and postal transactions by facilitating various field visits as a best practice of the college.
6. "Vaaksetu" one year Post Graduate Diploma Course under Shabda Bharati (Hindi Sansadhan Kendra) recognized by Govt. of India has been continued.

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

1. Title of the Practice: **'Diary Maintaining Habits'**
2. Title of the Practice: **'Banking and Postal Service Knowledge'**

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

(Detail in Annexure IV)

7.4 Contribution to environmental awareness / protection

1. Cleanliness within the campus is maintained.
2. Tree plantation drive was conducted at Chukulibhoria Sports Campus and College campus

7.5 Whether environmental audit was conducted? Yes [√] No [ ]

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

INSTITUTIONAL STRENGTH:

1. Reasonable Infrastructure facility
2. Reasonably stocked Library with spacious Reading Room
   i) ICT enabled with INFLIBNET E-resource facility
   ii) Installed KIOSK System
3. Semester Evaluation Zone
4. Boys' Common Room
5. Girls' Common Room
6. Well-managed Canteen
7. Reasonable Parking facility
8. Drinking Water facility
9. Toilet facility
10. Self Financing Course
    (i) P.G. Diploma in Translation Studies (Hindi to English and English to Hindi)
    (ii) Computer Certificate Course
    (iii) Spoken English
11. Efficient Teaching Staff
12. Efficient Office staff
13. Continuous and comprehensive Evaluation through Sessional Examinations, Class Tests, Home Assignment/Projects as per Dibrugarh University guidelines.
14. Result of the college is satisfactory.
15. Online Admission facility
16. Alumni Association is there
    (i) Good number of Alumni are in Govt. Jobs, are self-employed, self-established through business etc.
    (ii) A large number of Alumni have already completed higher education and now some of the Alumni are pursuing higher education and research work.
17. (i) IGNOU Study Centre (No. 0413) offering 35 programmes at present
    (ii) The study centre has enrollment of 428 Nos. of students in 2018
18. (i) Distance Education Study Centre under Dibrugarh University offering P.G. Courses in Assamese, Political Science, Commerce, Sociology, Mathematics, Economics, Education, English.
    (ii) Enrolment strength in 2018 is 199.
19. KK. Handiqui Open University Study Centre (No. 1916) offering Professional Courses: A) (i) BBA, (ii) PGDCA (iii) PGDHRM, (iv) PGDBM, (v) DCWE, (vi) DTM, (vii) DLIS, (viii) CCA B) B.A. and B.Com. Major and Pass Courses.
20. Provision for ICT enabled teaching (Smart Class, Power Point Projection)
21. WIFI provision is there
22. Career Guidance Cell
23. Indoor Badminton Court
24. Campus is under CC TV surveillance
25. 25 Bigha (8.26 Acre) – Sports Complex for playing Cricket and Football
26. Boys' NCC (8 Assam Battalion)
27. Girls' NCC (72 Assam Girls (I) Coy NCC)
28. NSS Unit for organizing and implementing co-curricular activities/observing festivals and important programmes, outreach programmes/Swacchha Bharat activities.
29. Student democracy (existence of Students' Union)
30. Full Student Uniform
31. Grievance Reddressal Cell
32. Vigilance and Anti Ragging Cell
33. Provision for Student Excurssion/Study Tour
34. Dairy maintained by students and teachers

35. Provision of Student Feedback and Teacher Feedback system
36. Introduced SWAYAM as a mode of online certificate course.
37. Electoral Literary Club for creating awareness about voting rights and voting procedure.
38. Cine Club (in collaboration with Lakhimpur Cine Club, Assam)
39. Gender Equality and Committee for Prevention of Sexual Harassment at work place.
40. Women Cell
41. Equal Opportunity Cell
42. Red Ribbon Club (for AIDS awareness etc.)
43. Information and Career Guidance Cell
44. Centre for providing First-Aid medical and Examination Sick Bed facilities.
45. Adopted one village under Extension service activities.
46. Extension service and outreach activities Cell

INSTITUTIONAL WEAKNESS

1. Lack of Funds for further Infrastructure development.
2. Lack of Boys' Hostel.
3. Lack of Auditorium.
4. Lack of sufficient land area in the college campus for constructing Indoor Stadium.
5. Lack of Funds for constructing boundary walls of Sports Complex.
6. Student sports facility is not sufficient.

