



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

LAKHIMPUR COMMERCE COLLEGE

LAKHIMPUR COMMERCE COLLEGE, NORTH LAKHIMPUR

787001

www.lccollege.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

July 2022

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Lakhimpur Commerce College was established on 4th September 1972. The college is affiliated to Dibrugarh University and it was brought under Deficit Grants-in-Aid system by the Government of Assam on 01-09-1979. In the year 1993, the college introduced Arts Stream up to Degree level to meet the demands of the students and the public which was provincialised in the year 2013. It is a co-educational institution with an enrollment of 1477 students on regular basis in UG courses in the current session (2021-2022). An overall assessment of the academic achievements of students and the success of the Alumni in various walks of life reflect that the institution has moved in the right direction and in right earnest to live up to the objectives and ideals it had set forth at the time of its birth.

At present the college offers 2 UG Programs namely B.A and B.Com with Honours in different subjects and 1 PG Diploma in Translation Studies (Shabda Bharati) and one certificate course in Computer Application. Keeping in pace with the emphasis on vocational and Skill-Based education in NEP 2020, the institution has introduced 5 self-financing Add on courses – Spoken English and Personality Development, Film Study and Media, Self-Defence for Women, Yogic Sciences and Stock Market which will come in effect from the session 2022-2023. As a new initiative, the college has introduced B.A Honours in English from the current session. To facilitate the students of the region desirous to pursue PG degree in Commerce, the institution has processed for M.Com under Dibrugarh University which is very likely to be approved. The college has adopted Healthy Practices like maintaining online attendance through a specially designed App with the facilities to record course coverage and assignments, , engaging classes in neighborhood schools as outreach activities, creating Plastic-free and Pollution free environment, arranging for regular workshops on self-defence for women and yoga classes for students and employees for physical and mental fitness and facilitating for the students to acquire basic knowledge on the services provided by the Banks and Post Offices.

Vision

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

Mission

The college is committed to:

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

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

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

Achieve global status in the area of education and leadership by imparting and leading the students.

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

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

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

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

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Reasonable Infrastructure facility
2. Reasonably stocked Library with INFLIBNET E-resource facility for both teachers and students.
3. Boys' & Girls' Common Rooms
4. Well-maintained Canteen

5. Reasonable Parking facility
6. Drinking Water & Toilet facility
7. Running 5 Self Financing Vocational/ Add on Courses
8. Continuous and comprehensive Evaluation as per Dibrugarh University guidelines.
9. Online Admission facility
10. Alumni Association is there (i) Good number of Alumni are in Govt. Jobs, are self-employed, self-employed through business etc.(ii) Record of student progress and placement has been satisfactory and at present some of the Alumni are pursuing higher education and research work.
11. IGNOU Study Centre (No. 0413) offering 35 programmes with 688 Nos. of students in 2021- 2022.
12. (i) Distance Education Study Centre under Dibrugarh University offering P.G. Courses in Assamese, Political Science, Commerce, Sociology, Mathematics, Economics, Education, English with enrolment of 126 in 2021-22.
13. K. K. Handiqui Open University Study Centre (No. 1916) offering Professional and general Degree Courses.
14. 5 ICT enabled classrooms and one seminar hall and one conference hall are available.
15. Wi-Fi provision is there for library, computer laboratory, office and departments.
16. Campus is under CC TV surveillance
17. Second campus with 25 Bigha (8.257 Acre) of land area with a master plan to develop Sports Complex, orchidarium and auditorium.
18. Active NSS Unit.
19. Student democracy (existence of Students' Union)
20. Full Student Uniform
21. Student Support and Welfare: Presence of different Cells and Committees like Grievance Redressal Cell, Vigilance Cell, Anti Ragging Cell etc.
22. Provision for Student Excursion/Study Tour
23. Online Attendance System
24. Online/ Offline Feedback System for all stakeholders – Student, Teacher, Employer, Alumni.
25. Introduced SWAYAM as a mode of online certificate course.

26. Electoral Literary Club for creating awareness about voting rights and voting procedure.
27. Cine Club (in collaboration with Lakhimpur Cine Club, Assam)
28. Gender Equity and Committee for Prevention of Sexual Harassment at work place.
29. Equal Opportunity Cell- Provision for Differently abled (Divyangjan) students, provision of First-Aid medical and Examination Sick Bed facilities
30. Red Ribbon Club (for AIDS awareness etc.)

Institutional Weakness

1. Delay in conducting NAAC assessment and accreditation Process.
2. Lack of funds for infrastructural development of the college like Boys' Hostel, Auditorium, Sports facilities etc.
3. Due to increase in the number of students in recent years, there is a shortage of adequate classrooms.
4. Requirement of more modernized classrooms with ICT facilities
5. Need of more permanent faculties to facilitate teaching learning process in a smooth and uninterrupted manner.
6. Inadequate staff in Office and Library.
7. Lack of collaboration with industries, companies and commercial enterprises of national and international importance for facilitating campus placement.

Institutional Opportunity

1. Women's Hostel will be operational in near future after it is fully ready.
2. The college has a second campus with adequate land area with scope for development of sports complex (Indoor and Outdoor), auditorium, Boy's Hostel and Orchidarium.
3. Scope for construction of new multi-storied RCC building in place of the existing Assam Type building for administrative section and expansion of library.
4. Scope for introducing Skill Development and Incubation Centre to generate employability.
5. Scope for introducing Science stream.

Institutional Challenge

1. In respect of facilitation of placement avenues/opportunities for students.
2. In respect of complete digitalization of library and library infrastructure.
3. In respect of Institution and Industry collaboration for training/exposure and placement.
4. In respect of maintaining a balance between traditional courses and need of professional and vocational skills.
5. In respect of promoting research culture among faculties and students pertaining to local, social and need-based issues.
6. In respect of locality based entrepreneurship development centre.
7. In respect of development of resources for implementation of NEP 2020.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Lakhimpur Commerce College was established with the noble vision of “Service to the Society” and since its inception it has been striving continuously to meet the demands of the changing educational scenario and upgrade itself into an institution of excellence. The college which has both Commerce and Arts stream provides scope to more than 1400 students to pursue their ambition of higher education and takes care of the diverse needs of the students. Since the college is affiliated to Dibrugarh University it has to strictly adhere to the syllabus and academic calendar prescribed by the University. However to make learning both an interesting and an enriching experience for the students, the institution has designed a few of its own teaching-learning strategies. Regular assessment of the learners is done by using different evaluative tools. Apart from 2 UG Programs, namely B.A and B.Com with honours in different subjects of humanities and commerce, the college is also providing 1 PG diploma and 6 certificate courses. The institution also provides scope for distance learning through study centre of IGNOU, KKSHOU and DODL (Directorate of Distance Learning under Dibrugarh University)

All the departments of the college follow a well framed teaching plan so that the curriculum can be implemented effectively and the courses can be finished within the time frame. To accomplish the mission of imparting quality education for the all round development of the students, the college has equipped itself with ICT enabled classroom and smart classrooms with internet facilities. The central library of the college is well-stocked with good learning resources for the learners. The institution emphasizes greatly on research activities and seminars, workshops, Faculty Development Programmes etc are regularly organized for both students and teachers.

The IQAC functions as the back bone of the college promoting developmental activities in both academic and administrative areas the college. The process of taking regular feedbacks from all the stakeholders of the institution facilitates the need of recognizing the weaker areas of academic, administrative and infrastructural facilities of the college and the college management works enthusiastically to meet the suggestion received from the feedbacks.

Teaching-learning and Evaluation

The institution follows a transparent admission policy and all the information are displayed in the college website as well as the notice boards. While admission is based on the merit list of the applicants, the reservation policy of the Government of Assam is strictly adhered to. Lakhimpur Commerce College, which is situated at the heart of the town of North Lakhimpur caters to the needs of both the rural and urban students as well as students from the neighboring state. Students are identified as advanced, average and slow learners through classroom interaction and different evaluative tools and specific strategies are used to motivate learners' different levels of understanding and intelligence. Remedial classes are arranged and held regularly.

Annual teaching plan is prepared by all the department of the college and the course for all the programmes is completed within the stipulated time. Learning is made interesting and innovative for the students by organizing seminars, workshops, Quiz etc. and internal assessment is done through intra institutional evaluative tools like Home Assignment, Projects and sessional Examination. ICT enabled classroom facilitate learning through the use of audio visual aids. The Examination Committee formed by the principal takes the responsibility of conducting all the internal and external examination in a smooth and transparent manner. All the academic, co-curricular and administrative activities of the college are carried out strictly based on the Academic Calendar prepared at the outset of each academic session.

Research, Innovations and Extension

The institution gives utmost importance on making the atmosphere of the college conducive for research activities. The authority encourages the faculty members to engage themselves in research related works and participate in various seminars and workshop. At present twelve teachers are Ph.D degree holders, nine teachers have obtain M. Phil degrees and a few are pursuing doctorate degree under different Universities. Many of the teachers have also completed short term course and faculty Development Programmes sponsored by UGC. Some of the faculty members are also invited as resource person by different institutions and District Administration. The college has a Research Cell which publishes a half- yearly peer reviewed Research Journal. The Cell has published two issues of the journal in the current year. National and regional seminars and workshops are also organized in collaboration with other organizations to promote research expertise of the faculties.

The college has well-equipped library with many rare books, encyclopedias, journals, periodicals and access to e-resources from N-List Subscription and NDLI. The teachers are provided with wi-fi facilities to use the e-

resources of the library.

There are different cells and committees for dissemination and transfer of knowledge and decentralization of curricular and co-curricular responsibilities such as Information and Career Guidance Cell, Publication Cell, Extension Service and Outreach Activities Cell, Cine Club, Swadhyaya Varga under Vivekananda Kendra North Lakhimpur, Physical and Mental Wellness Cell etc. For the promotion of the social responsibilities of the institution, and community welfare various social activities and extension programmes like participation in Swachha Bharat Abhiyan, adoption of village, distribution of sapling programme, flood relief, health camps etc. are carried out by joint efforts of the teachers, different committees and the NSS unit of the college.

Infrastructure and Learning Resources

Lakhimpur Commerce College is located at a prime location of North Lakhimpur town. Although the college faces the problem of space constraint, the infrastructure has been well developed through proper planning and management of the available resources. New buildings have been constructed by utilizing the funds of government and the old buildings have been renovated and modified from time to time to provide better facilities of learning and all round development of the students. There are adequate numbers of classroom with a few ICT enabled classroom and smart class rooms to facilitate innovative learning. The college has two well-furnished conference rooms, departmental rooms; Common room for teachers and students (Separate for Boys and Girls). All the Departments are provided with computers and the college office is fully computerized. The IQAC room is well-furnished and equipped with adequate numbers of computers, Scanners and printers connected with uninterrupted internet connection. The college canteen provides healthy and nutritious refreshment for students and staff.

