YEARLY STATUS REPORT - 2020-2021

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 its own campus?	Yes
• Phone no./Alternate phone no.	9395332131
• Mobile No:	9864237133
• Registered e-mail	tccprincipal@yahoo.co.uk
• Alternate e-mail	chaytanyabora@gmail.com
• Address	P.O. Sripuria, Dist. Tinsukia, Assam, PIN - 786145
• City/Town	Tinsukia
• State/UT	Assam
• Pin Code	786145
2.Institutional status	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University		**Dibrugarh University**
• Name of the IQAC Coordinator		**Prof. Ranjan Kalita**
• Phone No.		**9435037285**
• Alternate phone No.		**7002800049**
• Mobile		**9435037285**
• IQAC e-mail address		**principaltccoffice@gmail.com**
• Alternate e-mail address		**tccprincipal@yahoo.co.uk**
3.Website address (Web link of the AQAR (Previous Academic Year)		https://tinsukiacommercecollege.edu.in/wp-content/uploads/2021/11/AQAR-2019-20-Accepted-1-compressed.pdf
4.Whether Academic Calendar prepared during the year?		**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:		https://tinsukiacommercecollege.edu.in/wp-content/uploads/2022/03/Academic-Calendar-From-July-2021-to-June-2022_compressed.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.8**	**2005**	**21/12/2005**	**20/12/2010**
Cycle 2	**B**	**2.10**	**2017**	**28/03/2017**	**01/05/2022**

6.Date of Establishment of IQAC	**05/03/2006**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional	Pragyan Bharati Scheme:Insurance and Registration fees for Scooters to be distributed Girls students of the Districtn Fee for Scooties	Higher Education, Govt. of Assam	2020	8072852
Institutional	CSR Library Building Extention	Oil India Ltd.	2021	527500
Institutioal	Fee Waiver	Higher Education, Govt. of Assam	2021	3866485

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	5	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
• If yes, mention the amount	

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

1. Memorandum of Understandings were signed with Skillfinity, Guwahati, Career Master, Pune for Skill Courses and Vocational Courses of Tata Institute of Social Science, Bosch India for providing campus facilities for opening various professional , soft skill programs to the college students . Career Master agreed to offer three year job oriented Vocational Certificate Courses while under CSR initiative of BOSCH India will offer four skill courses. 2. Four National Level Webinars were conducted during the year by the college . The topics included New Education Policy ; Prospects & Possibilities . Mindset Crafting and Employment Enhance Techniques, Preparation for ,Entrance Exams ,Employability Skills for Post-COVID Period etc. The Resource-persons who delivered speeches and presentations were from Delhi University, Benaras Hindu University, IGNOU New Delhi, ICT Academy Chennai etc. 3. An Online Screening Test was conducted by JOBHUT, Guwahati on 11/2/2020 for three and six months' training for jobs in Corporate Sector. 10 students completed training at Guwahati under Government Sponsorship, and were later appointed in Aviation and Aero Space , and various Corporate offices. 4. Two faculties of the college , Mr. Joy Choudhury and Mr. Tomojit Dhar jointly authored two Reference Books on Finance , Banking and Insurance , which were published by Kalyani Publishers. 5. Fifty percent of the permanent faculties presented research papers in various National Level Seminars , and got papers published in journals with ISSN.

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

Plan of Action	Achievements/Outcomes
1.To introduce some career oriented programs in association with specialized academic institutions for the students of the college	1. Memorandum of Understandings were signed with Career Master for skill courses and three year B.Voc Programme underTata Institute of Social Science, Bosch India, Bangalore under its CSR initiative will provide four skill courses to the students of the college.

.To organize some Career Awareness and Motivational Programs for students of the college	2. Career oriented and motivational programs were organized at online and offline mode , where Resourcr-persons from ICT Academy Chennai, Indian Skills Academy, Skillfinity,Educare etc. delivered and presented lectures on mindset crafting, personality development, preparatory techniques for competitive exams etc.
To encourage teachers to improve teaching and Research quality by participation in, and presentation of Research papers in workshops, seminars, conferences etc, and also publication works	3. Most of the sanctioned faculties participated in, and presented papers in various national and state level seminars. Papers in Research Journals with ISSN were published by five faculties .Most of the teachers attended seminars and workshops related to course curricula.
To inspire students showing excellence in different curricular, co and extracurricular activities	4. Best Graduates from the college, excellent performers in Inter college sports and cultural competitions were rewarded and felicitated .
.. To involve students in various Community Development programs	5. The NCC and NSS Units were engaged in various social welfare activities , like Swatch Bharat Abhijan, Electors' Awareness Campaign, Distribution of Essential commodities to villagers in Covid period etc. Three Covid Vaccination programs were organized at college with the District Health Department. The college got actively involved in distribution free two
13.Whether the AQAR was placed before statutory body?	**Yes**

- Name of the statutory body

Name	Date of meeting(s)
Governing Body of the college	02/03/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	18/04/2022

15.Multidisciplinary / interdisciplinary

Tinsukia Commerce College has two undergraduate streams offering B.Com Honours, B.Com Non-Honours and BA Non-Honours Programmes. Within its limited scope of multidisciplinary affairs, college provides some of the interdisciplinary or multidisciplinary courses to the students. Specifically courses provide to students which are multidisciplinary/interdisciplinary nature are:

- Ability Enhancement Course: Multidisciplinary course having Credit 4
- Ability Enhancement Course: Environmental Science course having Credit 2
- Core Course: Computer Application in Business
- Microeconomics
- Macroeconomics
- Reading Gandhi
- Teaching in Elementary Level
- Rural Society of India
- Polity and Society of India
- Education in Pre-Independent India
- Religion and Society

16.Academic bank of credits (ABC):

Does not arise

17.Skill development:

Tinsukia Commerce College is affiliated under Dibrugarh University, Assam. The affiliating University implemented CBCS programmes at undergraduate level from 2019. In its undergraduate programmes, a

basket of 29 Skill Courses, (Skill Enhancement Course) have been offered to the students at different stages. Of these 29 skill courses college provides following skill courses to the students of B.Com Honours, B.Com Non-Honours and BA Non-Honours programmes:

- Entrepreneurship Development
- Retail Management
- Tourism and Travel Management
- Vermicompost Technology
- Library and Information Science
- National Service Scheme (NSS)
- Entrepreneurship- II
- Principles of Micro Economics
- Computer Application
- E-Commerce

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Appropriate Integration of Indian Knowledge System in existing programmes is important to provide a value based education to the aspirants. Within the purview of three undergraduate programmes offered by the institution, and as per the direction of affiliating university, three language courses such Assamese, Bengali and Hindi are provided to the students. In these three languages courses, Indian culture, Indian literature, Trade and Commerce, History of languages, Literature, Modern poetry and old poetry, Katha Sahitya, Hindi bhasa and byakaran, Adhunik Natak etc. are integrated within the language courses.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

"Outcome-Based Education" (OBE) is one of the important aspect of CBCS programmes. As part of OBE, college defines POs, COs, PSOs are properly and communicated to the stakeholders. The POs and Cos are also displayed in the college website
https://tinsukiacommercecollege.edu.in/wp-content/uploads/2021/02/Programme-Outcome.pdf

Learning Objectives & Outcomes of B.Com Course under CBCS Learning Objectives & outcomes of B.Com course under CBCS is to impart theoretical and practical knowledge on different subjects and areas of modern commerce. By opting B.Com Honours Course, a student have the opportunity to specialize in a particular subject. It enables the students to grab an in-depth knowledge of the subjects. The

programme has the objective of skill orientation and job orientation specifically on specific skills. It has the ultimate aim to create employability of the students in the job market especially in business organization and corporate sector and motivate them for their career as an Entrepreneur. Course-wise objective of B.Com. Honours Course is as given hereunder

Department of Commerce B.Com. (Honours) 1st Semester, 2020 Learning Objective & Outcomes Subject: Financial Accounting (Core Course) Course Code: C 101 Learning Objectives: The module aims at helping the students to understand: 1. Conceptual knowledge of Financial Accounting. 2. Skills for classification and recording of various business transactions. 3. Computerized Accounting System. 4. Measurement of business income and preparation of financial statement of non-corporate business entities. 5. Branch accounting, hire purchase & installment and accounting for dissolution of partnership firm. Learning Outcomes After the completion of the course, Students will be able to: 1. Acquire conceptual knowledge on Financial Accounting. 2. Classify & record various business transactions. 3. Learn computerized accounting through accounting software. 4. Find out net income of business and able to maintain financial statement of a business entity. 5. Prepare branch account, hire purchase account and dissolution of partnership account. TINSUKIA COMMERCE COLLEGE Department of Commerce B.Com. (Honours) 1st Semester, 2020 Learning Objective & Outcomes Subject: Business Law (Core Course) Course Code: C 102 Learning Objectives: The module aims at helping the students to understand some important business legislation.

including relevant case law as stated below: 1. Indian Contract Act, 1872 2. Sales of Goods Act, 1930 3. The Partnership Act, 1932 and Limited Liability Partnership Act, 2008 and 4. Negotiable Instrument Act, 1881. Learning Outcomes After the completion of the course, Students will be able to: 1. Understand the various elements of contract, types of contract, modes of discharging contract and remedies available in case of breach of contract. 2. Various relevant provisions relating to sales and agreement to sales including the procedure for execution of contract of sales. 3. Meaning, nature and characteristics of partnership, procedure for registration of partnership firm, various rights and obligations of partners, modes of dissolution of partnership including the concept of limited liability partnership with its features, distinction with general partnership and company, registration procedure and its relationship with partners. 4. Meaning, Characteristics and different types of negotiable instrument such as cheque, bill of exchange and promissory notes along with the knowledge of holder,

holder in due course, endorsement of negotiable instrument, crossing of cheque and bouncing of cheque.

20.Distance education/online education:

Tinsukia Commerce College has three Distance Learning Centres/Open and Distnace Learning Centres under Directorate of Open and Distance under Dibrugarh University, Krishna Kanta Handique State Open University and Assam State Open School under Assam Higher Secondary Education Council. DODL, Dibrugarh University centre was established in 2003 at college premises. Presently following courses are offered under distance mode:

- BA Honours: Assamese, Political Science, Economics and Sociology
- BA Non-Honours
- MA in English, Political Science, Education, Assamese, Sociology and Economics
- M.Com

College is permitted to setup KK Handique State Open University Study Centre in 2008. Presently the centre offers following courses: BA, B.Com, BBA, M.Com, PGDHRM, PGDBM.