INSTITUTIONAL OPPORTUNITY

1. Women's Hostel will be operational in future after it is fully ready.
2. More facilities for sports will be created in the Sports Complex.
3. Provision for construction of Boys' Hostel is there near the Sports Complex.
4. Provision will be created for a spacious Canteen in the college campus.
5. Provision for construction of Auditorium is there in the college campus.

INSTITUTIONAL CHALLENGE

1. In respect of facilitation of placement avenues opportunities for students.
2. In respect of complete digitalization of Library.
3. In respect of Institution and industry collaboration for Training/exposure and placement.
4. To make all the teachers and employees ICT enabled and efficient.

8. Plans of institution for next year

1. To construct an Auditorium in the college campus.
2. Full digitalization of college Library.
3. To improve Student Result Position.
4. To construct boundary walls around the Sports Complex measuring 25 bighas of land.
5. To take steps for facilitation of Placement Avenues/Opportunities for students.
6. To take steps for construction of Boys' Hostel.
7. To increase Sports facilities for students in the Sports Complex.

Dr. Diganta Kr. Das

Signature of the Coordinator, IQAC

Lakhimpur Commerce College

North Lakhimpur, Assam

Dr. B.S. Behera

Signature of the Chairperson, IQAC

Lakhimpur Commerce College

North Lakhimpur, Assam

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Annexure I

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

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Annexure II

OFFICE OF THE REGISTRAR ::DIBRUGARH UNIVERSITY ::DIBRUGARH

Ref. No: DU/DR-A/APC/16/1784 Date:29.12.2016

NOTIFICATION

The Hon'ble Vice-Chancellor, Dibrugarh University has approved the draft of the ***Academic Calendar for the General Degree Colleges/ Institutes affiliated to/ permitted by Dibrugarh University for the period from January, 2017 to December, 2017*** under report to the Academic Council and the Executive Council, Dibrugarh University giving immediate effect.

The same is given with this Notification as ***Annexure A.***

Issued with due approval.

29/12/16

(Dr. B.C. Borah)
Deputy Registrar (Academic)
Dibrugarh University

Copy to:

1. The Vice-Chancellor, D.U. for favour of information.
2. The Deans, Dibrugarh University.
3. The Registrar, D.U. for favour of information.
4. The Controller of Examinations, DU, for favour of information and necessary action.
5. All Heads and Chairpersons of the Teaching Departments and Centres for Studies, D.U. for favour of information.
6. The Principals/ Directors of the Colleges/ Institutes affiliated to/ permitted by D.U. for favour of information.
7. The Director, College Development Council, D.U. for favour of information.
8. The Director, Directorate of Open and Distance Learning, D.U. for favour of information.
9. The Dy. Registrar (Admn.) D.U. for favour of information and needful.
10. The Deputy Controllers of Examinations (A, B & C), D.U. for favour of information.
11. The Programmer, D.U. for kind information and with a request to upload the Notification in the University website for all concerned.
12. File

29/12/16

(Dr. B.C. Borah)
Deputy Registrar (Academic)
Dibrugarh University.

Annexure: A

ACADEMIC CALENDAR FOR THE GENERAL DEGREE COLLEGES/ INSTITUTES AFFILIATED TO/ PERMITTED BY DIBRUGARH UNIVERSITY

(FROM JANUARY 2017 TO DECEMBER 2017)

(Notified Vide Memo No.DU/DR-A/APC/16/1784 dated 29.12.2016)

