Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**TINSUKIA COMMERCE COLLEGE**
Name of the head of the Institution	**Dr. Chaytanya Bora**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03742120273**
Mobile no.	**9864237133**
Registered Email	**tccprincipal@yahoo.co.uk**
Alternate Email	**drchaytanyabora@yahoo.in**
Address	**Tinsukia Commerce College, P.O. Sripuria, Tinsukia**
City/Town	**Tinsukia**
State/UT	**Assam**
Pincode	**786145**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Mr. Ranjan Kalita,Associate Professor (Commerce)**
Phone no/Alternate Phone no.	**03742120273**
Mobile no.	**9435037285**
Registered Email	**tccprincipal@yahoo.co.uk**
Alternate Email	**kalitaranjan73@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.tinsukiacommercecollege.edu.in/aqr/

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.tinsukiacommercecollege.edu.in/academic-calender/

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.8**	**2005**	**21-Dec-2005**	**20-Dec-2010**
2	**B**	**2.10**	**2017**	**28-Mar-2017**	**01-May-2022**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**05-Mar-2006**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Vermi Compost Plant	01-Feb-2018 60	35
Construction of New Toilet for Boys	15-Jul-2018 45	350
Construction of New Computer Lab	31-Jul-2018 30	150
Improvement of various campus facilities like construction and renovation of buildings	31-Jul-2018 90	850
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Excursion Grant	Govt. of Assam	2017 0	100000
Institution	Wi Fi Grant	Govt. of Assam	2017 0	50000
Institution	Play field	Govt. of Assam	2018 0	800000
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	3
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

1. Rs. 10000 revenue earned by the college from Vermi Compost plant constructed

last year. 2. Rs. 500000 was spent for construction of new toilet for boys. 3. Rs. 2000000 was spent for renovation of varous campus facilities like buildings, electronic equipment, sports items etc. 4. Rs. 1000000 spent for purchasing new Computers/Laptop, Printers, Scanner, TVs. 6. Diploma in Computer Application started in association with Divya Computer Education in the college and 75 students are enrolled during the current year.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
To continue financial service to SNEHALAYA	Snehalaya was given Rs.12,000 annual financial assistance
To organise some general and medical awareness programmes under banner of NSS and NCC	One blood donation camp was organised with the help of District Health Department, where students and staff of the college
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Governing Body	18-Jan-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**Yes**
Date of Visit	28-Mar-2017
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	2018
Date of Submission	13-Mar-2018
17. Does the Institution have Management Information System ?	**No**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

> **The IQAC monitors preparation and publishing of College Annual Prospectus. It supervises preparation of class routine, academic calendar, lesson plans and teaching plans by teachers. It ensures smooth conduct of various Internal and External Examinations by constituting necessary Sub committees. Internal Evaluation of students' academic performances is controlled by IQAC. It looks after requirements of teaching tools, books etc. for students and classrooms etc.**

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Spoken English	**Spoken English**	**01/07/2018**	**180**	**entrepreneur ship**	**Yes**

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BBA	**Computer Skill**	**01/07/2018**
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	**General**	**01/06/2019**

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	**45**	20

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Sanskrit Education	**01/07/2018**	**10**
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	**General**	**116**
BCom	**ACF and MKT**	**40**
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes

Teachers	Yes
Employers	No
Alumni	No
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
Feedback is obtained from students and teachers through questionnaire, accordingly analyzed by using statistical methods and communicated to the stakeholders.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	**General Course**	**150**	**200**	**150**
BCom	**ACF, MKT & General**	**150**	**250**	**175**
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	**1250**	**140**	**22**	**22**	**22**

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
8	**8**	**6**	**6**	**5**	**20**
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes, we have students mentoring system in B.Com 6th Semester and BA 6th Semester. Under the system 12 faculty members have been allotted 10 to 12 approximately students to discuss different issues about their Project, Career, etc.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio

1250	22	57:1

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
10	8	2	0	3

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Not received yet	Lecturer	Not received yet

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Arts	Semester	30/06/2018	16/07/2018
BCom	Commerce	Semester	30/06/2018	16/07/2018
BA	Arts	Semester	30/06/2019	16/07/2019
BCom	Commerce	Semester	30/06/2019	31/07/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Internal Examinations like half yearly, Annuals, Sessional, Project preparation, etc. are held under college regulations as per norms of University. Final Examinations Answer scripts are evaluated outside whereas Internal evaluation is made by home college teachers.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic Calendar prepared and adhered for smooth conduct of class allotment to teachers as per class routine. Unit Test, Internal and External Examinations, Cultural Programmes, College Week etc.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://www.tinsukiacommercecollege.edu.in/programme-outcome-2/