The college also setup open schooling centre under Assam State Open School of Assam Higher Secondary Education Council in 2014. The centre is setup to provide HS level education to the poor and dropout students. It also serves the services to the employed professionals.

Enrolment status in Distance Education Centers are:

DODL, DU   : 249 Learners

KKHSOU : 30 Learners

ASOS   : 60 Learners

Extended Profile

1.Programme

1.1   **3**

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

File Description	Documents
Data Template	[View File]

2.Student

2.1   **802**

Number of students during the year

File Description	Documents
Data Template	[View File]

2.2   **147**

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

File Description	Documents
Data Template	[View File]

2.3   **229**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File]

3.Academic

3.1   **24**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File]

3.2   **19**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1	3
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	802
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	147
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	229
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	24
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	19

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	21
4.2 Total expenditure excluding salary during the year (INR in lakhs)	14,894,739.00
4.3 Total number of computers on campus for academic purposes	75

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The college offers B.Com Honours, B.Com Non-Honours and BA Non-Honours Programmes. The college also offers Certificate Courses on Computer Application, Telly, and Skill Development, such as Vermi-Compost, Nursery Management. It has three ODL centres for under graduate and PG programs affiliated to DODL-DU, KKHSOU and ASOS. The College is affiliated to Dibrugarh University and follows the curriculum design developed by the various Board of Studies of the University.Few faculty members of the college have been actively participated in BOS and Board of Examinations of the university. The college develops its own academic calendar in consultation with university academic calendar, so that the process of curriculum delivery in the college becomes moreeffective. On the basis of curriculum developed by affiliating university, faculty members prepare their plans and time table. Faculty members maintain Academic Diary to complete the course curriculum as per the schedule, which is monitored by the principal, Vice Principal, and academic committee at the end of the every month. The College

has identified slow learners and advanced learners and helped them to cope with as per the demands of the curriculum through remedial coaching classes. Students' Diary is also one of the important tools for curriculum delivery.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

Academic Committee of the college develops Collegeacademic calendar in consultation with affiliating university's academic calendar, so that the process of curriculum delivery in the college becomes more meaningful and effective. On the basis of curriculum developed by affiliating university, faculty members prepare their plans and time table. Faculty members maintain Academic Diary to complete the course curriculum as per the schedule, which is monitored by the principal, Vice Principal, and academic committee at the end of the every month.

CIE system of the college is robust and transperant. Based on academic calander Internal Examinations are conducted. An examination committee in chairmanship of Principalis constituted every year to look into the affairs of examinations. Two Unit tests followed by compartmental unit tests are conducted in each semester and results are displayed in the notice board. During thisprocess, students are allowed to view their answer script through a well defined process.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.   **A. All of the above**

Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

3

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

15

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

50

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

50

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

As a co-educational institution, policy of the college is "no gender discrimination". To sensitise the students regarding gender, environment and sustainability, human values and professional ethics, the college organises relevant programs. The college collects feedbacks from students, parents and alumni at its own level. In regards to cross-cutting issues which are relevant to gender, environment and sustainability, human values, professional ethics, etc, the initiatives of the college is as the curricula of different courses address the cross cutting issues which are relevant to Gender, Environment and Sustainability. Under Gender Sansitization Programme, students conduct several awareness programmes and workshops on Gender Equality, Women Rights, Women Safety, Online Harashment, etc. Further it the regular practice of the college to organise talks, screening short films on sexual harashment, legal awareness programme, self defence training to the girls students.

Courses like Environmental Science, Human rights, Gender and Environment are the major component of the course curriculum. Moreover, different committees are formed to sensitize the students in relation with human rights, gender equality, empowerment, environmental changes etc.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

1

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

61

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	**No File Uploaded**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

300

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

100

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

- **The learning levels of the students are assessed with the help of participation and discussions with students in different classes. They have been regularly assessed with the help of Tests, group discussions, quiz, assignments, etc. duringthe classroom environment. Moreover they have been assessed with their results in the last examinations.**
- **Concerned subject teachers orient students about the outcomes of the course, difficulties and advantages they may face during the program. During this process, slow learners are identified and remedial classes are arranged.**

- **The advanced learners are motivated to participate in seminars, workshop, national conferences, poster presentations, etc for improvement of their skills. Moreover, advance learners are facilitated with extra library facility with e-resource to cope-up with basic theory and advance knowledge.**
- **Specific modalities of the college to identify slow learners and advance learners are there. Students having less than 60% treated as slow learners and having more than 60% treated as advance learners.**

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	**No File Uploaded**

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
802	25

File Description	Documents
Any additional information	No File Uploaded

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

The college has been initiating student centric learning by means of unit tests, seminars, industrial tour; participative learning-projects, group discussion; etc in teaching and learning. Moreover, college also endeavours participative learning to make teaching learning process more dynamic and meaningful.

Diverse needs, capabilities and interest of the students are taking care by providing innovative teaching learning process.

The classroom teaching of the college is supported by ICTs. A well equipped library and computer labs, language lab also contribute to make teaching learning process more effective.

Numerous teaching methodologies are adopted by teachers for making teaching learning process more effectively. Specifically learning exercises such as role plays, group discussion, debates, projects, assignments are the common exercises in this process. Moreover, internship facilities are also provided to the B.Com Honours students. College has career counselling and development cell which contribute to increase employability skills of the students with the help of special talks, career counselling programme, personality development programmes, seminars, etc.

Remedial classes, Tutorials are regularly organised for the students to make the students more efficient on their subjects. Moreover teachers are regularly initiating sessions for doubt clearing of the students at personal level.

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

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

Application of ICT in teaching and learning, seminars, workshops, etc. is major innovative and creative teaching learning process.

College uses ERP system to provide an interface for maintaining academic affairs of the students. ICT tools specifically smart panel, projectors, laptops, audio visual aids etc. are used in teaching learning process. Moreover e-resourses specifically enlist and publication of sage are commonly used in the library. The library is fully automated and used SOUL 3.0 software. NLISTof INFLIBNET e-resources are available in the Library and subscribed e-resources from Sage Publication are also available in the Library resource system of the college. All these data bases of the Library can be accessible through the web which provides e-books, e-journal etc.The entire campus is wi-fi enabled and CCTV surveillance are well placed to maintained security and safety in the campus. College has more tha 60computer and 11 laptops with genuine software. Several softwares are available for utilization of students, administrative staffs and faculty members.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://tinsukiacommercecollege.edu.in/wp-content/uploads/2022/06/List-of-ICT-Tools-compressed.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

26

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

26

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

5

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

303

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Following initiatives are taken at institutional level to ensure transparency and robustness in the mechanism of internal assessment:

- **As an affiliated college, Tinsukia Commerce College follows the regulations of Dibrugrah University for Internal Assessment.**
- **There are two Sessional Examinations are conducted for each semester. The Examination Committee constituted by the authority notifies the schedule of sessional examinations. The Academic Calendar of the college is followed for the sessional examinations of the college.**
- **The entire evaluation process for internal assessment comprises of two sessional examinations, assignements, group discussions andseminars.**
- **All the faculty members involve internal assessment and evaluation process and discuss the performance of evaluation and assessment with the students.**
- **It is also a prominent initiative of the examination committee that supplymentary sessional examinations are also conducted for the students who do not perform well in the sessional examinations.**
- **The internal assessment marks are notified in the college Notice Board and students are allow to report the grievences to examination committee about their marks.**
- **After finalization of internal assessment marks by the concerned subject teachers, course-wise marks are uploaded in the affiliating university examination portal.**

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

- **Tinsukia Commerce College maintains complete transparency for internal assessment. Different componenets of internal assessment such as two sessional examinations, assignments, seminars, attendance are considered as per the regulations of Dibrugarh University.**
- **Based on Academic Calendar sessional examinations' schedules are prepared.**
- **The grievances raised by students related with internal assessment are resolved by examination committee in consultation with subject teacher.**
- **Faculty members discuss and show the answer scripts to the stidents. If any students is not satisfied with the marks awarded, he or she can raise the grievances and such grievances are handled by concerned faculty member.**
- **The college formsdifferent committes such as internal assessment monitoring committee, examination committee, grievances management committee for maintaining transparency and redressal of internal assessment grievances.**

File Description	Documents
Any additional information	[View File](#)
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The College follows curriculum designed and developed by the Affiliating University. Programme Outcomes of the different undergraduate programmes are clearly defined in the course curriculum. Based on such, Academic Committee of the college has identified and displayed the learning outcomes in the college website for the stakeholders.

Learning Objectives & outcomes of B.Com and BA programmes under CBCS is to impart theoretical and practical knowledge on different subjects and areas of modern commerce. By opting B.Com Honours Course, a student have the opportunity to specialize in a particular subject. It enables the students to grab an in-depth knowledge of the subjects. The programme has the objective of skill orientation and job orientation specifically on specific skills.

The ultimate aim to create employability of the students in the job market especially incorporate sector and motivate them for their career as an Entrepreneur.

Based on the POs, COs, PSOs, structure of credit component and internal assessment is communicated to the stakeholders including students and teachers of the college.At the begining of new academic session, orientation programmes are organised and students are informed about the course curriculum and learning outcome of the programmes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://tinsukiacommercecollege.edu.in/wp-content/uploads/2021/02/Programme-Outcome.pdf
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Program Outcomes and Course Outcomes are displayed and communicated to the stakeholders timely. The Principal and Heads of the Department of the College regularly evaluate and monitor the program outcomes and course outcomes of the college by considering well designed plans. Whenever any adverse resonance is found, preventive measures are taken by the authority. Measures adopted for attainment of programme outcomes: a) The main parameter of outcome assessment is the performance of students in End Semester and Internal Examinations. College authority is regularly adopting such initiatives based on academic calendar.

b) Results and Achievementsof the studnets are displayed properly in websites and notice board of the college.

c) Feedback is the main tool to assess the attainment of course outcomes. And it is implemented with true spirit in the college. The feedback analysisreport are disclosed properly and communicated to the stakeholder.

d) The performance ofstudents in co-currucular and extra curricular activities, their behaviour within and outside the camus also helps to judge programme and course outcomes.

e) IQAC of the college discusses all the learning outcomes and communicated properly to the stakeholders such as students, parents, alumni etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

295

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://docs.google.com/forms/d/1nVhFUu3cY_iQ_QQ1byq4osbQ0NcFVG0BbjJ9QiQ_D2I/viewform?edit_requested=true

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

00

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	<u>View File</u>

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	<u>View File</u>
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

25

File Description	Documents
Report of the event	[View File](#)
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

19

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

17

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college has one NSS and NCC unit consisting of more than 100 and 60cadets respectively.Blood donation camps, Free Health Check Up Programs were organised by college NSS Unit from 2017 to 2021

where students and faculty members actively participated. Socio-economic Survey, Voters' Awareness Programs, etc were undertaken and were reported to concerned authorities for necessary action. The NSS unit conducted plantation and gardening programs, yoga training programs, cleaning drive through Swachha Bharat Abhiyan in nearby Villages of the college. International Day of Yoga got celebrated every year

The NSS unit has been conducting regularly rallies on Voters' Awareness Programs. The college organised awareness programs about Eye Care, Heart Care and Community Diseases awareness etc., in association with Lions' Club, District Health Dept., Red Cross, Indian Medical Associationand other related diseases ofstudents and nearby community.