Date(s)	Events/ Activities
2nd January, 2017	1. Commencement of the Even Semester Classes 2. Notification of Class Routine (College & Departmental), Course Plans etc. in the Notice Boards
13th January, 2017 (Friday)	Last date for Submission of Evaluated Answer Scripts of the End Semester Examinations of the B.A./ B.Sc./ B.Com programmes with relevant documents by the Zonal Officers to the University
20th- 31st January, 2017	College Week (any seven days)
10th-15th February, 2017	Declaration of the results of the Odd Semester B.A./ B.Sc./ B.Com. Programmes
10th - 25th February, 2017	1st Sessional Examination of the 2nd & 4th and 6th Semester of the B.A./B.Sc./B.Com. Programmes (any four days)
25th – 28th February, 2017	Counseling for the Students of the BA/B.Sc./B.Com Programmes and Mid Semester Feedback Assessment (any one day)
1st March, 2017 (Wednesday)	Last date for notification of 1st Sessional Examination Marks of the 2nd, 4th and 6th Semester BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards
24th March, 2017 (Friday)	Last date for Form fill-up of the B.A./ B.Sc./ B.Com. End Semester Examinations at the colleges
1st – 8th April, 2017	2nd Sessional Examinations of the B.A./B.Sc./B.Com. Programmes (any four days)
4th April, 2016 (Tuesday)	Last date for submission of filled in Examination Forms of the B.A./ B.Sc./ B.Com. End Semester Examinations (2nd , 4th & 6th Semester) by the colleges at the University
20th April, 2017 (Thursday)	1. Last date for submission of Assignment by the students of BA/ B.Sc./ B.Com Programmes (if any) 2. Completion of the even semester classes of the BA/ B.Sc./ B.Com. Programmes 3. Last date for notification of 2nd Sessional Examination Marks of the BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards
2nd – 31st May 2017	End Semester Examinations of the BA/ B.Sc./ B.Com. Programmes
5th - 31st May, 2017	Evaluation of Answer Scripts of the B.A./ B.Sc./ B.Com. End Semester Examinations (2nd, 4th & 6th Semester) at the Zones
9th May, 2017 (Tuesday)	Last date for submission of Internal Assessment marks of the 2nd, 4th & 6th Semester Students of the BA/ B.Sc./ B.Com Programmes to the University
11th May -30th May, 2017	Admission Notice and Completion of the Admission Process in the BA/B.Sc./B.Com 1st Semester Classes
1st- 30th June, 2017	Admission to the BA/B.Sc./B.Com 3rd & 5th Semester Classes

29/12/16

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7th June, 2017 (Wednesday)	1. Commencement of the Odd Semester Classes of the BA/B.Sc./ B.Com. Programmes 2. Notification of Class Routine in the Colleges. 3. Notification of Course Plan/ Departmental Class Routine in the Dept. Notice Boards of the Colleges.
9th June, 2017 (Friday)	Last date for Submission of Evaluated Scripts of the End Semester Examinations of the BA/ B.Sc./ B.Com Programmes with relevant documents by the Zonal Officers to the University
1st- 31st July, 2017	Mid Semester Vacation for the teaching staff of the colleges
10th – 16th July, 2017	Declaration of the B.A./ B.Sc./B.Com. Even Semester Examination results
1st August, 2017 (Tuesday)	Re-commencement of the 1st, 3rd & 5th Semester Classes of the BA/ B.Sc./ B.Com Programmes
8th-14th August, 2017	1st Sessional Examination of the BA/ B.Sc./ B.Com programmes (any four days)
16th – 23rd August, 2017	Counseling for the BA/B.Sc./B.Com 1st Semester Students and Mid Semester Feedback Assessment (any one day)
16th - 25th August, 2017	Students' Union Election in the Degree Colleges (Any one day)
18th August, 2017 (Friday)	Last date for submission of Filled in Registration Forms of the BA/ B.Sc./ B.Com 1st Semester Students by the Colleges at the University
19th August, 2017 (Saturday)	Last date for notification of 1st Sessional Examination Marks of the BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards
1st - 10th September, 2017	Internal Assessment of the BA/ B.Sc./ B.Com Programmes through Seminar/ Group Discussion etc.
26th September, 2017 (Tuesday)	1. Last Date for Assignment Submission by the students (if any) of the BA/B.Sc./B.Com Programmes in the Semester System 2. Last date for Form Fill up of the B.A./ B.Sc./ B.Com End Semester Examinations
2nd – 10th October, 2017	2nd Sessional Examination of the BA/B.Sc./B.Com Programmes (any four days)
4th October, 2017 (Wednesday)	1. Last date for notification of 2nd Sessional (BA/ B.Sc./ B.Com Programmes in the Semester System) Examination Marks in the Departmental Notice Boards 2. Last date for Submission of the filled in Examination Forms of the BA/ B.Sc./ B.Com End Semester Examinations by the Colleges at the University 3. Completion of the Odd Semester Classes of the B.A./ B.Sc./B.Com Programmes
1st – 30th November, 2017	End Semester Examinations of the BA/ B.Sc./ B.Com Programmes
6th November, 2017 (Monday)	Last date for submission of Internal Assessment marks of the Students of the BA/ B.Sc./ B.Com Programmes to the University
11th Nov.- 9th Dec., 2017	Evaluation of End Semester Answer scripts of the B.A./ B.Sc./ B.Com. Programmes at the Zones
1st -31st December, 2017	Semester End vacation for the teaching staff of the Colleges conducting BA/ B.Sc./ B.Com Programmes