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year	Number of students passed in final year examination	Pass Percentage

examination					
Commerce	BCom	ACF & MKT	135	110	81.48
Arts	BA	General	144	116	80.55
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://www.tinsukiacommercecollege.edu.in/student-satisfaction-survey-2/

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Students Research Projects (Other than compulsory by the University)	15	Govt. of Assam	100000	100000
		View File		

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Ethics and Present Business Environment with Special Reference to the Post Demonetization and Existing GST Era	Commerce	01/09/2018
Conference cum Seminar on the Conference theme15th Biennial conference of ACLA and the Seminar theme Role of College Libraries in meeting users information needs: the Issues and Challenge in Digital age	Library	27/06/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Not applicable	Not applicable	Not applicable	01/06/2019	Not applicable
		View File		

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement

Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	30/09/2018

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Not applicable	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Not applicable	5	0
International	Not applicable	2	0

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Commerce	2

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Not applicable	Not applicable	Not applicable	2018	0	Not applicable	0
Not applicable	Not applicable	Not applicable	2019	0	Not applicable	0

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Not applicable	Not applicable	Not applicable	2018	0	0	Not applicable
Not applicable	Not applicable	Not applicable	2019	0	0	Not applicable

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	4	1	1
Presented papers	0	4	1	1
Resource persons	0	2	0	0
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Blood donation camp	NSS	5	65
Tree Plantation	NCC	7	345
Medical Checkup camp	ICMR, RMRC Dibrugarh, Govt. of India	22	20
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Swachha Bharat Abhiyan	Award	Dibrugarh University	15
Independence Day Parade	Award	Tinsukia Distrct Administration	30
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Swachha Bharat Summer Internship	Tinsukia Commerce College	Campus cleaning	15	55
Awareness Programme	Red Ribbon Club	Awareness regarding AIDS	4	20
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Project preparation	178	self financing	3
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Project preparation	Feasibility Report and Basic of Academic Project preparation	Tinsukia College	05/04/2019	10/04/2019	178

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Not Applicable	01/07/2019	Not Applicable	0

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1500000	15

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Fully	2.0	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	8405	151	50	150	8455	301
Reference Books	909	132	10	135	919	267
Journals	55	14765	2	350	57	15115

| e-Journals | 11 | 1560 | 0 | 220 | 11 | 1780 |
| CD & Video | 40 | 202 | 7 | 210 | 47 | 412 |

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Not applicable	Not applicable	Not applicable	01/04/2019

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	40	2	2	2	1	1	2	4	0
Added	10	2	1	2	0	0	0	0	0
Total	50	4	3	4	1	1	2	4	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

4 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Not Available	https://www.tinsukiacommercecollege.edu.in/

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
15	15	12	12

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Procedures and policies are maintained and utilizing physical, academic and support facilities laboratory, library, sports complex, computers, classrooms etc. by the Construction and Purchasing Committees.

https://www.tinsukiacommercecollege.edu.in/committee/

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Students Welfare Fund	7	35000
Financial Support from Other Sources			
a) National	Fee Waiver Scheme	456	2080460
b)International	Nil	0	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Coaching for competitive exam.	01/07/2018	35	Career Solution
Non Formal Sanskrit Education	05/04/2019	10	RSS, New Delhi
Basic Computer Course	01/07/2018	60	Divya Computer Centre

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	Competitive Examination	25	25	17	3
2019	Competitive Examination	28	28	20	2
2018	Career council	35	35	22	1
2019	Career council	35	35	18	2

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
7	7	1

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations	Number of students	Number of stduents placed	Nameof organizations	Number of students	Number of stduents placed

visited	participated		visited	participated	
Sashi Goel	172	24	Indian Army	25	8
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	60	Dibrugarh University	Arts	Tinsukia Commerce College	MA
2018	72	Dibrugarh University	Commerce	Tinsukia Commerce College	M.Com
2019	40	Dibrugarh University	Arts	Tinsukia Commerce College	MA
2019	45	Dibrugarh University	Commerce	Tinsukia Commerce College	M.Com
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	2
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Fencing	State	1
Marshal Arts	National	2
Cricket	Inter college	16
Foot ball	Inter college	16
Kabaddi	Inter college	24
Inter College Youth Festival	Inter college	20
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5.3 – Student Participation and Activities