The college organised football coaching camps at college play ground, for children below 13 years of nearby localities .The college playground has been selected for Khelo India sports centre for football by Govt. Of India. Programs like International Women's Day are organised by Women's Cell , Talks by renowned academicians, lawyers etc are organized on women empowerment, gender justice etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

3

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

10

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

2480

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

10

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

10

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Tinsukia Commerce College is situated in rural area having 11.33 acres of land with 6 blocks, and the campus is incorporated with all latest facilities for providing a Conducive learning environment for students as well as faculty members. A split-level 400 seaters auditorium supported with audio facility. College has one well equipped seminar hall with smart panel and Wi-Fi connectivity.Classrooms areconnected with smart panels and Audio Visual equipments with wi-fi facilitiesto enhance the quality of learning in a interactive manner. Library of the college is equipped with SOUL 3.0 software, sufficient number text, reference books, journal, news paper, and e-resources. Open access system is implemented which provides the good opportunity to the students

for learning. The physical health of the students is supported with modern multi-gym, sports facilities both outdoor specifically well maintained play ground, basketball court and indoor games facilities. The administrative and common use areas and faculty rooms enable the staff and faculty to work more efficiently to address the needs of students. A large parking lot for faculty, staff members and for students is available in the campus.

Entire campus is monitored by CCTV cameras. Well displayed and maintained fire and safety systems ensure and make the campus secured one. Moreover, ramps for physically and other systems ensure that students with all manner of physical capabilities can access the campus facilities. The college is committed to maintain the campus environment friendly. For this purpose, college installed solar street lights, energy efficient electronic items, compost pits for vermi-composting.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution initiatives for physical well being of students can be recorded as : The college has a modernmulti gymnasium. The gymnasium has been used by both college students and youths of nearby areas. The college has one well developedplayground for football and other outdoor games such as Volleyball, Kabaddi, Cricket, etc. Moreover, it hasindoor games facilities, a newly constructed Basket ball court, Auditorium hall Yoga Training etc.

The college playground hosts different sports events specifically Inter-College Kabaddi Trournament in 2018, Inter institutionalFootball Tournament in the year 2021. Moreover, every year the college conducts College Week for sports ,literary and cultural events.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

7

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

7

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

14,894,739.00

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Tinsukia Commerce College is situated in rural area having 11.33 acres of land with 6 blocks, and the campus is incorporated with all latest facilities for providing a Conducive learning environment for students as well as faculty members. A split-level 400 seaters auditorium supported with audio facility. College has one well equipped seminar hall with smart panel and Wi-Fi connectivity. One classroom is connected with smart panel and others are connected with AV equipments to enhance the quality of learning in a interactive manner. Library of the college is equipped with SOUL 3.0 software, sufficient number text, reference books, journal, news paper, and e-resources. Open access system is implemented which provides the good opportunity to the students for learning. The physical health of the students is supported with modern multi-gym, sports facilities both outdoor specifically well maintained play ground, basketball court and indoor games facilities. The administrative and common use areas and faculty rooms enable the staff and faculty to work more efficiently to address the needs of students. A large parking lot for faculty, staff members and for students is available in the campus.

Entire campus is monitored by CCTV cameras. Well displayed and maintained fire and safety systems ensure and make the campus secured one. Moreover, ramps for physically and other systems ensure that students with all manner of physical capabilities can access the campus facilities. The college is committed to maintain the campus environment friendly. For this purpose, college installed solar street lights, energy efficient electronic items, compost pits for vermi-composting.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources   B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

426797.00

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

50

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

College regularly upgrades the IT infrastructure. A committee is constituted to maintain the IT infrastructure of the college. An AMC is accorded with Dey's Computers for regular maintenance of IT facilities of the college. Presently college has 75 computers, 8 Audio Visual systems, 3 interactive smart panels, 3 servers, 2

projectors, 17 xerox machines and printers, 40 CCTV cameras etc.
Teachers and students can easily access the laboratory facilities.

The college has 2 internet connections one from GEENEThaving speed
of 100 mbps and another one from BSNL with 2/4 mbps. Office and
laboratories have LAN and Wi-fi connectivity with Tenda Routers.
College purchased originals software such as SOUL 3.0, Windows,
Ramdhenu, MS Office, Language Lab Software, Video Conferencing
Software, ERP Myclasscampus, SPSS.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

75

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

4657627

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Regular and optimum utilization of physical, academic and support facilities such as laboratory, library, sports complex, computers, classrooms etc is the primary objective of the institution. Different committees are constituted and AMCs and MOUs are done for effective and optimum utilization of available resources of the college. Specifically AMCs are done for maintenance of electronic and electrical items. MOU is signed with Sripuria Football Academy for maintenance and use of playground of the college. The college authority takes official liaisons from the Public Works Department (PWD) of the Govt. of Assam for regular management and upkeep of the college campus. Furthermore, Tinsukia Municipal Board assists the authority to sanitize and manage the college campus.

Seven classrooms, computer laboratories are well furnished with ICT facilities. Other classrooms are furnished with green boards which are eco-friendly. The college is committed to enhance its ICT facilities with modern systems.

Girls' common room of the college equipped with RO drinking water facilities, vending machine, incinerator. It has well furnished toilet facilities for girls. Maintenance of girls' room facilities is undertaken with the help of the recommendation of women cell of the college. College installed a common drinking water system for both boys and girls.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

486

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<u>View File</u>
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<u>View File</u>

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

12

File Description	Documents
Upload any additional information	<u>View File</u>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<u>View File</u>

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	<u>View File</u>

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

600

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

600

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View File](#)
Upload any additional information	[View File](#)
Details of student grievances including sexual harassment and ragging cases	[View File](#)

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

33

File Description	Documents
Self-attested list of students placed	[View File](#)
Upload any additional information	**No File Uploaded**

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

44

File Description	Documents
Upload supporting data for student/alumni	[View File](#)
Any additional information	**No File Uploaded**
Details of student progression to higher education	[View File](#)

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

07

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

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

59

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The college has a Students' Union Body, elected through annual election as per ECI, Lyndo Committee Recommendations. The Union Body actively cooperates with college IQAC, for overall quality development initiatives .

Throughout the year, Union Body, NSS and NCC Wings of the students undertake various co and extracurricular activities, community development programs, health and career awareness programs etc. They organise and celebrate special occasions like Teachers' Day, Independence and Republic Day, Saraswati Puja, College Foundation

Day, Voters' Awareness Program and so on .Sports, music, literary competitions ,rallies are organized by them on these special occasions. Various Committees of the college like IQAC, Anti Ragging, Discipline Maintenance, Grievance Redressal, Women's Cell always have representation of students.

There are common rooms, washrooms for boys and girls separately, with pure drinking water and sanitation facilities.

Academic performances of UG students have been improving every year.20 pc of the pass outs go for higher studies in programs like M.Com, M,A.,L.L.B. etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

8

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of the college includes Chartered Accountant, Judicial Magistrate, Lecturers, Executives of Govt.

and Corporate Sector, established businessman, lawyers etc. It conducted Blood Donation Camp, Health Check up camp, Plantation Program etc in the last five years at its own cost. It also initiated placement drive in association with the Placement cell of the College.

- **Mr. Dipen Gohain an Ex-student of the college donated college main gate in memory of his father late Sajjal Chandra Gohain. He invested about Rupees Eleven Lakhs for construction of the main gate of the college.**
- **Alumni Association of the college helps to organize coaching for competitive examinations.**
- **It also assists in conducting Covid19 Vaccination Camp in the campus.**
- **The Alumni of the college highly supportive to the authority of the college.**
- **It has been participating in IQAC of the college regularly.**
- **The Alumni Association of the college is planning to register the association under Societies Act.**
- **The Association organizes Plantation drive, Blood dontation camp, health camp etc. in the campus.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)   **A. ? 5Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The college is run by a Governing Body, headed by a Chairman appointed by the Higher Education Department of Govt. of Assam The Body includes It is a Statutory Body and includes University Nominee, representatives of teachers, employees, students,

parents, reputed academicians, businessman etc. The Governing Body manages the college with well defined vision and mission.

The college has been developing infrastructure as per the mission statement to facilitate quality education, to inculcate traditional values, national responsibilities, national integration, gender equality, etc. Similarly, students-centric education, innovative and inclusive education, etc adopted by the college are also reflective of vision statement. The principal, who also serves as Secretary of the Governing Body, is hardworking and dynamic leader. Various Committees and Sub Committees, formed by the Governing Body and Principal provide active support in managerial decision-making process .

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Internal Quality Assurance Cell (IQAC) is formed as per guidelines of NAAC, to look after academic , co and extracurricular activities . IQAC has been active in performing various activities such as organisation of National seminar, conduction annual meeting, and preparation of AQAR and evaluation of performance of teachers for promotion.

To monitor the utilisation of RUSA Grants of Rs. Two Lac, a Project Monitoring Committee has been there. Other committees formed include Admission Committee, Academic Committee, Examinations Committee, Purchases Committee, Library Committee etc , which work with specific plans and effective implementation. Grievance Redressal Cell, Anti Ragging Cell, Placement Cell, Election Committee , Women's Cell etc.are also functional. Particularly,

A mechanised performance appraisal system for teaching and non-teaching staff is in place. The performance is measured by considering specified parameters.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Activity implemented based on the strategic plan: Infrastructure increment is the key component of Institutional Strategic and perspective plan which can meet the future needs of the institution. Some of the major infrastructure development of the college can be illustrated as:

Resource mobilized from RUSA and utilized for renovation and upgradation of classrooms, construction of new classrooms, purchase of multi gym equipments, development of computer cum language lab, etc. Project Monitoring Unit is constituted for implementation of plan and problems under RUSA.