29/12/17

(Dr. B.C. Borah)
Deputy Registrar (Academic)
Dibrugarh University

OFFICE OF THE REGISTRAR ::DIBRUGARH UNIVERSITY ::DIBRUGARH

Ref. No: DU/DR-A/APC/17/2054-A Date:29.12.2017

NOTIFICATION

The Hon'ble Vice-Chancellor, Dibrugarh University has approved the draft of the ***Academic Calendar for the General Degree Colleges/ Institutes affiliated to/ permitted by Dibrugarh University for the period from January, 2018 to December, 2018*** under report to the Academic Council and the Executive Council, Dibrugarh University giving immediate effect.

It is pertinent here to mention that the Academic Calendar for the General Degree Colleges/ Institutes affiliated to/ permitted by Dibrugarh University, 2018 notified vide Ref. No. DU/DR-A/APC/17/2054-A dated 29.12.2017 is slightly modified herewith. Inconvenience may caused by it is sincerely regretted.

The same is given with this Notification as ***Enclosure A.***

Issued with due approval.

(Dr. B.C. Borah)
Deputy Registrar (Academic)
Dibrugarh University

Copy to:

1. The Vice-Chancellor, D.U. for favour of information.
2. The Deans, Dibrugarh University.
3. The Registrar, D.U. for favour of information.
4. The Controller of Examinations, DU, for favour of information and necessary action.
5. All Heads and Chairpersons of the Teaching Departments and Centres for Studies, D.U. for favour of information.
6. The Principals/ Directors of the Colleges/ Institutes affiliated to/ permitted by D.U. for favour of information.
7. The Director, College Development Council, D.U. for favour of information.
8. The Director, Directorate of Open and Distance Learning, D.U. for favour of information.
9. The Dy. Registrar (Admn.) D.U. for favour of information and needful.
10. The Deputy Controllers of Examinations (A, B & C), D.U. for favour of information.
11. The Programmer, D.U. for kind information and with a request to upload the Notification in the University website for all concerned.
12. File

(Dr. B.C. Borah)
Deputy Registrar (Academic)
Dibrugarh University.

Enclosure: A

ACADEMIC CALENDAR FOR THE GENERAL DEGREE COLLEGES/ INSTITUTES AFFILIATED TO/ PERMITTED BY DIBRUGARH UNIVERSITY

(FROM JANUARY 2018 TO DECEMBER 2018)

(Notified Vide Memo No.DU/DR-A/APC/17/ 2054-A dated 29.12.2017)

Date(s)	Events/ Activities
1st January, 2018	1. Commencement of the Even Semester Classes 2. Notification of Class Routine (College & Departmental), Course Plans etc. in the Notice Boards
20th- 31st January, 2018	College Week (any seven days)
9th -15th February, 2018	Declaration of the results of the Odd Semester B.A./ B.Sc./ B.Com. Programmes
16th – 23rd February, 2018	1st Sessional Examination of the 2nd & 4th and 6th Semester of the B.A./B.Sc./B.Com. Programmes (any four days)
26th – 28th February, 2018	Counseling for the Students of the B.A./B.Sc./B.Com Programmes and Mid Semester Feedback Assessment (any one day)
2nd March, 2018 (Friday)	Last date for notification of 1st Sessional Examination Marks of the 2nd, 4th and 6th Semester BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards
23rd March, 2018 (Friday)	Last date for submission of filled in Examination Forms of the B.A./ B.Sc./ B.Com. End Semester Examinations (2nd , 4th & 6th Semester) by the colleges at the University
2nd – 9th April, 2018	2nd Sessional Examinations of the B.A./B.Sc./B.Com. Programmes (any four days)
20th April, 2018 (Friday)	1. Last date for submission of Assignment by the students of BA/ B.Sc./ B.Com Programmes (if any) 2. Completion of the even semester classes of the BA/ B.Sc./ B.Com. Programmes 3. Last date for notification of 2nd Sessional Examination Marks of the BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards
2nd – 31st May 2018	End Semester Examinations of the BA/ B.Sc./ B.Com. Programmes
31st May, 2018 (Thursday)	Last date for submission of Internal Assessment marks and Practical Examination marks of the 2nd, 4th & 6th Semester Students of the B.A./ B.Sc./ B.Com Programmes to the University
11th May -30th May, 2018	Admission Notice and Completion of the Admission Process in the BA/B.Sc./B.Com 1st Semester Classes
1st- 30th June, 2018	Admission to the BA/B.Sc./B.Com 3rd & 5th Semester Classes
7th June, 2018 (Thursday)	1. Commencement of the Odd Semester Classes of the BA/B.Sc./ B.Com. Programmes 2. Notification of Class Routine in the Colleges. 3. Notification of Course Plan/ Departmental Class Routine in the Dept. Notice Boards of the Colleges.
1st- 31st July, 2018	Mid Semester Vacation for the teaching staff of the colleges
10th – 16th July, 2018	Declaration of the B.A./ B.Sc./B.Com. Even Semester Examination results
1st August, 2018 (Wednesday)	Re-commencement of the 1st, 3rd & 5th Semester Classes of the BA/ B.Sc./ B.Com Programmes
8th-14th August, 2018	1st Sessional Examination of the BA/ B.Sc./ B.Com programmes (any four days)