5.3.1 – 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	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	award	National	1	1	0	Mohan Balmiki
[View File](#)						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)
Education Tour to Gangtok. A weekly coaching programme for competitive examination has been going on since December 2018 with participation of 35 UG students. Unit tests are held timely. Tutorial classes, Internal exams are conducted. Sports and cultural activities and competitions are held.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?
No

5.4.2 – No. of enrolled Alumni:
100

5.4.3 – Alumni contribution during the year (in Rupees) :
10000

5.4.4 – Meetings/activities organized by Alumni Association :
The Alumni Association conducted 4 meetings quarterly. It organised Tree Plantation Programme, Medical camp in village and also sponsored coaching programe for competitive examinations.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)
Admission Committee, Grievance Redressal Committee, Construction Committee, Students Welfare Committee, Examination Committee, Library Committee, Construction Committee, Academic Committee, Anti Ragging Committee, Gender Sensitisation Committee Against Sexual Harassment, etc consist of Teaching and non teaching staffs are formed to perform different activities for development and maintenance of academic environment of the college.These committees provide recommendations and suggestions for smooth conduct of different activities of the college. Academic Committee consists of Faculty Members of the college develops class routine, develop modalities for institutionalizing effective mentoring system and modalities for effective curriculum delivery in the classrooms.

6.1.2 – Does the institution have a Management Information System (MIS)?
Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	IQAC takes initiative to continue the process of organizing student seminars, class test and quiz competitions to help the students learn better.
Teaching and Learning	Students become more attentive in classes. IQAC guides the faculty members to prepare lesson plan.

Examination and Evaluation	The college conducts class tests, sessional tests to assess the progression of students. The college serves as a centre for the university examinations each year. The IQAC arrange the date of Seminar, submission of home assignment, observation method of evaluation.
Research and Development	The IQAC of the college motivates the teaching faculty to do research work for quality development of the institution.
Library, ICT and Physical Infrastructure / Instrumentation	The Library of the college digitalized having internet, WiFi connection, printer, photocopying machine, projector with other important facilities.
Human Resource Management	Helping the nonteaching staff regarding office management and to become computer literate.
Admission of Students	Admission of students is very transparent and done purely on merit basis. The merit list is also displayed in the notice board.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	Plan to upgradation of Office, Classroom and Library, and networking between office, classrooms and library, etc.
Administration	Digital Notices and circulars and upload such in the college website regularly. Admission of student through online College Management System.
Finance and Accounts	Computerization of expenses, employee attendance, library etc. Salary of faculty members and staff
Student Admission and Support	Student Admission and Support is conducted entirely through online mode. College Management System is used for online admission and providing support to students. moreover, initiative is taken to make the college campus cashless.
Examination	Inter Assessment of students is provided to University through online system.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/	Name of the	Amount of support

Year		workshop attended for which financial support provided	professional body for which membership fee is provided	
2018	Not Applicable	Not Applicable	Not Applicable	0
2019	Not Applicable	Not Applicable	Not Applicable	0

[View File](#)

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Not Applicable	Not Applicable	01/04/2018	01/04/2019	0	0
2019	Not Applicable	Not Applicable	01/04/2019	01/04/2019	0	0

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	2	07/03/2018	27/03/2018	21
Refresher Course	1	08/08/2019	21/08/2019	14
Faculty Development Programmes	22	19/10/2019	25/10/2019	7

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Advance salary scheme, provision of special leave, academic leave etc.	Advance salary scheme, provision of special leave, academic leave etc.	Scholarship facility for economically weaker section, Student welfare scheme.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Yes, we have both Internal and External Audits regularly.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Management, G.B.	1000000	Well furnished boys toilet
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6.4.3 – Total corpus fund generated

2500000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Academic Experts of the Universities and Colleges of the State	Yes	An Academic Committee consists of Faculty Members of the College
Administrative	Yes	Academic Experts of the Universities and Colleges of the State	Yes	An Academic Committee consists of Faculty Members of the College

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Meetings held twice in a year from the Parent Teacher Association. Members of ParentTeacher Association involved in maintaining a good academic environment and sort out the problems students faces.