The sports complex of the college is located at the second campus at Chukulibhoria about 3 kms away from the main campus. The college encourages participation of the students in physical activities by providing them indoor and outdoor games facilities. The College organizes cultural, literary and sports activities regularly with active participation of the students.

The college library is partially automated with rich collection of rare books, journals, periodicals, regular subscription of magazine and newspapers. It has provides access to e-resources from N-List Subscription and NDLI.

The college publishes an Annual College Magazine and a wall magazine. Most of the departments also publish wall magazine during the time of Freshers' Social. The Anti-Ragging and Vigilance cell of the college ensures to make the college entirely free from the menace of ragging and takes care to maintain discipline and decorum among the students. The Guardians' Association and the Alumni Association contribute remarkably for the development of the institute.

Student Support and Progression

Lakhimpur Commerce College is committed to excellence in all spheres and executes all the plans focusing on overall development of students. The college maintains a healthy environment and supportive resources for students' progression and welfare. The teaching staff dedicates their service towards the development of the

students' personality through various activities. The college prospectus and website convey information regarding provision of scholarships, financial aids and assistance for students in other concerned matters. The institution tries to provide access to all kinds of reinforcements needed for the all round development of the students. Students are encouraged to actively participate in the various bodies like the Election committee, Code of Conduct Monitoring Committee, Anti-Ragging Committee etc. The Grievance Redressal cell of the college looks into the complaints lodged by the students and grievances are settled as per the policy and mechanism of the Committee. As per Lyngdoh committee and Directives of University, the college conducts open election and entrust various responsibilities to elected students. Remedial classes are conducted for slow learners. ICGC prepares the students for progression of higher students as well as for suitable placements. The students are also encouraged to participate in co-curricular activities thereby enabling them to discover their true potential. The Equal Opportunity Cell promotes quality learning for the weaker sections of the society. Skill development courses like Spoken English and Personality Development, Computer Application courses etc. help the students to raise their confidence and channelize them for future opportunities. The institution has a vibrant Alumni Association which works sincerely involving the students at a large and providing them proper guidance.

Governance, Leadership and Management

For the fulfillment of the mission and vision of the college it strives on principles of efficient governance, competent leadership and effective management. The Principal, Governing Body and the staff works zealously to comprehend and implement the plans and programs of the college. The stakeholders actively participate and voice their perspectives for effective policy formulation. For decentralization of roles and responsibilities, different committees are constituted headed by a convener. The Committees take part in smooth functioning of the works related to admission, examination, extension services, finance, academic co-ordination etc. All the decisions are taken with the collective suggestions of the teachers and the staff under the supervision of the principal. The college maintains a welfare fund for the wellbeing of the staff. Regular external and internal audits are conducted by experienced teachers appointed by the Governing Body and the Principal. The college regularly updates its website to provide information regarding its overall functioning.

Institutional Values and Best Practices

The college has always pioneered in promoting the best institutional values and practices. It makes constant effort in conducting activities for the promotion of gender equity, environmental awareness, national values, communal harmony, and human values. The engagement of the college in various practices is evident from the different activities and programmes that it undertakes regularly.

Environmental consciousness is a predominant part of the college. It adopted the policy of "Reduce and Recycle" to develop an eco- friendly atmosphere in the institution. Initiatives have been taken to use LED bulbs to conserve energy and curtail electricity expenditures. The college makes attempt to enhance the green landscaping in the limited college campus. The college makes efforts to establish itself as a Plastic- free Zone. The students are encouraged to actively participate in various activities like cleanliness, environmental protection, gender sensitization and other literary, cultural and community activities. Random pollution check and observance of "No Vehicle Day" on every second Saturday are some of the initiatives taken to reduce carbon imprint. National and regional festivals, birth and death anniversaries of great personalities, significant national and international days are celebrated with great zeal to create awareness among the students about their contributions in different spheres. NSS and NCC wings are pride of the institution that undertakes different

community services and community development programmes within the district.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	LAKHIMPUR COMMERCE COLLEGE
Address	Lakhimpur Commerce College, North Lakhimpur
City	NORTH LAKHIMPUR
State	Assam
Pin	787001
Website	www.lccollege.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Lohit Hazarika	03752-222359	9101788974	03752-222359	lccnlp@rediffmail.com
IQAC / CIQA coordinator	Dadul Rajkonwar	03752-	9706386327	03752-222359	iqaclcc1972@gmail.com

Status of the Institution	
Institution Status	Government and Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	

State	University name	Document
Assam	Dibrugarh University	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	23-10-1978	View Document
12B of UGC	15-11-1984	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Lakhimpur Commerce College, North Lakhimpur	Urban	1.02	1904.511

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Assamese	36	Higher Secondary	Assamese	330	123
UG	BA,Assamese	36	Higher Secondary	Assamese	330	268
UG	BCom,Accountancy	36	Higher Secondary	English	300	257
UG	BCom,Banking	36	Higher Secondary	English	300	174
UG	BCom,Commercial Law	36	Higher Secondary	English	300	174
UG	BCom,Commerce	36	Higher Secondary	English	300	174
UG	BCom,Business Management	36	Higher Secondary	English	300	174
UG	BA,Mathematics	36	Higher Secondary	English	330	174
UG	BCom,Mathematics	36	Higher Secondary	English	300	174
UG	BCom,Business Statistics	36	Higher Secondary	English	300	174
UG	BA,Economics	36	Higher Secondary	English	330	16
UG	BCom,Economics	36	Higher Secondary	English	330	257
UG	BA,Education	36	Higher Secondary	English	330	110
UG	BA,Political Science	36	Higher Secondary	English	330	107
UG	BA,Sociology	36	Higher Secondary	English	330	59
UG	BCom,English	36	Higher	English	300	257

	sh		Secondary			
UG	BA,English	36	Higher Secondary	English	330	329
UG	BCom,Hindi	36	Higher Secondary	Hindi	300	14
UG	BA,Hindi	36	Higher Secondary	Hindi	330	15
UG	BCom,It And Computer Application	36	Higher Secondary	English	300	174

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				2				41			
Recruited	0	0	0	0	2	0	0	2	30	0	0	30
Yet to Recruit	0				0				11			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				5			
Recruited	0	0	0	0	0	0	0	0	5	0	0	5
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				14
Recruited	6	4	0	10
Yet to Recruit				4
Sanctioned by the Management/Society or Other Authorized Bodies				11
Recruited	9	2	0	11
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	3	9	0	12
M.Phil.	0	0	0	1	0	0	7	2	0	10
PG	0	0	0	1	0	0	9	3	0	13
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	2	0	2
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	927	2	0	0	929
	Female	547	1	0	0	548
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	60	60	60	66
	Female	38	25	30	32
	Others	0	0	0	0
ST	Male	112	107	122	170
	Female	48	40	65	88
	Others	0	0	0	0
OBC	Male	295	253	301	416
	Female	181	192	198	229
	Others	0	0	0	0
General	Male	221	185	205	277
	Female	130	133	156	199
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1085	995	1137	1477

Institutional preparedness for NEP

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>The institution offers two streams of undergraduate courses, namely B.A and B. Com. Being affiliated to Dibrugarh University it follows the curriculum designed by the parent university as per the UGC guidelines. The CBCS course introduced since June 2019 provides the choice for students to select from a wide range of subjects. The institution already has the Department of Mathematics and Statistics and plans to introduce Science stream in the near future. Along with the main course there are options of taking admission in a few Diploma and Certificate courses. The proposal for introducing M. Com has already been submitted to the university. Priority is being given on infrastructural and resource development to</p>
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	facilitate the smooth implementation of the multidisciplinary and interdisciplinary approach to education in the light of NEP 2020.
2. Academic bank of credits (ABC):	The institution has formed an NEP Task Force as per the order of Directorate of Higher Education, Assam, dated 28th April, 2022 for implementation of NEP 2020 and execute, co-ordinate and communicate to DHE in this regard. As per the framework of the affiliating university and DHE, Assam, the roadmap for its execution and technical support system would be developed to store the academic credits earned by students from various courses. The institution has already collaborated with nearby colleges and has plans to enter into other professional institutions and bodies to develop academics and research.
3. Skill development:	SKILL- Based courses are already included in the CBCS curriculum of B.A and B. Com programmes in different semesters. The institution has been providing one year PG Diploma course in translation (Under Shabda Bharati, recognised by Bharatiya Anuvad Parishad, New Delhi) and Certificate course in Computer Application (DTP – Page maker and Photoshop, DTP- Page maker and Corel Draw, Tally 9.0 and Tally. ERP). Five new Add On course have been introduced from the session 2022-23 on Spoken English and Personality Development, Film Studies and Media, Certificate course on Stock Market, Yogic Sciences and Self- Defence for Women. The institution is getting ready to start a Knowledge Based Industry to provide vocational courses on Computer Hardware, Electrician and Plumbing courses, AC& Fridge repair and Driving courses to create a group of skilled youths to address the issue of unemployment. To fulfil the mission of vocational and skill-based education of NEP-2020, the institution has initiated aims to set up Skill Development Centre and Incubation Centre under the aegis of the IQAC of the college.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	In accordance with the curriculum of CBCS course, a paper of modern Indian language is compulsory for the UG students. Indian knowledge system has been incorporated in the courses by including classical Indian literary, political, educational, economic, historical and social thoughts and philosophies to develop the feeling of national integration and identification. Students are acquainted with Indian

	<p>culture and traditions by observance of significant National and Regional days through participation in cultural, literary and sports activities. Field trips and excursions to sites of historical and cultural significance and museums are conducted by departments. Teaching in multilingual method and use of mother language in curriculum delivery is encouraged. The institution has facilitated online talk on Indian Literature (Purvottar ki Janajatiya Sanskriti mein Ram Katha aur Krishna Katha) and webinar on National Integration (Hindi Sahitya mein Rastriyata Bodh).</p>
5. Focus on Outcome based education (OBE):	<p>The CBCS curriculum of the UG course under Dibrugarh University has well defined learning outcomes in terms of Program outcome, Program Specific Outcome and Course Outcome. The learning outcome based curriculum is aimed to develop specific knowledge, understanding, critical thinking and skills of the learners. Accordingly different methods and strategies of teaching and evaluation are used by the faculties. The institution also facilitates flexibility in choice of subjects and courses.</p>
6. Distance education/online education:	<p>The institution does not have its own distance mode of education but provides facility to a large number of students to avail UG and PG courses under distance education through IGNOU, KKHSOU(Krishna Kanta Handique State Open University) and DODL (Directorate of Open and Distance Learning under Dibrugarh University). The institution has fully geared up to conduct online classes during the Covid pandemic situation in spite of initial limitations by using different apps like Google meet, Zoom, Teachmint and creation of Whatsapp groups for all classes. The blended mode of teaching has been functional even after the offline classes are resumed as a mode of interaction between teachers and learners.</p>