Resource mobilization from Oil India Limited under CSR initiative and utilized for construction of library building. Resource mobilized from CMSGUY scheme and utilized for development of playfield. Moreover, Alumni of the college constructed college gate.

ICT facilities of the college have been enhanced by using college internal fund. An ERP system is implemented for making administrative and academic affairs effective. College is effectively initiated and implemented different MoUs with national and state level institutions for enhancing academic activities. Internship programme for B.Com courses is also initiatives. Industry-Academia collaboration with Bosch India, TCS for implementation of their CSR programmes specifically Skill Orientation to the students are major strategic initiatives of the institution.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The financial management system, academic activities of the college are transparent. Policies and rules of State and Central Government, UGC, Affiliating university are strictly followed for college academic and administrative matters.

- **The entire administrative setup of the college is based on guidelines of Director of Higher Education, Govt. of Assam**
- **Appointments are done by following guidelines of Director of Higher Education, Govt. of Assam**
- **In relation to Service Rules are concerned, Fundamental Rules and Subsidiary Rules are followed.**
- **All the activities of the college done with the help of different committees which are formed in academic meeting of the college.**
- **Some of the active committees are Construction Committee, PMU, Women Cell, GSCASH, IQAC, Exam Committee, Internal Assessment Monitoring Committee, Exam Zone Committee, Centre Committee, Admission Committee etc.**

The performance of the college in Swatch Bharat Abhijan and Green Campus Drives have been commendable throughout the years. The NSS and NCC Units , in association with District Forest Department, Environmental Protection Society, Tinsukia etc., have undertaken regular initiatives in cleanliness programs in and around the college campus .District Green Campus Award was offered to the college by the Govt. of India Swatch Bharat Mission in 2021.Plantation works have been solid.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	https://tinsukiacommercecollege.edu.in/wp-content/uploads/2022/07/Organogram-of-the-Tinsukia-Commerce-College-pdf_compressed.pdf
Upload any additional information	[View File]()

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	[View File]()
Screen shots of user interfaces	[View File]()
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	[View File]()

6.3 - Faculty Empowerment Strategies

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

Tinsukia Commerce College has been adopting various welfare schemes both for teaching and non-teaching staffs. Specifically Group Insurance Scheme, General Provident Fund and National Pension Scheme for the regular employees are the major welfare measures. Employees appointed by management are provided advance salary for meeting their financial needs. Besides, various other facilities such as child care leave, maternity leave, paternity leave, medical leave as per the rule of law are provided to the employees of the college. They are also facilitated to procure house loan, personal loan, car loan etc.

A social welfare fund is created in the college to provide financial support to the employees, students of the college during

emergency. College provides two residential facilities to the employees of the college. Also the college has made available the Gym facilities, Sports facilities etc. to the members of the college.

The College provides several opportunities of get together to the members of the Tinsukia Commerce College family for celebrating festivals and other events, birthday, etc.

Furthermore, college is producing organic fertilizer, seasonal crops and fruits etc. which are sold to the members of the college at reasonable price. Moreover, residential staffs have given the opportunity to do agricultural activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

4

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

06

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

As a Provincialised College, Tinsukia Commerce College follows the Performance Appraisal System designed by Director of Higher Education, Govt. of Assam. At entry level in the position of Assistant Professor, a detailed performance appraisal model is

followed as directed by the Director of Higher Education, Govt. of Assam. Further, for career advancement of the faculty members PBAS / CAS system of self performance appraisal format as prescribed by UGC and Higher Education, Govt. of Assam is followed. Faculty members need to submit annual filled in proforma of appraisal report for their yearly activities and achievement in academic and administrative aspects. In this juncture, teachers are required to furnish information in respect of their administrative position held, examination, evaluation duties undertaken; co-curricular activities related with students; extension activities, Seminar, Workshops, Conferences attended; research activities undertaken etc. Additionally feedback is taken from the students on teaching and learning issues, accordingly feedback is analyzed and communicated to the faculty members.

Non-teaching staff of the college is assessed regularly. They have been assessed on the basis their work output, functional capabilies, sense of responsibility, analytical ability etc. Feedback is also taken from students on office and administrative issues and the performance of the officials.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

6.4 - Financial Management and Resource Mobilization

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

Tinsukia Commerce College is a provincialized college of Department of Higher Education, Government of Assam. The college follows a transparent audit practice. It involves two-tier auditing practices; Internal and External Audit.

The Internal Financial Audit of the college is regularly done by chartered accountant firm/company which is registered in Institute of Chartered Accountants of India (ICAI). For the selection of chartered accountant is concerned, a notification is issued for inviting quotations for conducting financial audit of the college. Accordingly, Governing Body of the college approvesthe Chartered Accountants Firm to whom the financial audit job is alloted. Till Financial Year 2020-21, all the accounts of the Institution are

audited and reports areapproved by the Governing Body.

The External FinanicalAudit is conducted by Director of Audit (Local Fund) Government of Assam. The College invites the External Audit Authorities i.e. Director of Audit (Local Fund) Government of Assam to conduct the financial audit of the college. Accordingly External Audit is conducted till the financial year 2019-20. Till now there is no majoraudit objections raised by both Internal and External Auditors.

Instead of above, Directorate of Financial Inspection,Govt. of Assam regularly inspect the financial affairs of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

3210000

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Tinsukia Commerce College is regularly taking initiatives for mobilization of funds from various sources. College has submitted various proposals specifically for infrastructure development, upgradation, and renovation of the buildings. Most of the prominent funding agencies such as UGC, RUSA, State Government, Oil India Limited have been approached for providing funds for such initiatives. Last five years, the college mobilizes funds

from following central and state agencies.

- Central Government: UGC, RUSA, ICSSR, NCW, Unnat Bharat Abhiyan, National Scholarships.
- State Government: Director of Sports, Govt. of Assam – Playfield development

Director of Higher Education – Fee Waiver Scheme

Director of Higher Education – Science Stream Laboratory Equipments Grant

- CSR Fund : Oil India Limited for Library Construction
- Sources of fund from Self Financing Courses : BA Non-Honours, UG and PG Programmes under KK Handique State Open University, UG and PG Programmes under DODL, Dibrugarh University,
- 10+2 Level Programmes for dropout students under Assam State Open School, Govt. of Assam.
- 11 Skill Courses under AMTRON
- Fund generated from Seasonal cropping and sell of organic fertilizer produced from Vermi compost unit.

Fund generated from Alumni

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

College has a well established IQAC as per norms of NAAC. In the action plan of the college, IQAC suggests the faculty members to conduct remedial classes, for the students. It also promotes application of ICT in teaching learning process. IQAC reviews the results of each semester to find out the performance of the students and suggests the remedial measures to improve the quality of the education. Moreover, Academic and Administrative Audit is done annually

The IQAC sends annual reports to in NIRF prepares and submits

AQARs to NAAC, has got ISO Certification . It adopts feedback mechanism and analyses such for further improvement.

Incremental Improvements in post Second Cycle Accreditation :

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

To monitor the utilisation of RUSA Grants of Rs. Two Lac, a Project Monitoring Committee has been there. Other committees formed include Admission Committee, Academic Committee, Examinations Committee, Purchases Committee, Library Committee etc , which work with specific plans and effective implementation. Grievance Redressal Cell, Anti Ragging Cell, Placement Cell, Election Committee , Women's Cell etc.are also functional. Particularly,

A mechanised performance appraisal system for teaching and non-teaching staff is in place. The performance is measured by considering specified parameters.

IQAC reviews the results of each semester to find out the performance of the students and suggests the remedial measures to improve the quality of the education.

Due to sincere efforts of faculties and administration, the academic performance of UG students have been improving continiously.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of   **A. All of the above**

**Internal Quality Assurance Cell (IQAC);
Feedback collected, analyzed and used for
improvements Collaborative quality
initiatives with other institution(s)
Participation in NIRF any other quality audit
recognized by state, national or international
agencies (ISO Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	https://tinsukiacommercecollege.edu.in/wp-content/uploads/2022/07/Organogram-of-the-Tinsukia-Commerce-College-pdf_compressed.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gender equity is one of the hallmarks of a progressive society. College has beeninitiatingnumber of activities to promote gender equity. Some of such activitiesare:

Counseling Programme:Women Cell, IQAC Tinsukia Commerce College organises Counseling Programmes for girlstudents to address different psychological and personal problems. In this regards experienced counselors are appointed to address the issues.Counselling programs are organized by the IQAC to create a gender friendly, secured, clean and green campusCollege has separate boys and girls common rooms which are equipped with facilities such as drinking water, first-aid kit, washroom, etc.

Safety and Security: The college has adequate safety and security measures for the students. Safety measures for girls are strictly followed through rules and regulation of the college. Entire college campus is monitored through CCTV Cameras. Both day and

night watchmen are there to guard the campus.

Common Room: A well equipped common room is allotted to the girls students. The room is equipped with vending machine, incinerator, RO System for Drinking water, etc.

College has setup (GSCASH) Gender Sensitization Committee Against Sexual Harashment as per UGC guidelines.

File Description	Documents
Annual gender sensitization action plan	Tinsukia Commerce College is committed for empowerment of women and to create gender equality within and outside the campus. The Institution is regularly practicing awareness campaign for empowerment of women. The Women Cell of the college is highly active and develops its action plans annually based on five year action plan. The gender sensitization action plan of the institution as develop by the Women Cell for the year 2020-21 is: Five year Action Plan for Gender Sensitization: Period 2017-2022 1. Create awareness about women rights 2. Aware the students about health and hygiene 3. Organize programmes/workshops for self defense of female students. 4. Counsel about medical issues of female students. 5. Organizing seminars/workshops for creating awareness about competitive examinations. 6. Organizing coaching for competitive examinations. 7. Create awareness on entrepreneurship development. 8. As an outreach programme Women Cell will organize different awareness programmes specifically for nearby communities. Activities Planned for the year 2020-21: Women Cell of the college will organize following programmes under annual gender sensitization initiatives: • Women Cell of the college will organize awareness programmes, lectures, for women empowerment and gender equality. • The Cell plans to organize workshop on self

	defense specifically for girls students. • The Cell plans to organize legal awareness programme in collaboration with NGO. • The Women Cell of the college plans to organize seminars on gender issues. • The Women Cell will plan to organize NCW sponsored programmes both for students and community. • The Cell plans to organize skill development programme for female students.
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	The Institution provides following facilities for women: ? 24x7 CCTV Surveillance. ? Separate Girls Common Room ? Vending Machine, Incinerator facilities in the girls common room. ? Separate Counseling Room. ? RO Drinking water facilities ? Separate Toilet facilities. ? Gym, Sports facilities.