6.5.3 – Development programmes for support staff (at least three)

Computer training, Motivational training programme, Faculty Development Programme organised for better performance. Discussion with the Principal regarding the problem faced by support staffs in executing their duties.Loan and advance payment facility, Special leave facility if necessary.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Upgradation of Sports facilities for students. 2. Starts few Vocational training courses. 3. Upgradation of Computer Laboratory, development of library facilities, training for competitive examinations, etc

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Feedback is conducted	05/01/2018	12/10/2019	15/10/2019	100

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Gender Sensitized Programme	11/02/2018	12/02/2018	85	135
Class to class awareness campaign	07/03/2019	08/03/2019	78	120

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
0 percent

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Provision for lift	No	0
Ramp/Rails	Yes	2
Braille Software/facilities	No	0
Rest Rooms	Yes	2
Special skill development for differently abled students	No	0
Any other similar facility	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	3	20/07/2018	1	Swachhata Abhiyan	Yes	45

| 2019 | 1 | 2 | 15/08/2019 | 2 | Waste collection | Yes | 26 |
| 2019 | 1 | 1 | 05/06/2019 | 1 | World Environment Day was observed in the college | Yes | 175 |

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Observance of holy capacities	20/12/2019	College is known for observance of holy capacities. Birth days of great personalites like Mahatma Gandhi, Netaji S. C. Bose, Dr. Bupen Hazarika, Lachit Divas etc. are celebrated.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Yoga Day Celebration	21/06/2018	21/06/2018	50
Womans Day Celebration	08/03/2018	08/03/2018	135
Awareness Programme for Voter turnout	16/10/2018	16/10/2018	340
Teachers Day celebration	05/09/2018	05/09/2018	160
Yoga Day Celebration	21/06/2019	21/06/2019	65
Womans Day Celebration	08/03/2019	08/03/2019	125
Teachers Day celebration	05/09/2019	05/09/2019	166

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Tree plantation programme organised in large number, regular campus cleaning, solid waste management by using vermi compost, regular disposal of ewaste, plastic free campus, using large number of dustbin any many more initiatives taken by the institution.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Two Institutional best practices: Best Practice – I Title- "Skill Training for Vermi Composting" – Promote organic culture. Initiation required: The college is located in rural area and the economy of the area is specifically based on agriculture. Hence, to promote the organic culture, the institution has started

to provide training programme and production of vermi compost (organic fertilizer). People are more concerned about the organic product, therefore it is need of the hour to promote production of organic fertilizer in this area. Objective: a) to promote organic culture in the area. b) to produce organic fertilizer. c) to create awareness about production of organic fertilizer by way of vermi composting. d) to aware about various course programmes can opt by students after completion of graduation. Evidence of success: (i) 30 no. of students and 20 nos. of trainees from nearby area participated in the training programme (ii) a profit of Rs. 5,000/- generated from selling of vermi compost. Best Practice - II Competitive Exam Training Progaramme: Institutions cannot confine, itself only in course programmes. It should culminate avenues through which competitive skills of the students can be developed. As a mark of such institution has done an agreement with Career Solution, Tinsukia to provide training programme to students of the college. Objectives: (i) To develop Competitive skills of the students. (ii) To aware themselves about different Competitive examinations held and at National level and State level. Evidence of success: 100 nos. of students participated in the training programme out of which some students cleared competitive examinations at National and State level.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://www.tinsukiacommercecollege.edu.in/best-practices-2/

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Free coaching for competitive examinations for UG students of the college was conducted every weekend days where 115 students took part.

Provide the weblink of the institution
https://www.tinsukiacommercecollege.edu.in/vision-2/

8.Future Plans of Actions for Next Academic Year

1) Signing of MoU with Indian Skill Academy, Guwahati for conducting skill development programs for students and staff. 2) Construction and development of Language Lab. with RUSA Fund. 3) Construction of a Basket Ball ground. 4) Upgradation of gymnasium by inclusion of multi-gym equipments. 5) Upgradation of classrooms by installing Touch Panel having inbuilt wi-fi. 6) Upgradation of existing laboratories and purchase of equipment to promote student projects and research activities of faculty members. This plan has been initiated at the beginning of session 2019-20 and some equipment have been already purchased. 7) Upgradation of playfield.