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1477	1137	995	1085	1036

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 36

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
35	35	37	37	37

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
50.96	47.06	78.93	125.10	72.97

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

- The college is affiliated to Dibrugarh University and follows a pre-determined syllabus set by the parent university. However, some innovative measures are initiated in the curriculum delivery and academic structures with an aim for proper implementation of its mission of teaching learning process.
- All the academic matters are carried out in accordance with the rules and regulations of the affiliating universities. The college tries to streamline the academic processes by preparing its own Academic Calendar on the basis of the academic calendar provided by Dibrugarh University by constituting Academic and Examination Monitoring Committees in co-operation with all the Heads of teaching departments.
- The college Routine/Time Table is framed, course syllabus is distributed among faculty members through class allotments. All HoDs ensure timely coverage of the syllabi within the academic session by preparing the Annual Teaching Plan on the basis of the departmental routine.
- The University conducts and controls the end semester/final examinations with the Principal of the college as the Officer-in-Charge of these examinations. Internal Assessment is done through sessional examinations, group discussions/seminars, home assignments, field study and students' class attendance. The Examination Monitoring Committee is responsible for conducting the sessional examination and carrying out the process of internal assessment.
- Students' feedback as well as teachers' feedback is taken to analyze academic progress and for taking up follow up action.
- During the lockdown period, Online exams were conducted and assignments were collected through online using apps like Google Classroom, Google Meet, Zoom, Teach mint etc. With a view to accelerate effective curriculum delivery, the college had introduced ICT enabled class rooms phase wise.
- The Academic Calendar of the college clearly reflects all the schedule of the institution including dates of beginning and end of session, mid semester breaks, dispersal of classes, preparatory leave, and tentative dates of practical and theory examinations, seminars/conferences/workshops, educational trips, project work, proposed guest lectures and other academic activities for the session.
- Timely completion of syllabus, revision and internal evaluation are carried out in compliance with the schedule listed in the academic calendar of the university. The performance of students is assessed continuously. Tests, assignments, presentations and mock practical exams are held in time bound manner.
- The criteria for internal evaluation are displayed on the college website. Students are also apprised of the same on the departmental briefings and it is reiterated in classes as well. The departments hold regular faculty meetings to ensure that continuous assessments are executed efficiently and diligently. The Internal Assessment Committee of the college ensures that marks are uploaded timely on the university portal through a prescribed format.

- All faculty members participate in the central evaluation process conducted by various zones spread over in various neighboring institutes to ensure timely declaration of results of university examinations.
- Through the academic audit, all curricular and co-curricular activities and progress/achievements of the department, including those of students and faculty members are analyzed in detail.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years

Response: 11

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years

Response: 73.46

1.2.2.1 Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1146	878	717	778	690

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human

Values, Environment and Sustainability into the Curriculum

Response:

Enrichment through curriculum

The courses of Dibrugarh University curricula that contribute towards instilling professional ethics, gender equality and human rights, and sensitivity to environmental concerns among students may be classified as:

Gender sensitization:

B. A. (Hons) Political Science: (i) Women, Power and Politics and (ii) Feminism - Theory and Practice

B. A. (Hons) Sociology: (i) Women's Writing and (ii) Contemporary India: Women and Empowerment, (iii) Sociology and Gender and (iv) Gender Violence

B. A. (Hons) Education: (i) Gender Education

Human values:

B. A. (Hons) Education: (i) Human Rights Education

B. A. Political Science (Hons.): (i) Human Rights in a Comparative Perspective

Environmental consciousness:

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

B. A. (Hons) Economics: (i) Natural Resource, (ii) Ecosystems, (iii) Biodiversity and its Conservation, (iv) Environmental Pollution, (v) Social Issues and Environment, (vi) Human Population and Environment,

Professional ethics:

B. Com (Hons): (i) Auditing and Corporate Governance (ii) Human Resource Management, (iii) Business

Law, (iv) GST-Indirect Tax, (v) Management Principles and Application.

The college also imparts professional ethics and human values through paper like Business Laws, Company Laws, Business Regulatory Framework in B.Com programme.

Enrichment through various co-curricular activities

To ensure the simultaneity of theory and practice, the college has numerous societies that reinstate the values taught in class through hands on experience. Some of the activities are:

a) Promotion of gender equality and social justice

To strengthen the ideology of gender equality and social equality among student community, the college has Women Cell and Anti-Sexual Harassment Cell which aims to promote gender equity and takes care of safety and security of female students.

b) Promotion of environmental responsibility

The college promotes environmental responsibility through the Eco Club, the Orchidarium Maintenance Committee, the NSS cell and Beautification Committee. Various activities like cleanliness drive, tree-plantation, creating habitats for birds, and seminars and workshops are organized by these committees to heighten awareness and sensitivity among students and faculty.

The college also regularly conducts Green and Environmental Audit in the campus every year.

The Eco-Club organized students thoughts exchange programmes in collaboration with NCC Cadets of South Point School and AINA Foundation on climate change and e-waste management on 27th May 2022.

c) Conference/Seminars/Summits

Academic programmes that address contemporary concerns such as gender issues, environment sustainability are organized to inculcate a good value system. Some such activities organized are:

International Women's Day on March 8, World Environment Day, Human Rights Day, Voters Day etc. where essay writing competitions, art & poster making competitions, talks, seminars and workshops are organized.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)**Response:** 2.03**1.3.2.1 Number of students undertaking project work/field work / internships****Response:** 30

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System**1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)****Response:** No

File Description	Document
Upload supporting document	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 77.27

2.1.1.1 Number of students admitted year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
586	540	425	448	435

2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
750	750	600	600	450

File Description

Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

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2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the last five years (Exclusive of supernumerary seats)

Response: 90.66

2.1.2.1 Number of actual students admitted from the reserved categories year - wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
266	246	191	188	167

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
278	278	222	222	167

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.2 Student Teacher Ratio

2.2.1 Student – Full time Teacher Ratio (Data for the latest completed academic year)

Response: 42.2

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 using ICT tools

Response:

Lakhimpur Commerce College encourages student centric learning through various experimental learning, participative learning and problem solving methodologies to accomplish the goal of facilitating learning among the students hailing from different socio-economic and cultural backgrounds, possessing different IQ levels and having different needs. Each learner is central to the institution and steps are ensured for his/her optimum development.

Experiential learning:

i) For efficient teaching the college aims at providing maximum benefits to the students and the course material is properly distributed among the teachers by all the Heads of Departments.

ii) The subject matter is dealt competently with proper Lesson Plan and students are encouraged to actively participate in the teaching-learning process.

iii) During interaction and recapitulation, students are encouraged to raise questions to clarify their doubts for better understanding and assimilation.

iv) Bilingual method of teaching is used in the classroom and importance is given to focus on the needs of

the learners and the teacher serves as a facilitator of the entire learning process.

v) Regular home assignments are given for developing the skill of writing in the students which are evaluated and returned to the students to provide them feedback for further improvement.

vi) Class Tests, On the-spot tests and oral tests are taken after completion of every Unit of the Syllabus to test the students' learning outcomes.

Participative Learning:

i) Presentation of papers in seminars and participation in the discussions, preparation of Project works, participation in different literary competitions and community activities

ii) Learning in group is encouraged as it helps students to work with the feeling of oneness, sharing of knowledge and skill.

iii) Active participation in NSS camps help to boost up their self- confidence, personality and qualities of leadership and social responsibility. Students are trained for basic life skills like Swaach Bharat apart from other activities within the college.

iv) Participation in inter-college competitions and Youth Festival events organized annually at different colleges at the initiative of the University.

v) The all round development of the students is focused through extracurricular and co curricular activities.

vi) The students are taken for educational tours to the sites of interest to get familiar with different places of importance that create a space for themselves to expose their talents and skills.

Problem solving methodologies:

1. Identifying the advanced learners and slow learners.
2. Arranging tutorials and remedial classes for slow learners.
3. Arranging special classes for advanced learners.
4. Learning in small groups under the guidance of teacher mentor.

5. Conducting Tests at the end of remedial and special classes on a particular Course unit to monitor student's progress is mandatory.
6. Additional learning aids/references are provided to advanced learners
7. Arranging online classes for students during lockdown period.
8. Personal communication with guardians through letters and SMS are done with the slow learners
9. Encouraging students to participate in the departmental and national seminar.
10. The teachers adopt bilingual medium of instruction in the class for easy learning.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

Response: 93.78

2.4.1.1 Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:

2021-22	2020-21	2019-20	2018-19	2017-18
41	41	37	37	37

File Description	Document
Upload supporting document	View Document

2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 1.66

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	1	1	1

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

The institution being affiliated to Dibrugarh University follows its guidelines regarding Internal Assessment. To maintain transparency in the mechanism of internal assessment following initiatives have been taken:

1. Students are first informed about conduct of Internal Assessment system through College Prospectus . They are provided with details of the components of the assessment and the marking system in the classes by teachers. . All Departments ensure that students are well explained about the objective of the internal assessment system as a continuous mode of evaluation and its significance.

2. The following are the breakup of components of Internal Assessment Evaluation and distribution of marks thereof:

i). Sessional Examination I- 05 marks

ii). Sessional Examination II- 05 marks

iii) Home-Assignment/ Seminar/ Group Discussion- 05 marks

iv) Class attendance- 05 marks

In every paper 20% marks are earmarked for internal assessment.

3. The schedules of the examination are notified to the students through academic calendar as well as through notices before the commencement of examinations.

4 .In subjects such as Education and Computer Application internal evaluation are also done through practical examinations.

5. The Internal Examination Monitoring Committee takes the responsibility of the preparation of routine of

the examination in different subjects and allots invigilation duty to teachers.

6. During the Covid lockdown period, the college adhered to the instructions of the university regarding allotment of Internal Assessment. The percentage of attendance is also a determining factor in internal assessment but there was a slight consideration in this regard during pandemic situation.

7. Examination related grievances are dealt at two levels - Internal assessment related grievances are dealt at college level and End semester examination related grievances are dealt at university level.