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Waste Management Initiatives:

- **College has installed a waste management vermicompost pit for solid waste management which processes and converts solid waste into organic fertilizer.**
- **It has water drainage system in the campus.**
- **In relation to e-waste management college has signed AMC with Dey's Computer. Accordingly, the agreed party takes necessary steps for e-waste management is concerned.**

- The college received District Green Campus Award in 2021 in recognition of its attempts to make the campus eco friendly.
- College spreads awareness through posters among the stakeholders to make the campus plastic free. On different occasions plantation programs are organized in the campus with the help of NSS and NCC Units, NGOs and District Forest Department.
- The college does not have science laboratories, thus there is no radioactive, chemical and bio-medical waste to be disposed off.

- Single use papers are recycled for internal communication.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://tinsukiacommercecollege.edu.in/wp-content/uploads/2022/07/7.1.3-Waste-management_compressed.pdf
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	[View File](#)
Certification by the auditing agency	[View File](#)
Certificates of the awards received	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

A. Any 4 or all of the above

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

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

The college is regularly initiatingdifferent programmes for providing inclusive environment specifically cultural harmony, regional harmony, communal and socioeconomic harmony in the area. Specifically college has adopted a village and a servey is conducted on that village to know the socioeconomic status of the people. Accordingly the report of the analysis is forwarded to different departments, Govt. of Assam for necessary steps to be taken for upliftment of socioeconomic stuatus of the people.

An initiative is taken by the Principal of the college in association with IQAC, teaching and non-teaching staffs to provide free coaching to the school going children who are belonging fromvery poor families.

College is organizing regularlyhealth camp for the people leaving near the college. Different festivals and cultural programmes are organized with the help of students of the college to maintain curltural and communal harmony. Free computer coaching isprovided to the women of the area to make them empowered. It is also common practice of the college that it organises self defence programmes regularly for girls students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

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

IQAC of the college regularly initiatesnumerous activities to sansitize students employees of the institution in relation to values, rights, duties and responsibilities as citizens of the country. Some of the important sansitization programmes are:

- Voters awareness programme to exercise the voting power, IQAC of the college in support of teaching staffs organises Voters Awareness Programme in the college campus. Students and employees are informed and motivated how to exercise their valueable voting rights and which make significant impact on society.Pledge has taken by students of the college to maintain complete faith in democracy and dignity of democratic values.
- Environmental Awareness Programme: It is the culture of the college that college is regularly organising plantation programmes within and outside the campus. Moreover, training is conducted on vermicomposting system by using waste material. Cleanliness drive are also regularly conducted in and outside the campus.
- Programme for social issues: Seminars/Workshops are regularly conducted gender issues, legal matters, women empowerment etc. A project known as Grow Green is initiated in the campus in collaboration with IQAC to trainthe students and to produce organic fertilizer in the campus by using waste material.

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

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

A. All of the above

and other staff   4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

National Festivals, Death and Birth anniversaries of great Indian personality are organised by the authority in collaboration with IQAC, Teachers and Students with enthusiasm by breaking boundaries of caste creed and religion. National Voters Day, NCC Day, NSS Day, Foundation Day, Independance Day, Republic Day, Gandhi Jayanti have been celebrated in the college premises in befitting manner. Pledge has taken by students of the college to maintain complete faith in democracy and dignity of democratic values. Women Cell organises International Womens' Day, International Disability Day is organised by NSS unitof the college. It is memorable fact that college is organising festivals of Assam such as Rongali Bihu, Bhogali Bihu in participation with Teaching,Non-Teaching and Student members. The Library Committee in leadership of Librarian of the college observes Librarians'Day on 12th of August in memory of Dr. S. R. Ranganathan.

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

7.2 - Best Practices

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

Best Practices-I Go green:

Title: Go green – is a concept to create awareness on organic culture.

Objectives: Produce fertilizer through vermi composting, use the degradable wastages,training to the students, generationof revenue.

Context:We have collectedorganic waste from TMAand organic waste generated in the college campus. Further, using Worms-Red Wrangler convertwaste into organic fertilizer. Two composting pits are developed. Process will take 3-4 months.Students are trained and certified.

Evidence of success: Collectingmaterials from the TMB. Fertilizers are sold. Revenue is generated and used for campus cleaning, trained 100 students.

Problems: Shortage of staff, transportation facility,few students are interested.

Best Practice-II:

Title: Football coaching to thestudents

Objective: Optimumutilization of sports facility,create awareness, make students physically fit, utilize the leisure time of students.

Context: Assam Govt. granted fundtoupgrade ground. MoU signed with Sripuria Football Academy for Football Training.

Evidence of success: College is grantedsmall Khelo India centre by the Director, Sports and Youth Welfare, Government of Assam. Some of thestudents are selected by Minerva Academy, NRL, Tulip, SAI.

Problems: To manage students below the age group of 10 years. Coaching can not be continued for long period.

File Description	Documents
Best practices in the Institutional web site	[View File]()
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Our Vision is "Vidya Dadaati Vinayam, Vinayaad Yaati Patrattam" Learning leads to humility, "Humility begets worthiness". Our vision is to provide education that leads to generating humility and worthiness among the student fraternity.

In view of above vision statement, Tinsukia Commerce College has been rigorously initiating its endeavor to provide education that leads to generating humility and worthiness. In this venture, the college has been responsibly providing inclusive quality education to socially and economically backward students of the region. The emphasis is given to the all-round development of the students. Following are the unique features of the college:Promotion of green practices. The college has a vermicomposting unit in which compostable material is recycled for the production of organic fertilizer.,clean and green campus.Regularly organized Yoga Training programmes, Skill Training programmes are organized regularly.The college maintains a very cordial relationship with the local organizations like Sripuria Footbal Academy, Tinsukia Chamber of Commerce, Sashi Bhusan Goel and Associates, etc.

Part B
CURRICULAR ASPECTS
1.1 - Curricular Planning and Implementation
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The college offers B.Com Honours, B.Com Non-Honours and BA Non-Honours Programmes. The college also offers Certificate Courses on Computer Application, Telly, and Skill Development, such as Vermi-Compost, Nursery Management. It has three ODL centres for under graduate and PG programs affiliated to DODL-DU, KKHSOU and ASOS. The College is affiliated to Dibrugarh University and follows the curriculum design developed by the various Board of Studies of the University.Few faculty members of the college have been actively participated in BOS and Board of Examinations of the university. The college develops its own academic calendar in consultation with university academic calendar, so that the process of curriculum delivery in the college becomes moreeffective. On the basis of curriculum developed by affiliating university, faculty members prepare their plans and time table. Faculty members maintain Academic Diary to complete the course curriculum as per the schedule, which is monitored by the principal, Vice Principal, and academic committee at the end of the every month. The College has identified slow learners and advanced learners and helped them to cope with as per the demands of the curriculum through remedial coaching classes. Students' Diary is also one of the important tools for curriculum delivery.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

Academic Committee of the college develops Collegeacademic calendar in consultation with affiliating university's academic calendar, so that the process of curriculum delivery in the college becomes more meaningful and effective. On the basis of curriculum developed by affiliating university, faculty members

prepare their plans and time table. Faculty members maintain Academic Diary to complete the course curriculum as per the schedule, which is monitored by the principal, Vice Principal, and academic committee at the end of the every month.

CIE system of the college is robust and transperant. Based on academic calander Internal Examinations are conducted. An examination committee in chairmanship of Principalis constituted every year to look into the affairs of examinations. Two Unit tests followed by compartmental unit tests are conducted in each semester and results are displayed in the notice board. During thisprocess, students are allowed to view their answer script through a well defined process.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

3

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	[View File](#)
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

15

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	[View File](#)
List of Add on /Certificate programs (Data Template)	[View File](#)

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

50

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

50

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

As a co-educational institution, policy of the college is "no gender discrimination". To sensitise the students regarding gender, environment and sustainability, human values and professional ethics, the college organises relevant programs. The college collects feedbacks from students, parents and alumni at its own level. In regards to cross-cutting issues which are relevant to gender, environment and sustainability, human values, professional ethics, etc, the initiatives of the college is as the curricula of different courses address the cross cutting issues which are relevant to Gender, Environment and Sustainability. Under Gender Sansitization Programme, students conduct several awareness programmes and workshops on Gender Equality, Women Rights, Women Safety, Online Harashment, etc. Further it the regular practice of the college to organise talks, screening short films on sexual harashment, legal awareness programme,self defence training to the girls students.

Courses like Environmental Science, Human rights, Gender and Environment are the major component of the course curriculum. Moreover, different committees are formed to sensitize the students in relation with human rights, gender equality, empowerment, environmental changes etc.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

1

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

61

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	**No File Uploaded**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows	**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

300

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

100

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

- **The learning levels of the students are assessed with the help of participation and discussions with students in different classes. They have been regularly assessed with the help of Tests, group discussions, quiz, assignments, etc. duringthe classroom environment. Moreover they have been assessed with their results in the last examinations.**

- **Concerned subject teachers orient students about the outcomes of the course, difficulties and advantages they may face during the program. During this process, slow learners are identified and remedial classes are arranged.**

- **The advanced learners are motivated to participate in seminars, workshop, national conferences, poster presentations, etc for improvement of their skills. Moreover, advance learners are facilitated with extra library facility with e-resource to cope-up with basic theory and advance knowledge.**
- **Specific modalities of the college to identify slow learners and advance learners are there. Students having less than 60% treated as slow learners and having more than 60% treated as advance learners.**

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	**No File Uploaded**

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
802	**25**

File Description	Documents
Any additional information	**No File Uploaded**

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

The college has been initiating student centric learning by means of unit tests, seminars, industrial tour; participative learning-projects, group discussion; etc in teaching and learning. Moreover, college also endeavours participative learning to make teaching learning process more dynamic and meaningful.

Diverse needs, capabilities and interest of the students are taking care by providing innovative teaching learning process.

The classroom teaching of the college is supported by ICTs. A well equipped library and computer labs, language lab also contribute to make teaching learning process more effective.

Numerous teaching methodologies are adopted by teachers for making teaching learning process more effectively. Specifically learning exercises such as role plays, group discussion, debates, projects, assignments are the common exercises in this process. Moreover, internship facilities are also provided to the B.Com Honours students. College has career counselling and development cell which contribute to increase employability skills of the students with the help of special talks, career counselling programme, personality development programmes, seminars, etc.