16th – 23rd August, 2018	Counseling for the BA/B.Sc./B.Com 1st Semester Students and Mid Semester Feedback Assessment (any one day)
16th - 25th August, 2018	Students' Union Election in the Degree Colleges (Any one day)
17th August, 2018 (Friday)	Last date for submission of Filled in Registration Forms of the BA/ B.Sc./ B.Com 1st Semester Students by the Colleges at the University
18th August, 2018 (Saturday)	Last date for notification of 1st Sessional Examination Marks of the BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards
1st - 10th September, 2018	Internal Assessment of the BA/ B.Sc./ B.Com Programmes through Seminar/ Group Discussion etc.
26th September, 2018 (Wednesday)	1. Last Date for Assignment Submission by the students (if any) of the BA/B.Sc./B.Com Programmes in the Semester System 2. Last date for Submission of the filled in Examination Forms of the BA/ B.Sc./ B.Com End Semester Examinations by the Colleges at the University
1st – 9th October, 2018	2nd Sessional Examination of the BA/B.Sc./B.Com Programmes (any four days)
23th October, 2018 (Tuesday)	1. Last date for notification of 2nd Sessional (BA/ B.Sc./ B.Com Programmes in the Semester System) Examination Marks in the Departmental Notice Boards 2. Completion of the Odd Semester Classes of the B.A./ B.Sc./B.Com Programmes
1st – 30th November, 2018	End Semester Examinations of the BA/ B.Sc./ B.Com Programmes
30th November, 2018 (Friday)	Last date for submission of Internal Assessment marks and Practical Examination marks of the Students of the BA/ B.Sc./ B.Com Programmes to the University
1st -31st December, 2018	Semester End vacation for the teaching staff of the Colleges conducting BA/ B.Sc./ B.Com Programmes

(Dr. B.C. Borah)
Deputy Registrar (Academic)
Dibrugarh University

Annexure III

Analysis of the feedback
(2017-18)

During this period also, structured feedback has been collected from the various stakeholders of Lakhimpur Commerce College like- Alumni, Guardian, Teachers and students in a specifically designed format. The opinions given by the stakeholders were considered for discussion in IQAC meetings. The recommendations of the meeting were forwarded to the concerned authority and persons through relevant channels for necessary action. On the basis of the statistical analysis of the feedback from the different stakeholders, HODs of different departments were entrusted with the responsibility of assessing the students' progress and their respond to curriculum. The heads of the department and the teachers of the department reviewed the recommendations of the stakeholders mainly alumni and the guardians regarding the changes and modifications of syllabi and the teaching methods adopted in the institution. Some corrective measures were adopted by the institution in consultation with the authority which was under their domain. As the college affiliated to the Dibrugarh University and cannot make any change in the prescribed syllabus on its own, the rest of the suggestions were sent as report to University for further modifications.

Annexure IV

Best Practices:

A) HABITS OF MAINTAINING DIARY OF DAILY ACADEMIC ACTIVITIES:

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

2. Objectives of the Practice:

- Encouraging the students and teachers to develop the habit of maintaining diary of daily academic activities in the college.
- Encouraging the students for more attendance and increasing the concentration level in the classroom.
- Encouraging the students to develop the reading and writing practices at home which are taught at the classroom on daily basis.