8. The Examination Monitoring Committee (Internal) in the college redresses the grievances of students related to internal assessment and evaluation in consultation with the respective Heads of Departments. For maintaining transparency and efficiency the marks of sessional exams and home assignments are notified and students are also shown the evaluated answer scripts.

9. Immediate steps are taken by the concerned authority to redress the complaints of the students.

10. End Semester Examination related grievances are dealt in the following ways at university level :

- For any grievance related to external evaluation students can formally apply through the Principal of the college to the university in a specified form with requisite fees for re-scrutiny within 10 (Ten) days of the publication of the results. The University takes care to publish the rescrutiny results as early as possible.
- Re-scrutiny only in any two papers is allowed by the University.
- Marks awarded after Re- scrutiny shall be retained as the final marks even if such mark/s is lower than the marks originally awarded and a fresh mark-sheet shall be issued.

Thus, the College and the University take care to redress grievances of students in respect of examination and evaluation in a transparent, time-bound and efficient manner.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated

Response:

The Program Outcomes (PO) and Course Outcomes (CO) for all programs offered by the institution are stated and displayed in the college website. As the institution follows the curriculum of Dibrugarh

University for both B.A and B.Com programs the Pos and Cos are framed in accordance with the University guidelines. The course outcomes are clearly stated in the curriculum design of each paper of respective subjects. The CBCS Curriculum adopted since 2019 is focused on outcome based education and the institution ensures implementation of flexibility and innovation in teaching methods for attainment of Pos and Cos. Apart from the Course outcomes stated in the syllabus the institution aims to achieve the following Program Outcomes for both the streams of courses:

To enable students to:

*Acquire knowledge in the Social Sciences and Humanities and to contribute to the society through critical thinking.

*Understand the interconnectedness of Socio-economic, political, ideological, and cultural traditions with the society.

*Be equipped with the qualities of critical thinking, effective communication, good citizenship, human capital and be self-dependent in life..

*Prepare the learners to take up social responsibilities and face challenges and apply the knowledge and skills acquired by them in practical situations of life.

*Develop in them a progressive, patriotic, democratic, egalitarian and secular outlook and contribute in nation building and maintaining a healthy social environment.

*Be aware of contemporary challenges and threats to the society such as Terrorism, Environmental Crisis, human rights violations, superstitious beliefs and gender inequalities.

Attainment of Program Outcomes and Course Outcomes:

- Attainment of Course Outcomes for students of Commerce and Arts takes place at two levels- at Individual Level and at Social Level. At Individual Level, the student is deemed to have been successful by securing a good Grade, Class or higher Credit Points which ultimately pushes him/her towards pursuing further higher studies/trainings leading to useful research, innovation, policy making and in securing a good job for self-security and establishment. At social level, through self employment/job security and establishment, the student as an individual/adult/citizen contributes in various ways to the growth and development of society and the nation.
- During the period of study at college, a student is evaluated in respect of his/her academic progress in through internal assessment and end semester examinations.
- Recording total number of students securing top positions in university, 1st class and distinction department-wise in Major/specialty course and pass course in B.Com and B.A.
- Maintaining Alumni Data Base: Each Department of the college maintains records of their alumni updating information on their progression in higher education, their current employment and other endeavours.
- Regular interaction with the alumni and record of their progression in their career and real life situations help to measure the success/ realization/ attainment of the learning outcomes.
- The IQAC keeps a record of program outcomes, collects feedback from alumni, and analyzes their suggestions and recommendations for bringing about remedial and corrective measures in all areas for the overall development of the college.

File Description	Document
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Provide Link for Additional information	View Document

2.6.2 Pass percentage of Students during last five years

Response: 72.54

2.6.2.1 Number of final year students who passed the university examination year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
156	227	167	216	135

2.6.2.2 Number of final year students who appeared for the university examination year-wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
160	267	306	274	235

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.06

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 10

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	10	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

As of yet, the college has not created an ecosystem for innovations or any incubation centre but it has been looking forward to creating this an incubation centre along with skill development centre in future. However, the different limbs of the college have contributed to creation and transfer of knowledge in different ways.

Highlights

- Some of the teachers of the college have acted as resource persons in different programmes/ Institutions.
- The faculty members of the college are actively engaged in research works and have been publishing their papers and articles in different journals and books. The institution encourages research activities and organizes Faculty Development Programmes and Workshops for updating the latest style and techniques of research.
- As a part of transfer and enrichment of knowledge, some of the teachers of the college have imparted teaching in different subjects to students of neighboring schools at North Lakhimpur

under the supervision and guidance of the Extension Service and Outreach Activities Cell.

- The College has an Information & Career Guidance Cell (ICGC) for disseminating and transferring knowledge and information on career advancement of students. Workshops on Soft Skill Development, Preparation for Competitive Examinations are organized by departments as well as ICG Cell.
- There is a Research Cell for publication of the six- monthly Peer Reviewed Research journal titled Lakhimpur Commerce College Research Journal. The institution aspires to include the journal under UGC CARE list.
- The Publication Cell of the college actively works for the publication of college Prospectus, College Magazine and the quarterly Newsletter called LCOM News.
- Programs on awareness and transfer of knowledge on human rights are organized by Department of Political Science.
- Programs on awareness and dissemination of knowledge on Women and Child Rights, Health and Hygiene, entrepreneurship development by women are organized by the Women Cell of the college.
- Red Ribbon Club of the college annually organizes AIDS Awareness program.
- National Voters' Day is organized in the college for creating awareness on voting rights and voting procedure in Elections.
- As per UGC guidelines, the college has an Electoral Literacy Club for dissemination of knowledge on voting rights, voting procedure and voting behavior.
- As per UGC guidelines, SWAYAM online learning provision is there in the college.
- The college has a Vivekananda Study cum Yoga Centre for awareness on up-keeping of good health and dissemination of Indian knowledge System.
- The institution has introduced some Add on Courses for the fulfillment of the mission of vocational and skill development as per NEP 2020.
- The college has a Cine Club which often shows Documentaries and Cinemas/ Films based on social, cultural and human values, environmental issues and educational values of national and international ramifications/ perspectives to students

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 7

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
6	0	0	0	1

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards

3.3.1 Number of research papers published per teacher in the Journals on UGC care list during the last five years

Response: 0.36

3.3.1.1 Number of research papers in the Journals notified on UGC CARE year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
5	2	3	1	2

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 1.42

3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
6	5	15	6	19

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

The college regularly organizes a number of extension activities in the neighborhood community to sensitize students to various social issues and responsibilities for their holistic development.

- The NSS unit of the college has been organizing and taking part in various activities like Tree Plantation, Shramdan, Flood Relief Camp, Cleanliness and Sanitation Drive, Awareness Drive against Open Defecation (under Mission Sambhav) in the adopted village (No-1 Kuhimari, North Lakhimpur) as well as a few other localities in the neighborhood. International Yoga Day, Independence Day, Republic Day, Gandhi Jayanti, Swaheedi Divas, Shilpi Divas etc have been regularly observed under joint effort of NSS, NCC and the Teachers' unit of the college. Blood Donation camp has been organized by the joint effort of NSS and Other Committees of the college.
- The NCC team of the college had been taking part in the March-past in the centrally organized Independence Day and Republic Day and taking active participation in maintaining discipline and order in all the function organized in the college as well as the extension activities like Tree plantation, Sanitation Drive, Safety Awareness and Disaster Management, NCC Day Celebration, NCC Armed Force Flag Day observation, Flood Relief Camp etc. However, the NCC unit has been discontinued due to some administrative problem since 2020. The institution has applied for new NCC unit raising under AIR NCC under 51 Air T NCC Squadron, Jorhat.
- The Extension Service and Outreach Programme Committee of the college has organized a Blood Grouping Test at Borbil, the newly adopted village in the year 2022.
- The Women Cell of the college has been organizing extension activities like International Women's Day celebration, Free Eye Camp, Workshop on Self Defence for girl students and Health Awareness Talk at the adopted village with association with different organizations and experts as resource persons.
- The Anti- Narcotic Cell of the college has organized a rally and street play during the observance of Anti-Tobacco Day 2022 on 31st May by District Legal Services Authority in association with Mahila Shakti Kendra of District level, Centre for Women.
- Free Aadhaar Camp has been organized by the department of Accountancy and Political Science in association with Aadhar Seva Kendra North Lakhimpur on 8th June 2022.
- The students and the teachers of the college regularly take part in plantation drives on World Environment Day and other programmes like literary competition and extension activities are also organised.

These activities have been making a positive impact on the all round development of the students and helping them in widening their horizons. It has been developing their understanding of community relationship and their role in the development of Society. It has also helped them in understanding the

value and consequence of team work.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

Response:

- THE faculties and the students of the college are actively engaged in different extension activities individually and institutionally through different Cells and Committees.
- THE NSS unit of the institution has been regularly organising different Awareness camps, Health camps, Blood donation camps, Cleanliness Drives in the campus as well as the adopted village. Significant days like Surgical Strike Day, National Unity Day, Swaheedi Diwas, Gandhi Jayanti, Constitution Day, Yoga Day, International Women's Day, World Environment Day etc are observed regularly by the NSS unit. In recognition of this service towards the community through students' involvement the Programme Officer of the college Dr. Diganta Kumar Das has received Award and Certificate of Appreciation from the NSS Cell of Dibrugarh University at the NSS Mega Special Camping Programme held from 7th to 11th February, 2018.
- Dr. Diganta Das, Assistant Professor from the department of Accountancy has also received *Research Excellence Award 2020* for his contribution in the field of conducting research on the Self-Help Groups at Brahmaputra Valley of Rural Assam.
- Mr. Sazzad Hussain, Department of English has been awarded with a Media Fellowship on Energy Efficient Buildings 2020 by Centre for Media Studies(CMS) with support from Indo-Swiss Building Energy Efficient Project(BEEP) for his contribution towards research in energy efficient housing in the nearby community.
- Ms Karuna Chawra, a student of B.A 4th Semester in the college and a member of Vivekananda Kendra Study Centre ,LCC has received the award of Child Champion, 2020 from the NGO Save the Children India for her contribution towards working for the rights of children in the community.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.3 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 organised in collaboration with industry, community and NGOs)

during the last five years

Response: 18

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

2021-22	2020-21	2019-20	2018-19	2017-18
6	1	2	5	4

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.5 Collaboration

3.5.1 Number of MoUs, collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research and other academic activities during the last five years:

Response: 4

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution

Response:

Lakhimpur Commerce College has always strived to provide quality education which includes both curricular and co-curricular activities. It has two campuses, one in the middle of the town with all the main buildings and the other at Chukulibhoria, 3 kms away from the main campus with a sports complex. The institution has the following facilities for teaching- learning and co-curricular activities,

- **Class Rooms:** The college has 18 number of class rooms with reasonable facilities. Out of 18 number of class rooms, 5 classrooms have ICT enabled facilities for facilitating learning with the latest technologies. All class rooms are well planned, spacious, well-ventilated with sufficient LED Bulbs and fans.
- **Laboratory:-** The college has two laboratories - One laboratory is meant for Education department for practical class with requisite equipments. The other is the Computer laboratory with 23 numbers of computer sets with internet facilities to carry out the practical classes of Computer Science course.
- **Computing Equipment:** The College has a total 55 numbers of computer sets. 6 numbers in the Principal's Office, 4 numbers of computer sets in IQAC room and 4 number of computer sets with printing facilities in library. All the departments have one computer set with Wi-Fi connection to carry out the departmental works.
- **Administrative Block:** The administrative block consists of the Principal's office, Vice Principal office, Head Assistant's room and the examination control room. There is a photocopy unit for students providing service at subsidized rates to the members of the college.