Remedial classes, Tutorials are regularly organised for the students to make the students more efficient on their subjects. Moreover teachers are regularly initiating sessions for doubt clearing of the students at personal level.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	**Nil**

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

Application of ICT in teaching and learning, seminars, workshops, etc. is major innovative and creative teaching learning process.

College uses ERP system to provide an interface for maintaining academic affairs of the students. ICT tools specifically smart panel, projectors, laptops, audio visual aids etc. are used in teaching learning process. Moreover e-resourses specifically enlist and publication of sage are commonly used in the library. The library is fully automated and used SOUL 3.0 software. NLISTof INFLIBNET e-resources are available in the Library and subscribed e-resources from Sage Publication are also available in the Library resource system of the college. All these data bases of the Library can be accessible through the web which provides e-books, e-journal etc.The entire campus is wi-fi enabled and CCTV surveillance are well placed to maintained security and safety in the campus. College has more tha 60computer and 11 laptops with genuine software. Several softwares are available for utilization of students, administrative staffs and faculty members.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://tinsukiacommercecollege.edu.in/wp-content/uploads/2022/06/List-of-ICT-Tools-compressed.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

26

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

26

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

5

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

303

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Following initiatives are taken at institutional level to ensure transparency and robustness in the mechanism of internal assessment:

- As an affiliated college, Tinsukia Commerce College follows the regulations of Dibrugrah University for Internal Assessment.
- There are two Sessional Examinations are conducted for each semester. The Examination Committee constituted by the authority notifies the schedule of sessional examinations. The Academic Calendar of the college is followed for the sessional examinations of the college.
- The entire evaluation process for internal assessment comprises of two sessional examinations, assignements, group discussions andseminars.
- All the faculty members involve internal assessment and evaluation process and discuss the performance of evaluation and assessment with the students.
- It is also a prominent initiative of the examination committee that supplymentary sessional examinations are also conducted for the students who do not perform well in the sessional examinations.
- The internal assessment marks are notified in the college Notice Board and students are allow to report the grievences to examination committee about their marks.
- After finalization of internal assessment marks by the concerned subject teachers, course-wise marks are uploaded in the affiliating university examination portal.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

- **Tinsukia Commerce College maintains complete transparency for internal assessment. Different componenets of internal assessment such as two sessional examinations, assignments, seminars, attendance are considered as per the regulations of Dibrugarh University.**
- **Based on Academic Calendar sessional examinations' schedules are prepared.**
- **The grievances raised by students related with internal assessment are resolved by examination committee in consultation with subject teacher.**
- **Faculty members discuss and show the answer scripts to the stidents. If any students is not satisfied with the marks awarded, he or she can raise the grievances and such grievances are handled by concerned faculty member.**
- **The college formsdifferent committes such as internal assessment monitoring committee, examination committee, grievances management committee for maintaining transparency and redressal of internal assessment grievances.**

File Description	Documents
Any additional information	[View File](#)
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The College follows curriculum designed and developed by the Affiliating University. Programme Outcomes of the different undergraduate programmes are clearly defined in the course curriculum. Based on such, Academic Committee of the college

has identified and displayed the learning outcomes in the college website for the stakeholders.

Learning Objectives & outcomes of B.Com and BA programmes under CBCS is to impart theoretical and practical knowledge on different subjects and areas of modern commerce. By opting B.Com Honours Course, a student have the opportunity to specialize in a particular subject. It enables the students to grab an in-depth knowledge of the subjects. The programme has the objective of skill orientation and job orientation specifically on specific skills.

The ultimate aim to create employability of the students in the job market especially incorporate sector and motivate them for their career as an Entrepreneur.

Based on the POs, COs, PSOs, structure of credit component and internal assessment is communicated to the stakeholders including students and teachers of the college.At the begining of new academic session, orientation programmes are organised and students are informed about the course curriculum and learning outcome of the programmes.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://tinsukiacommercecollege.edu.in/wp-content/uploads/2021/02/Programme-Outcome.pdf
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Program Outcomes and Course Outcomes are displayed and communicated to the stakeholders timely. The Principal and Heads of the Department of the College regularly evaluate and monitor the program outcomes and course outcomes of the college by considering well designed plans. Whenever any adverse resonance is found, preventive measures are taken by the authority. Measures adopted for attainment of programme outcomes: a) The main parameter of outcome assessment is the performance of students in End Semester and Internal

Examinations. College authority is regularly adopting such initiatives based on academic calendar.

b) Results and Achievementsof the studnets are displayed properly in websites and notice board of the college.

c) Feedback is the main tool to assess the attainment of course outcomes. And it is implemented with true spirit in the college. The feedback analysisreport are disclosed properly and communicated to the stakeholder.

d) The performance ofstudents in co-currucular and extra curricular activities, their behaviour within and outside the camus also helps to judge programme and course outcomes.

e) IQAC of the college discusses all the learning outcomes and communicated properly to the stakeholders such as students, parents, alumni etc.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

295

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
Upload any additional information	<u>View File</u>
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://docs.google.com/forms/d/1nVhFUu3cY_iQ_QQ1byq4osbQ0NcFVG0BbjJ9QiQ_D2I/viewform?edit_requested=true

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

25

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

19

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

17

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college has one NSS and NCC unit consisting of more than 100 and 60cadets respectively.Blood donation camps, Free Health Check Up Programs were organised by college NSS Unit from 2017 to 2021 where students and faculty members actively participated. Socio-economic Survey, Voters' Awareness Programs, etc were undertaken and were reported to concerned authorities for necessary action. The NSS unit conducted plantation and gardening programs, yoga training programs, cleaning drive through Swachha Bharat Abhiyan in nearby Villages of the college. International Day of Yoga got celebrated every year

The NSS unit has been conducting regularly rallies on Voters' Awareness Programs. The college organised awareness programs about Eye Care, Heart Care and Community Diseases awareness etc., in association with Lions' Club, District Health Dept., Red Cross, Indian Medical Associationand other related diseases ofstudents and nearby community.

The college organised football coaching camps at college play ground, for children below 13 years of nearby localities .The college playground has been selected for Khelo India sports centre for football by Govt. Of India. Programs like International Women's Day are organised by Women's Cell , Talks by renowned academicians, lawyers etc are organized on women empowerment, gender justice etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

3

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

10

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

2480

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

10

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

10

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Tinsukia Commerce College is situated in rural area having 11.33 acres of land with 6 blocks, and the campus is incorporated with all latest facilities for providing a Conducive learning environment for students as well as faculty members. A split-level 400 seaters auditorium supported with audio facility. College has one well equipped seminar hall with

smart panel and Wi-Fi connectivity.Classrooms areconnected with smart panels and Audio Visual equipments with wi-fi facilitiesto enhance the quality of learning in a interactive manner. Library of the college is equipped with SOUL 3.0 software, sufficient number text, reference books, journal, news paper, and e-resources. Open access system is implemented which provides the good opportunity to the students for learning. The physical health of the students is supported with modern multi-gym, sports facilities both outdoor specifically well maintained play ground, basketball court and indoor games facilities. The administrative and common use areas and faculty rooms enable the staff and faculty to work more efficiently to address the needs of students. A large parking lot for faculty, staff members and for students is available in the campus.

Entire campus is monitored by CCTV cameras. Well displayed and maintained fire and safety systems ensure and make the campus secured one. Moreover, ramps for physically and other systems ensure that students with all manner of physical capabilities can access the campus facilities. The college is committed to maintain the campus environment friendly. For this purpose, college installed solar street lights, energy efficient electronic items, compost pits for vermi-composting.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution initiatives for physical well being of students can be recorded as : The college has a modernmulti gymnasium. The gymnasium has been used by both college students and youths of nearby areas. The college has one well developedplayground for football and other outdoor games such as Volleyball, Kabaddi, Cricket, etc. Moreover, it hasindoor games facilities, a newly constructed Basket ball court, Auditorium hall Yoga Training etc.

The college playground hosts different sports events specifically Inter-College Kabaddi Trournament in 2018, Inter institutionalFootball Tournament in the year 2021. Moreover,

every year the college conducts College Week for sports ,literary and cultural events.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

7

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

7

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

14,894,739.00

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Tinsukia Commerce College is situated in rural area having 11.33 acres of land with 6 blocks, and the campus is incorporated with all latest facilities for providing a Conducive learning environment for students as well as faculty members. A split-level 400 seaters auditorium supported with audio facility. College has one well equipped seminar hall with smart panel and Wi-Fi connectivity. One classroom is connected with smart panel and others are connected with AV equipments to enhance the quality of learning in a interactive manner. Library of the college is equipped with SOUL 3.0 software, sufficient number text, reference books, journal, news paper, and e-resources. Open access system is implemented which provides the good opportunity to the students for learning. The physical health of the students is supported with modern multi-gym, sports facilities both outdoor specifically well maintained play ground, basketball court and indoor games facilities. The administrative and common use areas and faculty rooms enable the staff and faculty to work more efficiently to address the needs of students. A large parking lot for faculty, staff members and for students is available in the campus.

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File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

426797.00

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

50

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

College regularly upgrades the IT infrastructure. A committee is constituted to maintain the IT infrastructure of the college. An AMC is accorded with Dey's Computers for regular maintenance of IT facilities of the college. Presently college has 75 computers, 8 Audio Visual systems, 3 interactive smart

panels, 3 servers, 2 projectors, 17 xerox machines and printers, 40 CCTV cameras etc. Teachers and students can easily access the laboratory facilities.

The college has 2 internet connections one from GEENEThaving speed of 100 mbps and another one from BSNL with 2/4 mbps. Office and laboratories have LAN and Wi-fi connectivity with Tenda Routers. College purchased originals software such as SOUL 3.0, Windows, Ramdhenu, MS Office, Language Lab Software, Video Conferencing Software, ERP Myclasscampus, SPSS.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

75

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

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

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

4657627

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	[View File](#)
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Regular and optimum utilization of physical, academic and support facilities such as laboratory, library, sports complex, computers, classrooms etc is the primary objective of the institution. Different committees are constituted and AMCs and MOUs are done for effective and optimum utilization of available resources of the college. Specifically AMCs are done for maintenance of electronic and electrical items. MOU is signed with Sripuria Football Academy for maintenance and use of playground of the college. The college authority takes official liaisons from the Public Works Department (PWD) of the Govt. of Assam for regular management and upkeep of the college campus. Furthermore, Tinsukia Municipal Board assists the authority to sanitize and manage the college campus.

Seven classrooms, computer laboratories are well furnished with ICT facilities. Other classrooms are furnished with green boards which are eco-friendly. The college is committed to enhance its ICT facilities with modern systems.