3. The Context:

Most of the students of higher educational institutions are hardly review the contents/lectures at home which were taught in the classroom unless otherwise home assignment or home work has been given out by the class teachers at the classroom. With an idea to encourage the students to develop the reading and writing practices of the topics taught in the classes, the principal and the academic committee of the college came up and issue 'Students Diary' to each and every students at the time of admission to record all the contents which will be taught at the classroom and ask them to submit the same to the college on regular basis for review. Similarly, for timely coverage of all the contents of the syllabus the teachers of the college have also been given Teachers' Diary to record the daily academic activities of the college.

4. The Practice

- The Students Diary is to be submitted by each and every student at the end of every two months before the academic committee. Similarly the teachers are also doing so.
- The Diaries have reviewed by the academic committee and a report have been prepared and submitted to the Principal for further action.
- Submission of the diary is mandatory by every student. Non submission of the same by any student will have to be present before the Principal and the academic committee for explanation.
- The Teachers Diary is to be maintained by every teacher of the college so that no topics have been left out to teach among the students. It also helps in all coverage of the contents of the syllabus in the classroom.

5. Evidence of Success

- Help the teachers to timely coverage of all the contents of the syllabus in the classroom.
- Helps in increasing the daily attendance of the students in the college.
- Helps the students in improving the conceptual background of the subjects taught in the classroom.
- Helps the students to attempt and timely coverage of all the answers of the questions at the examination hall.

- Gradually the practice has been increased and the students are more active and improve the habits of maintaining daily record of academic activities of the college.
- It also helps in improving the writing skills of the students.

6. Problems Encountered and Resources Required

- The practice requires a reasonable amount of fund for publication of 'Student's Diary' for each and every students of the college.
- There is a possibility of copying the text by some students from the other student's diary.
- There is a problem of involving marginal amount of time for reviewing all the Students' Diary at a time. It involves 3 to 5 days for every subject by the teacher concerned.

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B) AVAILING MINIMUM BANKING AND POSTAL SERVICES TO COLLEGE STUDENTS:

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

2. Objectives of the Practice:

- To help the students in availing minimum practical knowledge of banking and postal service operations.
- Encouraging the students for increasing their attendance in the classroom.
- To help the students in enhancing personality and the level of confidence.
- Encouraging the students in developing more career consciousness in the field of banking and postal sectors.

3. The Context:

- To support the students by providing at least the minimum transaction knowledge of banking and postal services.
- The practice includes a visit to any commercial bank and the post offices of North Lakhimpur town on a regular basis.
- The students are guided through orientation and awareness classes. Sometimes resource personal from banks and post offices are invited.
- The scope of career prospects in the field of banking and postal sectors are also discussed in the orientation classes.
- Interaction with the banking and postal personals helps the students in gathering more knowledge about these sectors and the job prospects.
- The biggest challenge is the number of students visiting the commercial banks and the post offices.

4. The Practice

- Theoretical knowledge on banking sectors and their transactions is provided to the students by engaging the faculties from the commerce background.
- Some faculties from arts background are also engaged for delivering the theoretical knowledge on postal transactions.
- Delivering of practical knowledge on banking and postal services, sometimes resource persons from these sectors are invited.
- A group of students are selected for visiting any commercial banks and post offices in the town for providing the minimum practical knowledge on banking and postal transactions.
- The groups are giving the tasks like filling of pay-in-slip, preparation of bearer and crossed cheque, depositing and withdrawal of cash from bank, dropping of cheque to drop box, filling of KYC form, method of speed and registered post, ways to purchase NSC, KVP etc., filling of IPO, money orders, telegrams and many other commonly used banking and postal services.
- After the visit the students are ask to submit a report individually to the IQAC. The best report presenters are awarded.

5. Evidence of Success

- Help the students in developing the personality and the level of confidence.
- Daily attendance of the students in the classroom has increased.
- Helps the students in more career consciousness.
- Helps the students in aware about the competitive examinations.
- The practice has improved the practical knowledge of the students in regards to minimum banking and postal transactions.
- The practice is also helps in improving the writing skills of the students.

6. Problems Encountered and Resources Required

- The practice has no financial involvement but a reasonable remuneration to the invited resource persons form the bank and post offices.
- Selection of students and formation of groups of students is a difficult task.
- Sessional examinations and periodical tests in many times effect in smooth functioning of the practice.
- Involvement of all the students sometimes not possible due to limited time frame of the semester system.

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