There are two Conference Halls, Teacher's common room, Departmental rooms, Boys' and Girls' common room, Sick room, Student's Union room, Alumni room and IQAC room.

- **Library:** The Central Library of the college on the second floor of the main building is well stocked with adequate number of books and e- resources. There are Reading rooms for teachers and students, Librarian's room, processing sections within the library.
- **Outdoor and Indoor Sports Facilities:** The college has a play ground at its Chukulibhoria campus, where outdoor sports activities like football, volley ball, cricket, long jump, high jump, javelin throw, discus throw, short put throw, running races are conducted. The indoor games activities such as badminton, table tennis, carom, chess, weight lifting, power lifting are conducted in the main campus.
- **Facilities for Culture Activities:** The college doesn't have a permanent auditorium for cultural activities but the multipurpose rooms of the college are used to facilitate the cultural programmes. For occasions like Freshers' Social and Annual College Week makeshift arrangements are made within the premises.
- **Gymnasium:** The College provides a space to the students for carrying out activities related to Gymnasium and also provides minimum equipment for the purpose.
- **Facilities for Yoga Centre:** The College has a Yoga Kendra supported by Vivekananda Kendra,

Kanyakumari, Lakhimpur Sakha, located at Khelmati , North Lakhimpur Town, where students trained in Yoga and meditation by trained instructor.

- **Other Infrastructural facilities** : The college has Canteen Facilities, Drinking water facilities, parking facilities and a Health Centre.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)

Response: 43.49

4.1.2.1 Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
9.16	18.53	43.69	74.8	16.9

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library

Response:

- The Central Library of Lakhimpur Commerce College is located at the second floor of the main building with a substantial collection (nearly 20,818) of books, magazines periodicals, magazines, newspaper beside a number of national and international, peer reviewed research journals for the benefit of the students and teachers.
- The library is automated and the book database is continued with the use of SOUL 2.0 Software from the year 2009 to 2021. The ILMS is updated to version 3.0 in January 2022. The key feature of the software is that it provides strong region-wise support for maintenance through regional coordinators, online and offline support by e-mail, chats, telephonic conversation. It supports cataloguing of e- resources and virtually any type of resources.

- For circulation work Bar Coded Library Cards are issued to the users. The library is partially computerized since 2010. There is a reading room attached to the library for students and faculty members. There is also a photocopying machine in the library providing service to the library users.
- The library facilitates e-resources to the users through subscription to N-List , INFLIBNET and Sodhganga Membership. Webinars were also organized during the Covid lockdown period to create awareness among users regarding availability and use of e-resources.
- Every year new books are purchased and new magazines and journals are subscribed according to the requirement of the users.
- All the teachers and students of the college regularly access the books, journals, magazines and e-resources of the library as teaching and learning resource. However, during the covid-19 lockdown period the number of users decreased. According to the record available in the library the average per day usage of the library by teachers from the period of 2017-2018 to 2021-2022 is 4.2 and the average per day usage of the library by students has been found to be 24.6.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Response:

The institution frequently updates its IT facilities including Wi-Fi. There is a well established air-conditioned computer laboratory with a total of 27 numbers of computers and internet facility. All the departments of the college also have their own computers. All the IT facilities including computers, internet facilities and facilities of ICT enable classrooms and smart classrooms are maintained and repaired regularly. The non repairable systems are deposited off. The necessary purchases as per recommendation of computer teachers and other academic and administrative staff are done by the authority of the college.

The College has the following regularly updated IT facilities including Wi-Fi:

1. The College has one Computer Center/Laboratory for providing computer facilities to the students and faculty for teaching-learning and research purposes.
2. All Departments are provided with computers.
3. The college has 5 ICT enabled Class Rooms, one ICT enabled Seminar hall and one ICT enabled Conference hall.
4. 1- Interactive Board have been installed in one of the ICT Enabled Class Room.
5. 1- LCD have been installed in the Conference Hall for video conferencing.
6. The College Library with computer and Internet facility serves as a Virtual Learning Resource

Center.

7. SOUL 3.0 software package is being used in the college library for issue and receipt purposes.
8. All Sections (Academic and Administrative) of the college office have Computer and Internet facilities.
9. The Examination Control Room is computerized.
10. The College has its own Website.
11. College has online admission facility.
12. All Teaching Departments, the College Library and all Sections/Branches of the college office are linked with BSNL Broadband connection and Wi-Fi facility.
13. In all, there are 56 computers in working conditions in the college.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3.2 Student – Computer ratio (Data for the latest completed academic year)

Response: 54.7

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 27

File Description	Document
Upload supporting document	View Document

Other Upload Files

1	View Document
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4.4 Maintenance of Campus Infrastructure

4.4.1 Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)

Response: 10.42

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

2021-22	2020-21	2019-20	2018-19	2017-18
2.09	10.81	9.32	10.72	6.152

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

NAAC

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years

Response: 5.67

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government and Non-Government agencies year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
10	47	190	35	43

File Description

Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

5.1.2 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: B. 3 of the above

File Description

Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 8.87

5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
341	33	00	21	113

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: B. Any 3 of the above

File Description	Document
Upload supporting document	View Document

5.2 Student Progression

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 6.12

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
25	25	3	10	13

5.2.1.2 Number of outgoing students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
160	267	306	274	235

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 58.33

5.2.2.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	4	0	0	3

5.2.2.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
5	4	0	0	3

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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 last five years

Response: 4

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at

national/international level (award for a team event should be counted as one) year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	1	3

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 2.6

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
9	0	0	2	2

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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

Response:

- The Alumni Association of Lakhimpur Commerce College was formed in 2002 with the noble objective of maintaining a continuous and consistent rapport and cordial relationship with all the alumni and including their participation in all round development of the college.
- The Online Registration of the Alumni Association is under process and it is expected that within a few weeks the process would be completed with allotment of registration number.
- The Association has been maintaining contact with the students passing out of the college and

keeps record of their nature of profession/job, present address, contact numbers and e-mail IDs. The Alumni Cell of the college also keeps communication with the alumni and maintains their record. Five Whatsapp group has been created recently, each group comprising of members of ten years for establishing communication with alumni since last fifty years on the occasion of the golden jubilee celebration of the institution.

- A total number of alumni registered till the end of 2018 stands at 573. Provision of online registration of alumni has been created in the year 2019 recently and the number increased to 1469 by the first week of March 2019. Continuous process is underway to establish communication with alumni through Whatsapp group and at present the number of alumni has reached to approximately 1900. It is expected that within next few months, the number will go up as the Alumni Association has been active in mobilizing resources and members in the last few months.
- Regular meeting among the members has been organized in view of collaborating in the development of the institution.
- The Alumni Association has a Bank Account with the Syndicate Bank, North Lakhimpur Branch, N.T. Road, North Lakhimpur, Assam. To meet some of the recurring and contingency expenditures, the Association keeps some amount of cash in hand. The audited receipts and payments account in this respect from the session 2017-18 to 2021 – 2022 has been submitted by the Secretary of the Association to the IQAC, a copy of which is being submitted along with this SSR.
- Some of the alumni have been supporting the institution by contributing financially and non-financially for organizing different programmes in the college like Cultural Procession on the occasion of Annual College Week, Blood Donation Camp, International Day of Yoga etc. The college invites some of the prominent alumni to different function as a mark of honour to them.
- It may be stated that the college authority has been organizing Alumni Meets on regular basis with participation of a large number of alumni. However during the year 2020 to 2021 it was not possible to organize Alumni Meet due to Covid Lockdown. A record of participation of the alumni is maintained by the Alumni Cell.
- The Alumni Body with its office bearers was duly formed in the Alumni Meet of 25th August 2018 and in subsequent meeting in the year 2022, the President, Secretary and Joint Secretary were newly appointed.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance

Response:

The principal of the institution works in close collaboration with the Governing Body and all the employees as well as other stake holders to fulfill the institution's mission and vision.

The Governing Body is the main body of governance that provides effective leadership in the realization and fulfillment of the vision and mission of the college and takes decisions and monitors to its implementation. It also undertakes financial management of the college. All the decisions taken in the Governing Body are pro-institutional and meant for development of the college.

The Principal cum Secretary is the face of the Governing Body who manages and controls everything in co-operation with the Vice-Principal, the Ministerial Staff, all Heads of the Departments, the Students' Union, the IQAC and different Cells and Committees.

Academic planning, application of ICT resources, use of teaching-learning aids and many other strategies are adopted for the development of the college. The community services through extension programmes help to promote social responsibility among the students. The institution encourages the students to participate in various co-curricular activities.

For perspective future actions, the Principal in consultation with the Staff and the Students' Union and relevant Committees, chalks out plans for renovation and expansion and places it before the Governing Body meetings for approval. These are further sent to higher bodies like Dibrugarh University, DHE, Government of Assam and the UGC for permission and implementation.

For academic matters like creation of teaching facilities, introduction of new subjects and self-financing courses, vocational and skill-based courses, according NEP 2020, the concerned teachers are engaged in preparing the course of action and plans and these are passed after approval in the Governing Body meetings.

The teachers are committed to keep free-flow of communication with parents and alumni through meetings at regular intervals as they are regarded as valued stakeholders of the college.

The IQAC also collects feedback from the students, teachers, guardians, alumni and their constructive suggestions are incorporated within the future plan of action. Staff supports, designs and implements for a quality based academic environment.

The Institute supports a trend of decentralized governance system with proper well defined inter-relationships. The college promotes the culture of participative management by incorporating faculty, non-teaching staff and students for academic and general development.

The Department Heads are responsible for allocation of classes according to the master routine and organize other academic, evaluative and co-curricular activities of the department and report to the principal.