Girls' common room of the college equipped with RO drinking water facilities, vending machine, incinerator. It has well furnished toilet facilities for girls. Maintenance of girls' room facilities is undertaken with the help of the recommendation of women cell of the college. College installed a common drinking water system for both boys and girls.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

486

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<u>View File</u>
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<u>View File</u>

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

12

File Description	Documents
Upload any additional information	<u>View File</u>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<u>View File</u>

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

600

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

600

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

33

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

44

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

07

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

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

59

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The college has a Students' Union Body, elected through annual election as per ECI, Lyndo Committee Recommendations. The Union Body actively cooperates with college IQAC, for overall quality development initiatives .

Throughout the year, Union Body, NSS and NCC Wings of the students undertake various co and extracurricular activities, community development programs, health and career awareness programs etc. They organise and celebrate special occasions like Teachers' Day, Independence and Republic Day, Saraswati

Puja, College Foundation Day, Voters' Awareness Program and so on .Sports, music, literary competitions ,rallies are organized by them on these special occasions. Various Committees of the college like IQAC, Anti Ragging, Discipline Maintenance, Grievance Redressal, Women's Cell always have representation of students.

There are common rooms, washrooms for boys and girls separately, with pure drinking water and sanitation facilities.

Academic performances of UG students have been improving every year.20 pc of the pass outs go for higher studies in programs like M.Com, M,A.,L.L.B. etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

8

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of the college includes Chartered Accountant, Judicial Magistrate, Lecturers, Executives of Govt. and Corporate Sector, established businessman, lawyers etc. It conducted Blood Donation Camp, Health Check up camp, Plantation Program etc in the last five years at its own cost. It also initiated placement drive in association with the Placement cell of the College.

- Mr. Dipen Gohain an Ex-student of the college donated college main gate in memory of his father late Sajjal Chandra Gohain. He invested about Rupees Eleven Lakhs for construction of the main gate of the college.
- Alumni Association of the college helps to organize coaching for competitive examinations.
- It also assists in conducting Covid19 Vaccination Camp in the campus.
- The Alumni of the college highly supportive to the authority of the college.
- It has been participating in IQAC of the college regularly.
- The Alumni Association of the college is planning to register the association under Societies Act.
- The Association organizes Plantation drive, Blood dontation camp, health camp etc. in the campus.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs) | A. ? 5Lakhs |

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The college is run by a Governing Body, headed by a Chairman appointed by the Higher Education Department of Govt. of Assam The Body includes It is a Statutory Body and includes University Nominee, representatives of teachers, employees, students, parents, reputed academicians, businessman etc. The Governing Body manages the college with well defined vision and mission.

The college has been developing infrastructure as per the mission statement to facilitate quality education, to inculcate traditional values, national responsibilities, national integration, gender equality, etc. Similarly, students-centric education, innovative and inclusive education, etc adopted by the college are also reflective of vision statement. The principal, who also serves as Secretary of the Governing Body, is hardworking and dynamic leader. Various Committees and Sub Committees, formed by the Governing Body and Principal provide active support in managerial decision-making process .

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Internal Quality Assurance Cell (IQAC) is formed as per guidelines of NAAC, to look after academic , co and extracurricular activities . IQAC has been active in performing various activities such as organisation of National seminar, conduction annual meeting, and preparation of AQAR and evaluation of performance of teachers for promotion.

To monitor the utilisation of RUSA Grants of Rs. Two Lac, a Project Monitoring Committee has been there. Other committees formed include Admission Committee, Academic Committee, Examinations Committee, Purchases Committee, Library Committee etc , which work with specific plans and effective implementation. Grievance Redressal Cell, Anti Ragging Cell, Placement Cell, Election Committee , Women's Cell etc.are also functional. Particularly,

A mechanised performance appraisal system for teaching and non-teaching staff is in place. The performance is measured by considering specified parameters.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Activity implemented based on the strategic plan: Infrastructure increment is the key component of Institutional Strategic and perspective plan which can meet the future needs of the institution. Some of the major infrastructure development of the college can be illustrated as:

Resource mobilized from RUSA and utilized for renovation and upgradation of classrooms, construction of new classrooms, purchase of multi gym equipments, development of computer cum language lab, etc. Project Monitoring Unit is constituted for implementation of plan and problems under RUSA.

Resource mobilization from Oil India Limited under CSR initiative and utilized for construction of library building. Resource mobilized from CMSGUY scheme and utilized for development of playfield. Moreover, Alumni of the college constructed college gate.

ICT facilities of the college have been enhanced by using college internal fund. An ERP system is implemented for making administrative and academic affairs effective. College is effectively initiated and implemented different MoUs with national and state level institutions for enhancing academic activities. Internship programme for B.Com courses is also initiatives. Industry-Academia collaboration with Bosch India, TCS for implementation of their CSR programmes specifically Skill Orientation to the students are major strategic initiatives of the institution.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The financial management system, academic activities of the college are transparent. Policies and rules of State and Central Government, UGC, Affiliating university are strictly followed for college academic and administrative matters.

- The entire administrative setup of the college is based on guidelines of Director of Higher Education, Govt. of Assam
- Appointments are done by following guidelines of Director of Higher Education, Govt. of Assam
- In relation to Service Rules are concerned, Fundamental Rules and Subsidiary Rules are followed.
- All the activities of the college done with the help of different committees which are formed in academic meeting of the college.
- Some of the active committees are Construction Committee, PMU, Women Cell, GSCASH, IQAC, Exam Committee, Internal Assessment Monitoring Committee, Exam Zone Committee, Centre Committee, Admission Committee etc.

The performance of the college in Swatch Bharat Abhijan and Green Campus Drives have been commendable throughout the years. The NSS and NCC Units , in association with District Forest Department, Environmental Protection Society, Tinsukia etc., have undertaken regular initiatives in cleanliness programs in and around the college campus .District Green Campus Award was offered to the college by the Govt. of India Swatch Bharat Mission in 2021.Plantation works have been solid.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	https://tinsukiacommercecollege.edu.in/wp-content/uploads/2022/07/Organogram-of-the-Tinsukia-Commerce-College-pdf_compressed.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Tinsukia Commerce College has been adopting various welfare schemes both for teaching and non-teaching staffs. Specifically Group Insurance Scheme, General Provident Fund and National Pension Scheme for the regular employees are the major welfare measures. Employees appointed by management are provided advance salary for meeting their financial needs. Besides, various other facilities such as child care leave, maternity leave, paternity leave, medical leave as per the rule of law are provided to the employees of the college. They are also facilitated to procure house loan, personal loan, car loan etc.

A social welfare fund is created in the college to provide financial support to the employees, students of the college

during emergency. College provides two residential facilities to the employees of the college. Also the college has made available the Gym facilities, Sports facilities etc. to the members of the college.

The College provides several opportunities of get together to the members of the Tinsukia Commerce College family for celebrating festivals and other events, birthday, etc.

Furthermore, college is producing organic fertilizer, seasonal crops and fruits etc. which are sold to the members of the college at reasonable price. Moreover, residential staffs have given the opportunity to do agricultural activities.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

4

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

06

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

As a Provincialised College, Tinsukia Commerce College follows the Performance Appraisal System designed by Director of Higher Education, Govt. of Assam. At entry level in the position of

Assistant Professor, a detailed performance appraisal model is followed as directed by the Director of Higher Education, Govt. of Assam. Further, for career advancement of the faculty members PBAS / CAS system of self performance appraisal format as prescribed by UGC and Higher Education, Govt. of Assam is followed. Faculty members need to submit annual filled in proforma of appraisal report for their yearly activities and achievement in academic and administrative aspects. In this juncture, teachers are required to furnish information in respect of their administrative position held, examination, evaluation duties undertaken; co-curricular activities related with students; extension activities, Seminar, Workshops, Conferences attended; research activities undertaken etc. Additionally feedback is taken from the students on teaching and learning issues, accordingly feedback is analyzed and communicated to the faculty members.

Non-teaching staff of the college is assessed regularly. They have been assessed on the basis their work output, functional capabilities, sense of responsibility, analytical ability etc. Feedback is also taken from students on office and administrative issues and the performance of the officials.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

6.4 - Financial Management and Resource Mobilization

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

Tinsukia Commerce College is a provincialized college of Department of Higher Education, Government of Assam. The college follows a transparent audit practice. It involves two-tier auditing practices; Internal and External Audit.

The Internal Financial Audit of the college is regularly done by chartered accountant firm/company which is registered in Institute of Chartered Accountants of India (ICAI). For the selection of chartered accountant is concerned, a notification is issued for inviting quotations for conducting financial audit of the college. Accordingly, Governing Body of the

college approvesthe Chartered Accountants Firm to whom the financial audit job is alloted. Till Financial Year 2020-21, all the accounts of the Institution are audited and reports areapproved by the Governing Body.

The External FinanicalAudit is conducted by Director of Audit (Local Fund) Government of Assam. The College invites the External Audit Authorities i.e. Director of Audit (Local Fund) Government of Assam to conduct the financial audit of the college. Accordingly External Audit is conducted till the financial year 2019-20. Till now there is no majoraudit objections raised by both Internal and External Auditors.

Instead of above, Directorate of Financial Inspection,Govt. of Assam regularly inspect the financial affairs of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

3210000

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Tinsukia Commerce College is regularly taking initiatives for mobilization of funds from various sources. College has submitted various proposals specifically for infrastructure

development, upgradation, and renovation of the buildings. Most of the prominent funding agencies such as UGC, RUSA, State Government, Oil India Limited have been approached for providing funds for such initiatives. Last five years, the college mobilizes funds from following central and state agencies.

- Central Government: UGC, RUSA, ICSSR, NCW, Unnat Bharat Abhiyan, National Scholarships.
- State Government: Director of Sports, Govt. of Assam – Playfield development

Director of Higher Education – Fee Waiver Scheme

Director of Higher Education – Science Stream Laboratory Equipments Grant

- CSR Fund : Oil India Limited for Library Construction
- Sources of fund from Self Financing Courses : BA Non-Honours, UG and PG Programmes under KK Handique State Open University, UG and PG Programmes under DODL, Dibrugarh University,
- 10+2 Level Programmes for dropout students under Assam State Open School, Govt. of Assam.
- 11 Skill Courses under AMTRON
- Fund generated from Seasonal cropping and sell of organic fertilizer produced from Vermi compost unit.