For decentralization of management, teachers are entrusted responsibility to run as well as include as members of different Cells and Committees like the Career Guidance Cell, Women Cell, NSS Unit, Extension Service and Outreach Activities Cell, Academic Committee, Admission Committee, Examination Monitoring Committee, Prospectus Committee, Library Committee, Construction Committee etc.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

Response:

A strategic and inclusive plan has been prepared by the institution for the development of infrastructure, academic development, extracurricular activities, sports and culture.

1. To create an environment conducive to research and increase the number of research publications, books and funding assistance.
2. To prepare the institution for the implementation of NEP 2020 by introducing multidisciplinary courses, Post Graduate courses, Add- On Courses, Skill based and Vocational courses.
3. Involve all the stakeholders in the development of the college and strengthen the Alumni Association.
4. Develop the infrastructural resources for academic, ICT related, co-curricular and sports activities in both the campuses of the college.

The functioning of the institutional bodies has been decentralized and carried out effectively and efficiently through constitution of Cells and Committees with well-prepared policies and administrative set up:

The Governing Body with the Principal as the Secretary looks after the administration, discipline, student welfare, planning, infrastructural development, financial management, recruitments and promotions.

The IQAC is a vital part of the institution's system and works towards realization of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of the institution and as a nodal agency for coordinating quality related activities.

There are Academic and Admission Committee, Examination Monitoring and Routine Committee to look after academic related matters like admission, preparation of class routine, allotment of classes, conduct of Internal Examinations and Evaluations and University examinations.

Development of students' amenities are taken care of by The Career Guidance Cell, Canteen Committee, Student Aid Fund Committee, Internal Security and Cleanliness Committee, Transport Management Committee and few other cells.

The Library Committee looks after the development of the library and monitors facilities provided to students.

The Grievance Redressal Cell takes up grievances of students and tries to redress it in association with the Vigilance Cell, Cell for Prevention of Sexual- Harassment against Women at Workplace, Anti- Ragging Cell and Internal Complaint and Disciplinary Committee.

The Research Cell, Bulletin Committee and Publication Cell takes charge of publication of the Research Journal, Magazine and Bulletin regularly.

In total there are 48 Cells and Committees like Media Cell, Construction Committee, Purchasing Committee, Physical and Mental Wellness Cell, Swayam Implementation Committee, Equal Opportunity Cell, Committee for SC/ST, Minority Cell, OBC Cell, Extension Service and Outreach Activities Cell and others which are assigned different responsibilities to realize their respective objectives.

Service Rules: Being a provincialized college, the service of all teaching and non-teaching staff is governed by The Assam Provincialized Colleges and Assam Non-Government College Management Rules, 2001 and the Assam Services (Discipline and Appeal) Rules 1964.

Recruitment: All recruitments except contractual and purely temporary are made by the Government of Assam under its recruitment rules and regulations following the UGC guidelines.

Promotional Policies: All promotions of the teaching and non-teaching staffs are governed by the Higher Education Department Rules and Regulations and UGC guidelines.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.2.2 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: B. Any 3 of the above

File Description	Document
Upload supporting document	View Document

6.3 Faculty Empowerment Strategies

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

Response:

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

- The college has a Fund named “Employees’ Welfare Fund” which has been created with the monthly contribution of both teachers and employees. It provides loan of a maximum of Rs. 7,00,000/- to teachers to a minimum of Rs. 1,00,000/- to teachers and non-teaching staff member @ 6% interest. Employees also receive bonus based on the interest created out of the loan amount as per the ratio of individual contribution.
- There is another Fund in the name and style “Teachers and Employees’ Welfare Fund” which is created with one time share contribution of individual teachers and employees. It provides loan Rs. 20,000/- at one time and on retirement, a member is paid the share of money.
- There is a Fund in the college in the name and style “Poor Fund” which is meant for the welfare of poor students. This fund is created with student’s contribution at the time of admission/readmission in the college.
- The college has a noble tradition of sharing the sorrows and grief of families of both teaching and non-teaching staff members and extending financial assistance to the extent possible.
- As per Govt. rules the employees are, House rent allowance, Group Insurance Scheme, Group Savings Linked Insurance, Maternity Leave, Child Care and casual leave.
- The institution provides the basic facilities to all the employees like drinking water, canteen, sports amenities, Wi-Fi, medical and health checkup, first aid box etc.

Performance Appraisal System for Teaching and Non-teaching staff

- The Performance Appraisal system of the teaching and non-teaching staff is based on the feedback collected from different stakeholders.
- The faculty members are asked to fill up the Academic Performance Indicator (API) format at the end of the academic year. In respect of performance appraisal of the faculty for promotion, the college follows UGC guidelines along three categories namely, i) Teaching-learning, Evaluation Related Activities. ii) Co-curricular, Extension and Profession Related Activities; iii) Research and Academic Contribution,
- Librarian of the college is treated as Non – Teaching Academic Staff. Performance appraisal and

promotion of Librarian is carried out following UGC guidelines.

- In case of other office staffs when a Post of Senior office Assistant falls vacant, the Governing Body with Resolution forwards the name of the Junior Assistant on seniority basis to DHE for passing orders of promotion.
- 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. The performance of the non-teaching staff is evaluated by the principal whenever necessary. The principal intervenes and suggest measures to improve the efficiency of the non-teaching members and systemize the office works related to the institution.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

Response: 84.95

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
155	07	04	5	4

6.3.3.2 Number of non-teaching staff year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
5	5	5	5	5

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

- The primary fund of the institution is received from the UGC schemes and some other Government Schemes. However, the institution also takes initiative to mobilize funds from various other sources for development of college infrastructure.
- All the funds are utilized very judiciously after proper planning and preparing financial estimates and monitored by the principal. It is thereafter placed before the members of the Governing Body and passed after their approval. Proper account is maintained for all the utilization of funds by keeping evidences and regular internal audit is carried out by appointed auditor.
- For different activities of the college the Conveners of the committees or the HODs are provided with fund and the record of expenditure along with evidences are submitted to the accountant who after a scrutiny gets the bill passed from the Principal.
- All the payments are made through cheque or Demand Draft (DD) or by fund transfer by the DDO(Principal) of the college with approval from the Governing Body. In case of an emergency, cash payments are also made following the standard norms of payments. While utilizing the funds granted by RUSA, UGC and ICSSR, the college follows the required rules and regulations for all the financial procedures.
- All the funds and resources of the institution are used optimally by the members of the Institution. The infrastructural facilities and the amenities are used judiciously and care is taken to prevent any damage to them.

Institution conducts internal and external financial audits regularly

The institution keeps a very systematic and careful record of all the financial matters and dealings and conducts regular internal and external audit. The audits of the accounts are done in two layers as follows-

- Internal audit- The audit of the accounts of the college is done every year. In order to examine the proper utilization of the financial resources of the college including the different grants received within a period of time, the authority appoints experienced senior teacher of the college for conducting internal audit and accordingly it checks thoroughly the financial transaction of the college and prepares a report every year. The auditor takes into consideration evaluation of all the financial statements, bank and cash transaction, scrutiny of ledger, analysis of stock register, cash book and all the evidences relating to purchase of different assets by the college within a given period. The report is then placed before the governing body for approval. If there is any audit objection in the report then it is settled by the Governing Body through discussion.
- Externalaudit-The external audit is carried out by the Government auditor appointed by Audit Department, Government of Assam. The last government audit was carried out till 2016-17.
- The external audit is also done by the Chartered Accountant appointed by the college after submission of all the data, record and statements by the Institution.

File Description	Document
Upload Additional information	View Document

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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The IQAC of the college was formed in 2005 with the objective of maintaining and controlling quality of higher education.

- IQAC maintains all the records related to the faculties and as a part of performance appraisal and quality, it scrutinizes the API scored by teachers at the time of promotion and forwards its report to the Principal for necessary action.
- For sustaining quality and its enhancement, the IQAC works in coordination with the Academic, Administrative and other Cells and Committees, NSS and Students' Union of the college.
- IQAC collects feedback from stakeholders like students, guardians, alumni and teachers etc. and after analysis of the feedback, prepares a Report suggesting follow up action to the Principal.
- IQAC collects reports from the departments and the Committees and Cells of the college regularly to prepare the Annual Cumulative Report for submission to Dibrugarh University and All India Survey of HigherEducation(AISHE).
- IQAC encourages all teachers to engage in research related activities such as taking up Minor and Major Research Projects, conduct of National/Departmental level Seminars, Workshops, talks and publication of magazine/journals.

- The IQAC suggests introduction of Best Practices by all the departments.
- The IQAC gives suggestion to the Principal and Secretary for renovation and up-gradation of teaching facilities and other infrastructural development.
- The Principal as chairperson of IQAC monitors implementation of Annual Teaching Plans of Departments and all curricular and co-curricular activities of the college.
- IQAC prepares and submits the Annual Quality Assurance Report (AQAR) to the NAAC.

- The two best initiatives of IQAC that has been successfully institutionalized are:

1. Mentor- Mentee system (For student support): All the faculty members as Mentors are allocated certain number of students and entrusted the responsibility of all round development and counselling of those students.
2. IQAC has visualised and implemented the Community Outreach and Extension Activities which includes adoption of a village named as “Borbill” and a number of other activities periodically conducted by students and faculties of the college independently or in collaboration with local agencies.

- The IQAC has developed a format for Annual Teaching Plan of all Departments to fulfill the objectives of the prescribed curriculum and monitors its execution by all departments
- The IQAC collects and maintains the records of results of Sessional Examinations which are conducted to measure the learning outcomes/ performance levels of students. After analyses of the results/learning outcomes of the students in different subject, suggestions are given to Departments/Subject teachers to take up remedial measures for further improvement of students.
- The IQAC in association with all the departments works to bring improvement in teaching and evaluation methods and conduct of remedial classes for slow learners. It makes effort to facilitate participatory and experiential learning by departments.
- The IQAC has taken steps to improve the methods of teaching by introduction of ICT enabled Classrooms, Smart-Classrooms, Wi-Fi facility in Computer Centre/ Laboratory and e-resources and Wi-Fi facility in the library.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.5.2 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)/ membership of international networks

3.Participation in NIRF**4.any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc****Response:** B. Any 3 of the above

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

NAAC

Criterion 7 - 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 and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years

Response:

During the last five years, different measures have been taken by the institution for promotion of gender equity in the campus:

- International Women's Day has been celebrated every year with different activities and collaboration with other local and govt. bodies.
- Workshop on Yoga, Self-defence for girls, Health camps and different awareness programmes on gender issues are conducted on a regular basis to sensitize the students
- The girl students are provided scope for equal participation in all the activities of the institution including representation in Students' Union, co-curricular and extension activities, workshops etc.
- Specific facilities are provided for women in terms of safety and security through a well protected campus with CCTV surveillance and appointment of chowkidars and security guards.
- The college has various cells like Women's Cell, Anti Ragging Cell, Grievance Redressal Cell, Internal Complaint Committee, Committee for prevention of sexual harassment of women at work place and Anti-sexual Harassment Committee to look into the matters related to girl students and any complaints received in this regard.
- The female students are provided with counseling in the gender issues through curriculum and also provided with assistance whenever they need it by the teachers and through different committees.
- The Equal Opportunity Cell and the IQAC of the college also organizes programmes to create awareness on the rights of the girl child and women and the opportunities available for women in the present era of women empowerment.
- The College provides separate common rooms for girls with sanitary amenities such as sanitary pads, sanitisers and first aid box along with indoor games, drinking water and toilet facilities.
- The construction of the Second Floor of the Girls' hostel is nearing completion within the college campus.