Fund generated from Alumni

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

College has a well established IQAC as per norms of NAAC. In the action plan of the college, IQAC suggests the faculty members to conduct remedial classes, for the students. It also promotes application of ICT in teaching learning process. IQAC reviews the results of each semester to find out the

performance of the students and suggests the remedial measures to improve the quality of the education. Moreover, Academic and Administrative Audit is done annually

The IQAC sends annual reports to in NIRF prepares and submits AQARs to NAAC, has got ISO Certification . It adopts feedback mechanism and analyses such for further improvement.

Incremental Improvements in post Second Cycle Accreditation :

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

To monitor the utilisation of RUSA Grants of Rs. Two Lac, a Project Monitoring Committee has been there. Other committees formed include Admission Committee, Academic Committee, Examinations Committee, Purchases Committee, Library Committee etc , which work with specific plans and effective implementation. Grievance Redressal Cell, Anti Ragging Cell, Placement Cell, Election Committee , Women's Cell etc.are also functional. Particularly,

A mechanised performance appraisal system for teaching and non-teaching staff is in place. The performance is measured by considering specified parameters.

IQAC reviews the results of each semester to find out the performance of the students and suggests the remedial measures to improve the quality of the education.

Due to sincere efforts of faculties and administration, the academic performance of UG students have been improving continiously.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**A. All of the above**

File Description	Documents
Paste web link of Annual reports of Institution	https://tinsukiacommercecollege.edu.in/wp-content/uploads/2022/07/Organogram-of-the-Tinsukia-Commerce-College-pdf_compressed.pdf
Upload e-copies of the accreditations and certifications	[View File](#)
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File](#)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gender equity is one of the hallmarks of a progressive society. College has beeninitiatingnumber of activities to promote gender equity. Some of such activitiesare:

Counseling Programme:Women Cell, IQAC Tinsukia Commerce College organises Counseling Programmes for girlstudents to address

different psychological and personal problems. In this regards experienced counselors are appointed to address the issues.Counselling programs are organized by the IQAC to create a gender friendly, secured, clean and green campusCollege has separate boys and girls common rooms which are equipped with facilities such as drinking water, first-aid kit, washroom, etc.

Safety and Security: The college has adequate safety and security measures for the students. Safety measures for girls are strictly followed through rules and regulation of the college. Entire college campus is monitored through CCTV Cameras. Both day and night watchmen are there to guard the campus.

Common Room: A well equipped common room is allotted to the girls students. The room is equipped with vending machine, incinerator, RO System for Drinking water, etc.

College has setup (GSCASH) Gender Sensitization Committee Against Sexual Harashment as per UGC guidelines.

File Description	Documents
Annual gender sensitization action plan	Tinsukia Commerce College is committed for empowerment of women and to create gender equality within and outside the campus. The Institution is regularly practicing awareness campaign for empowerment of women. The Women Cell of the college is highly active and develops its action plans annually based on five year action plan. The gender sensitization action plan of the institution as develop by the Women Cell for the year 2020-21 is: Five year Action Plan for Gender Sensitization: Period 2017-2022 1. Create awareness about women rights 2. Aware the students about health and hygiene 3. Organize programmes/workshops for self defense of female students. 4. Counsel about medical issues of female students. 5. Organizing seminars/workshops for creating awareness about competitive examinations. 6.

	Organizing coaching for competitive examinations. 7. Create awareness on entrepreneurship development. 8. As an outreach programme Women Cell will organize different awareness programmes specifically for nearby communities. Activities Planned for the year 2020-21: Women Cell of the college will organize following programmes under annual gender sensitization initiatives: • Women Cell of the college will organize awareness programmes, lectures, for women empowerment and gender equality. • The Cell plans to organize workshop on self defense specifically for girls students. • The Cell plans to organize legal awareness programme in collaboration with NGO. • The Women Cell of the college plans to organize seminars on gender issues. • The Women Cell will plan to organize NCW sponsored programmes both for students and community. • The Cell plans to organize skill development programme for female students.
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	The Institution provides following facilities for women: ? 24x7 CCTV Surveillance. ? Separate Girls Common Room ? Vending Machine, Incinerator facilities in the girls common room. ? Separate Counseling Room. ? RO Drinking water facilities ? Separate Toilet facilities. ? Gym, Sports facilities.

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	[View File]()
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Waste Management Initiatives:

- **College has installed a waste management vermicompost pit for solid waste management which processes and converts solid waste into organic fertilizer.**
- **It has water drainage system in the campus.**
- **In relation to e-waste management college has signed AMC with Dey's Computer. Accordingly, the agreed party takes necessary steps for e-waste management is concerned.**
- **The college received District Green Campus Award in 2021 in recognition of its attempts to make the campus eco friendly.**
- **College spreads awareness through posters among the stakeholders to make the campus plastic free. On different occasions plantation programs are organized in the campus with the help of NSS and NCC Units, NGOs and District Forest Department.**
- **The college does not have science laboratories, thus there is no radioactive, chemical and bio-medical waste to be disposed off.**

- **Single use papers are recycled for internal communication.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://tinsukiacommercecollege.edu.in/wp-content/uploads/2022/07/7.1.3-Waste-management_compressed.pdf
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus — **A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: — **A. Any 4 or All of the above**

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit   3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

A. Any 4 or all of the above

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

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

The college is regularly initiatingdifferent programmes for providing inclusive environment specifically cultural harmony, regional harmony, communal and socioeconomic harmony in the area. Specifically college has adopted a village and a servey is conducted on that village to know the socioeconomic status of the people. Accordingly the report of the analysis is forwarded to different departments, Govt. of Assam for necessary steps to be taken for upliftment of socioeconomic stuatus of the people.

An initiative is taken by the Principal of the college in association with IQAC, teaching and non-teaching staffs to provide free coaching to the school going children who are belonging fromvery poor families.

College is organizing regularlyhealth camp for the people leaving near the college. Different festivals and cultural programmes are organized with the help of students of the college to maintain curltural and communal harmony. Free computer coaching isprovided to the women of the area to make them empowered. It is also common practice of the college that it organises self defence programmes regularly for girls students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	**No File Uploaded**

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

IQAC of the college regularly initiatesnumerous activities to sansitize students employees of the institution in relation to values, rights, duties and responsibilities as citizens of the country. Some of the important sansitization programmes are:

- **Voters awareness programme to exercise the voting power, IQAC of the college in support of teaching staffs**

organises Voters Awareness Programme in the college campus. Students and employees are informed and motivated how to exercise their valueable voting rights and which make significant impact on society.Pledge has taken by students of the college to maintain complete faith in democracy and dignity of democratic values.

- **Environmental Awareness Programme**: It is the culture of the college that college is regularly organising plantation programmes within and outside the campus. Moreover, training is conducted on vermicomposting system by using waste material. Cleanliness drive are also regularly conducted in and outside the campus.
- **Programme for social issues**: Seminars/Workshops are regularly conducted gender issues, legal matters, women empowerment etc. A project known as Grow Green is initiated in the campus in collaboration with IQAC to trainthe students and to produce organic fertilizer in the campus by using waste material.

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

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

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

National Festivals, Death and Birth anniversaries of great Indian personality are organised by the authority in collaboration with IQAC, Teachers and Students with enthusiasm by breaking boundaries of caste creed and religion. National Voters Day, NCC Day, NSS Day, Foundation Day, Independance Day, Republic Day, Gandhi Jayanti have been celebrated in the college premises in befitting manner. Pledge has taken by students of the college to maintain complete faith in democracy and dignity of democratic values. Women Cell organises International Womens' Day, International Disability Day is organised by NSS unitof the college. It is memorable fact that college is organising festivals of Assam such as Rongali Bihu, Bhogali Bihu in participation with Teaching,Non-Teaching and Student members. The Library Committee in leadership of Librarian of the college observes Librarians'Day on 12th of August in memory of Dr. S. R. Ranganathan.

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

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC

format provided in the Manual.

Best Practices-I Go green:

Title: Go green – is a concept to create awareness on organic culture.

Objectives: Produce fertilizer through vermi composting, use the degradable wastages, training to the students, generationof revenue.

Context: We have collectedorganic waste from TMAand organic waste generated in the college campus. Further, using Worms-Red Wrangler convertwaste into organic fertilizer. Two composting pits are developed. Process will take 3-4 months.Students are trained and certified.

Evidence of success: Collectingmaterials from the TMB. Fertilizers are sold. Revenue is generated and used for campus cleaning, trained 100 students.

Problems: Shortage of staff, transportation facility,few students are interested.

Best Practice-II:

Title: Football coaching to thestudents

Objective: Optimumutilization of sports facility,create awareness, make students physically fit, utilize the leisure time of students.

Context: Assam Govt. granted fundtoupgrade ground. MoU signed with Sripuria Football Academy for Football Training.

Evidence of success: College is grantedsmall Khelo India centre by the Director, Sports and Youth Welfare, Government of Assam. Some of thestudents are selected by Minerva Academy, NRL, Tulip, SAI.

Problems: To manage students below the age group of 10 years. Coaching can not be continued for long period.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Our Vision is "Vidya Dadaati Vinayam, Vinayaad Yaati Patrattam" Learning leads to humility, "Humility begets worthiness". Our vision is to provide education that leads to generating humility and worthiness among the student fraternity.

In view of above vision statement, Tinsukia Commerce College has been rigorously initiating its endeavor to provide education that leads to generating humility and worthiness. In this venture, the college has been responsibly providing inclusive quality education to socially and economically backward students of the region. The emphasis is given to the all-round development of the students. Following are the unique features of the college:Promotion of green practices. The college has a vermicomposting unit in which compostable material is recycled for the production of organic fertilizer.,clean and green campus.Regularly organized Yoga Training programmes, Skill Training programmes are organized regularly.The college maintains a very cordial relationship with the local organizations like Sripuria Footbal Academy, Tinsukia Chamber of Commerce, Sashi Bhusan Goel and Associates, etc.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

- Department of Higher Education, Govt. of Assam has granted Science Stream to the college, hence the authority of the college is planning to introduce Bachelor of Science from next year.
- Considering the demand for M.Com Programme, college is going to start M.Com Programme subject to approval of

affiliating university.

- IQAC of the college is planning to expand the vermicompost unit based on the demand of the organic fertilizer.
- IQAC in collaboration with NGOs has decided to organise National / International Seminars, Workshops, Faculty Development Programme for faculty members and students.
- Plan to utilize RUSA grants in as per the DPR.
- Extension of Library building as funded by CSR Oil India Ltd., Duliajan.
- MoUs will be done with AMTRON, Govt. of Assam for introducing Ad-on / Skill Courses.