Initiatives to celebrate/ organize national and international commemorative days, events and festivals

- The institution celebrates national and international festivals as well as the birth and death anniversaries of great Indian personalities. Republic Day (26th January), Martyrs' Day (30th January), International Mother Language Day (21st February), International Women's Day (8th March), International Yoga Day (21st June), Independence Day (15th August), National Service Scheme Day (24th September), Communal Harmony Day (19th November to 25th November), Armed Forces Flag Day (7th December) every year. Students are motivated to inculcate in them the sense of patriotism and nationalism and contribute towards the development of society and the nation at large.
- Significant local days like Rabha Divas, Silpi Divas, Lachit Divas, Sahitya Divas, Chilarai Divas,

Death anniversary of Dr.Bhupen Hazarika etc. are observed every year in a befitting manner.

- The college observes with religious fervor, as per Assamese Calendar every year, the death anniversary of Srimanta Sankardeva by paying obeisance to the great Vaishnavite saint of Assam and Fateha –Ud- Dawaz- Daham Borgeet in traditional ways.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.1.2 The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

Response: A. 4 or All of the above

File Description	Document
Upload supporting document	View Document

7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. Green audit / Environment audit
2. Energy audit
3. Clean and green campus initiatives
4. Beyond the campus environmental promotion activities

Response: C. Any 2 of the above

File Description	Document
Upload supporting document	View Document

7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

The institution is committed to continue its inclusive character and cater to students from every corner of the society.

- It has students from different states of the country and various religious, cultural and linguistic diversity. They belong to various classes in case of economic conditions of the families. Despite having so much diversity, the college has been functioning in a harmonious environment.
- The college strictly abides by the Reservation and Relaxation guidelines for admission issued by the Dibrugarh University during the admission process. There are also ST/SC Cell, OBC Cell, Equal Opportunity Cell and Minority Cell with teacher and students as members to address issues related to these groups.
- Festivals and days like Saraswati puja, Fateha –Ud- Dawaj- Daham, Bihu and Sankardev Tithi are celebrated in the institution with complete fervor by all the members of the college to inculcate the knowledge of the tradition and culture of the nation as well as the region.
- Significance of the mother language is stressed by observing the International Mother Language Day and using multilingual approach for curriculum delivery.

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

- The institution is committed to its obligations towards sensitizing the students regarding constitutional values, rights, duties and responsibilities and prepares them as complete citizens. Such values are imparted in the classrooms through the course curriculum of the different programs.
- The college organizes various regional and national festivals with full support and cooperation of the entire student community in befitting manner. National festivals like Independence Day, Republic day, Communal Harmony Day, National Unity Day, Armed Forces Flag Day, Surgical Strike Day are observed every year to inculcate patriotism and feeling of nationalism among the students.
- The institution observes significant days like International Mother Language Day (Matribhasa Diwas) (21st February), International Women’s Day (8th March), International Yoga Day (21st June), National Service Scheme Day (24th September), Communal Harmony Day (7th December), Road Safety Day (24th April) every year with active participation of students.
- The college also conducts talks on Human Rights, Voting Rights and other contemporary issues to prepare learners towards constitutional obligations. Events like Art Competition, Essay writing Competition, Quiz Competition, Speech Competition, Extempore Speech Competition etc for developing their critical thinking.
- The institution organizes various activities such as Blood Donation Drive, Free Eye Check up Camp, Talk on Stress Management, Yoga Programme under Swadhyay Varga (Study centre of Vivekananda Kendra), Indigenous Mango Festival, Flood Relief Camp, Awareness Programme Disadvantages of Consumption of Narcotics Substance, Swachha Bharat Abhiyan, Tree Plantation and Environment Awareness Programme for developing the students’ awareness towards contribution to the society through extension services.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.2 Best Practices

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

Response:

The college has been practicing various Best Practices. Prominent among them are:

A. Facilitating students to acquire minimum operational knowledge in banking and postal services to meet practical life needs:

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

2. Objectives of the Practice:

- To help students to have minimum practical operational knowledge on banking such as opening New Accounts, depositing and withdrawing money, preparing Demand Drafts, withdrawing money through cheques, transfer of money through green channels, ATMs and through online process and knowledge on banking schemes for educational purpose.
- To enable students to have practical knowledge on sending letters through Registered post, Speed post and sending Parcels and Value Payable Post (VPP). They will also have knowledge on postal orders and importance of revenue stamps and on opening of Savings, Recurring Deposit and Fixed Deposit Account, Public Provident Fund (PPF), National Savings Certificate(NSC), Kisan Vikas Patra(KVP), Postal Life Insurance, Monthly Income Scheme(MIS) facilities etc.
- To help orient students towards gathering knowledge on job prospects in banking and postal.
- To help students to develop in them a mindset to save money in banks and post offices and to invest minimum money for earning maximum profit through different liberal schemes.

3. The Context:

- To support the students by providing at least minimum transaction knowledge on banking and postal services.
- The practice includes visits to any commercial bank and post office in and around North Lakhimpur town by guiding them through orientation and awareness classes by invited resource personnel from banks and post offices.
- 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 personnel's helps students in gathering more knowledge

about these sectors and their job prospects.

4. The Practice:

- Theoretical knowledge on banking sectors and their transactions are provided to the students by engaging Faculties from the college.
- A group of students are selected for Field Visit to Banks and Post offices for the purpose.
- The groups are given mock Practice in filling of deposit form for cash deposit and withdrawal forms for cash withdrawal, filling up Demand Draft form, for preparation of bearer and crossed cheques, 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 etc. etc.

5. Evidence of Success

- The best practice has been helpful to students in developing self-confidence and gaining knowledge for practical use in day-today life situations and helping people in the immediate neighborhood in this respect.
- The practice has been proved to be helpful in arousing interest in career prospects and facing competitive exams.
- The visits to banks and post offices have given exposure to the students to have a first-hand knowledge on official procedures related to customers' needs and developed smartness and outlook in them.
- The field visits for practical knowledge have indirectly contributed to generating more interest of students in theoretical knowledge in those areas.

6. Problems Encountered and Resources Required

- The practice has no financial involvement. Resource persons who have visited the college for this purpose have been arranged by the departments on request.
- Selection of students and formation of student-groups is a bit difficult as more number of students show interest and willingness to participate in such exercises.
- Under Semester System of teaching and evaluation, the college gets a limited time period for carrying out such practices and this time constraint does not permit to accommodate all students in this exercise.

B. Maintaining a clean, pollution free, healthy and green campus:

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

2. Objectives of the Practice:

- The objective of the best practice is to maintain a clean, pollution free, environment friendly,

healthy and green campus.

3. The Context:

- Since it is an Institution of Higher Education; imparting education in a clean, peaceful pollution free, eco-friendly environment is our bounden duty/responsibility. The very educational philosophy of our nation embodies that education should be given in a sound, secured, healthy and inspiring environment. So, keeping this philosophical and ideological goals point in mind, the college has persistently tried to maintain a clean, pollution free, environment friendly, healthy and green campus for carrying out all activities for the all round development of students. Students, who are considered the axis of the entire educational system, are enabled to imbibe good habits and values so as to be useful in their future life.

4. The Practice:

- For maintaining a clean, environment friendly green campus, the NSS & NCC units, Extension Service Cell, Internal Security and Cleanliness Committee, Transport Management Cell, Cell for Maintenance of Orchidarium, Women Cell, Community Development Committee and Health & Hygiene Committee of the college regularly take up clean campus, pollution free programmes, health programmes etc.
- After the implementation of Swatchh Bharat Abhiyan from 2nd October 2016, the college has constituted a committee for implementation of Swatchh Bharat programmes. At the initiative of the committee, clean drives in the campus have been carried out.
- The Internal Security and Cleanliness Committee and Health & Hygiene Committee at regular intervals cleans the campus with help of NSS volunteers, students and the teachers.
- The teachers and the Students' Union of the college always try to maintain a clean peaceful, plastic free and pollution free campus.

5. Evidence of Success:

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

6. Problems Encountered and Resources Required:

- For maintaining a clean, healthy and beautiful campus, the college has not faced any problem. Rather all stakeholders have extended full co-operation in this regard.
- The expenses incurred on this count are met from the College fund and NSS Fund.

File Description	Document
Best practices as hosted on the Institutional website	View Document
Any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Lakhimpur Commerce College is the first pioneer Higher Education Institution of Commerce in the North Bank of the Brahmaputra established on 4th September 1972. The Arts Stream was introduced in the college in the year 1993. With each passing year, one more class was added and in this way, by 1997 all classes up to Under Graduate level were opened in Arts Stream. Overall students' performance in both Arts and Commerce streams has been satisfactory. The Teaching- Learning process in the college is exclusively Learner Centric. The college also provides regular career counseling programmes for the benefit of the students to cope up with the present globalised era. The college practices a special concern for the slow and under-performed learners. Remedial classes for the slow and under- performed learners are regularly conducted. A few departments have regularly been publishing Wall Magazines showcasing the literary and creative skills/talents of the students. However, the college also publish college magazine. Most of the Departments organize Departmental Workshops, Interactive Lectures, Quiz, Group Discussion etc among the students supervised by the faculty members of the college. The entire college environment can be regarded as Complete Ragging Free institution. Apart from providing the traditional degrees such as Bachelor of Commerce and Bachelor of Arts, the college also facilitates CCA (Certificate of Computer Application) since 2001 onwards. The college has continuously been functioning a study centre and Exam centre under Indira Gandhi National Open University (IGNOU) since June 2000 providing UG, PG, Certificate and Diploma courses to the students. The college also runs a study centre of Krishna Kanta Handique State Open University (KKHSOU). The College organizes educational/excursion trip for the students. Each year, the department of Assamese organizes an Educational Excursion Trip for the students supervised and accompanied by the faculties of the Department to places of historical or religious importance. The department of Education also organizes such trips. The college practices the habit of preserving the Question papers of previous examinations kept well in the college library for the benefits of the students. Due to covid-19 pandemic, regular classes as well as examinations were held online.

The institution makes all efforts to maintain transparency in its financial, academic, administrative and auxiliary functions.

Transparency in Financial Functions:

The institution maintains systematic accounts on 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. All payments of the college are carried out through cheques and online (Net Banking) mode. The Accounts Department maintains the receipts and payments with supporting documents and provides all the necessary books of accounts for the purpose of audit. An Auditor of the Local Fund, Govt. of Assam who is appointed by the Governing Body conducts the internal audits of the college. External Audits of the college are conducted by an Audit Officer/Auditor appointed by the Joint Director, Local Fund, Govt. of Assam. The appointed Internal Auditor audits all the financial statements, bank and cash transactions, and verifies the Ledger, Stock Register, Cash Book, supporting Vouchers and all other evidences relating to purchase of different assets by the college within a given period of time. After the audit, a detailed Report is prepared by Internal Auditor along with Receipts and Payments Accounts of all funds of the college and the said Report is placed before the Governing Body by the Principal and Secretary for approval.

Transparency in Academic Functions:

Information on academic functions of the college is provided through the college website. Admission Committee carries out the entire process of new admission under the direct supervision of the Principal. List of selected candidates are displayed on the college notice board and college website for admission. The Academic Committee of the college prepares class routine, oversees running of classes and takes stock of progress of courses and gives suggestions for improvement. The Examination Monitoring Committee conducts sessional examinations and keeps all records of examinations and displays all internal marks of students on the notice board.

The attendance of the students in the classes is recorded.

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. Students are provided facilities for open access to e-resources in the library. The students' grievances are redressed by the Grievance Redressal Cell. Feedbacks are collected from stakeholders, i.e. students, teachers, guardians and alumni and after feedback analysis; steps are taken for improvement in the necessary areas. Biometric machine has been installed for recording daily attendance of teachers and office staff. The Governing Body is the highest decision making authority of the college and recruitments and promotions are transparently done as per Govt. and UGC guidelines. Different Committees and Cells are constituted to assist the administration.

File Description	Document
Appropriate web in the Institutional website	View Document

NAAC

5. CONCLUSION

Additional Information :

The College has upgraded many of its infrastructural facilities in the recent years. The newly constructed building has come up with a good and spacious parking area, a sophisticated conference hall and an initiative to develop a digital library. The classrooms are modernized from the use of conventional blackboard to Digital boards and ICT enabled classrooms with free Wi-Fi, LCD projectors to facilitate teaching through modern tools and techniques. The College library is an empowering unit with e-resources access room for both teachers and students. The automation of the college office and library is underway but facilities like online admission, net banking provision and sharing of information and notices through SMS and e-mail has been developed. The provincialisation of the Arts stream in the year 2013 has been one of the most positive actions taken by the Government of Assam for the college. CBCS curriculum under Dibrugarh University has been introduced in both B.A and B.Com programmes since June 2019. The College is gearing up to successfully implement the various guidelines of NEP 2020 and meet the demands of the new education policy.

Concluding Remarks :

Lakhimpur Commerce College which was founded in the year 1972 by a few visionaries with the noble aim of disseminating commerce education in the region started with morning shift classes in the auditorium of North Lakhimpur College has stepped is on the edge of its 50th year of establishment. Since then, it has come a long way from acquiring land in the heart of the town and a second campus 3 kms away from the main campus to develop its infrastructure in a manner as to meet the demands of modern education system. The Arts stream which was started in the year 1993 was another milestone achieved to fulfill the growing demands of the public for higher education in Lakhimpur district. Despite some financial constraints and the strive to balance the means and end, the college authority and the management has been trying tirelessly to develop the academic performance of the students, encourage students in curricular and co-curricular activities and provide them with infrastructural facilities and innovative learning resources. The all round development of the students who are the future citizen of the nation is the main goal of the institution. The college authority has also taken measures to address the safety and security of the students by not only forming a Vigilance cell but also by making the campus safe under CCTV surveillance

The college had been accredited with B+ grade by the National Assessment and Accreditation Council in 2004 in recognition of its achievements. The institution takes pride in submitting the SSR for re-accreditation (2nd cycle) of NAAC based on the inputs from IQAC at all levels keeping in mind the need to equip students with the best facilities of education and good infrastructure.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																														
1.3.2	<p>Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)</p> <p>1.3.2.1. Number of students undertaking project work/field work / internships Answer before DVV Verification : 131 Answer after DVV Verification: 30</p>																														
1.4.1	<p>Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)</p> <p>Answer before DVV Verification : Yes Answer After DVV Verification: No Remark : Observation accepted & Input edited because of supporting documents provided by HEI are not as per SOP</p>																														
2.1.1	<p>Enrolment percentage</p> <p>2.1.1.1. Number of students admitted year wise during last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>2.1.1.2. Number of sanctioned seats year wise during last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>750</td> <td>750</td> <td>600</td> <td>600</td> <td>400</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>750</td> <td>750</td> <td>600</td> <td>600</td> <td>450</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18						2021-22	2020-21	2019-20	2018-19	2017-18	750	750	600	600	400	2021-22	2020-21	2019-20	2018-19	2017-18	750	750	600	600	450
2021-22	2020-21	2019-20	2018-19	2017-18																											
2021-22	2020-21	2019-20	2018-19	2017-18																											
750	750	600	600	400																											
2021-22	2020-21	2019-20	2018-19	2017-18																											
750	750	600	600	450																											
2.1.2	<p>Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the last five years (Exclusive of supernumerary seats)</p> <p>2.1.2.1. Number of actual students admitted from the reserved categories year - wise during the last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>355</td> <td>355</td> <td>292</td> <td>292</td> <td>274</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	355	355	292	292	274																				
2021-22	2020-21	2019-20	2018-19	2017-18																											
355	355	292	292	274																											

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
266	246	191	188	167

2.1.2.2. Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
355	355	292	292	292

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
278	278	222	222	167

3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

3.2.2.1. Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
13	1	0	2	1

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
6	0	0	0	1

3.4.3 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 organised in collaboration with industry, community and NGOs) during the last five years

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
15	2	7	16	11

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
6	1	2	5	4

3.5.1 **Number of MoUs, collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research and other academic activities during the last five years:**

Answer before DVV Verification : 5

Answer After DVV Verification :4

4.4.1 **Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)**

4.4.1.1. **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
17.60	14.42	14.70	14.33	13.78

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
2.09	10.81	9.32	10.72	6.152

Remark : Observation accepted & Input edited as per Receipt & Payment statement provided by HEI

5.1.1 **Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years**

5.1.1.1. **Number of students benefited by scholarships and freeships provided by the Government and Non-Government agencies year wise during last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
10	40	203	35	46

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
10	47	190	35	43

Remark : Observation accepted & Input edited as per supporting documents provided by HEI

5.1.2	<p>Capacity building and skills enhancement initiatives taken by the institution include the following</p> <ol style="list-style-type: none"> 1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health and hygiene) 4. ICT/computing skills <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: B. 3 of the above Remark : Observation accepted & Input edited as per supporting documents provided by HEI</p>																				
5.1.3	<p>Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years</p> <p>5.1.3.1. Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="306 831 1046 965"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>341</td> <td>33</td> <td>44</td> <td>21</td> <td>113</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="306 1043 1046 1178"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>341</td> <td>33</td> <td>00</td> <td>21</td> <td>113</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	341	33	44	21	113	2021-22	2020-21	2019-20	2018-19	2017-18	341	33	00	21	113
2021-22	2020-21	2019-20	2018-19	2017-18																	
341	33	44	21	113																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
341	33	00	21	113																	
5.1.4	<p>The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases</p> <ol style="list-style-type: none"> 1. Implementation of guidelines of statutory/regulatory bodies 2. Organisation wide awareness and undertakings on policies with zero tolerance 3. Mechanisms for submission of online/offline students' grievances 4. Timely redressal of the grievances through appropriate committees <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: B. Any 3 of the above Remark : Observation accepted & Input edited as per supporting documents provided by HEI</p>																				
5.2.1	<p>Percentage of placement of outgoing students and students progressing to higher education during the last five years</p> <p>5.2.1.1. Number of outgoing students placed and / or progressed to higher education year wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="306 1939 1046 2007"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>5.2.1.2. Number of outgoing students year wise during the last five years</p> <p>Answer before DVV Verification:</p>	2021-22	2020-21	2019-20	2018-19	2017-18															
2021-22	2020-21	2019-20	2018-19	2017-18																	

2021-22	2020-21	2019-20	2018-19	2017-18
156	227	167	216	135

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
160	267	306	274	235

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 last five years**

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
2	0	0	1	8

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	1	3

5.3.2 **Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)**

5.3.2.1. **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
10	0	2	2	2

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
9	0	0	2	2

6.2.2 **Implementation of e-governance in areas of operation**

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**

4. Examination

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: B. Any 3 of the above

Remark : Observation accepted & Input edited as per supporting documents provided by HEI

6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

6.3.2.1. Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
3	0	0	0	1

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

Remark : Observation accepted & Input edited because of supporting documents which shows financial support provided to attend conferences/workshops not provided by HEI

6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

6.3.3.1. Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
12	11	4	5	3

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
155	07	04	5	4

6.3.3.2. Number of non-teaching staff year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
5	0	0	0	0

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
5	5	5	5	5

Remark : Observation accepted & Input edited as per supporting documents provided by HEI

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. **Green audit / Environment audit**
2. **Energy audit**
3. **Clean and green campus initiatives**
4. **Beyond the campus environmental promotion activities**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: C. Any 2 of the above

Remark : Observation accepted & Input edited because of Green audit and energy audit reports not provided by HEI

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of teaching staff / full time teachers during the last five years (Without repeat count): Answer before DVV Verification : 35 Answer after DVV Verification : 36</p>																				
1.2	<p>Number of teaching staff / full time teachers year wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>35</td> <td>35</td> <td>37</td> <td>38</td> <td>38</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>35</td> <td>35</td> <td>37</td> <td>37</td> <td>37</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	35	35	37	38	38	2021-22	2020-21	2019-20	2018-19	2017-18	35	35	37	37	37
2021-22	2020-21	2019-20	2018-19	2017-18																	
35	35	37	38	38																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
35	35	37	37	37																	