SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

TINSUKIA COMMERCE COLLEGE

BAMBARI GAON, P.O. SRIPURIA, DIST - TINSUKIA, ASSAM, PIN - 786145
786145
www.tinsukiacommercecollege.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Situated in a rural area of Tinsukia, Tinsukia Commerce College was established in the year 1972. The college aims at offering quality higher education in Commerce and Arts to its students as per norms laid down by UGC, MHRD, Govt. of India and Dibrugarh University (the affiliating University), Assam. In its attempt to equip the students with knowledge, skills and knowhow to succeed in the highly competitive modern world, the college strives to offer relevant courses, updated teaching learning mechanism with digital aids to all students regardless of class, caste, gender, religion, background with optimum use of the resources available; both human, and infrastructural. It seeks to contribute to betterment of the social, cultural and environmental spheres with emphasis on personality development, confidence building, healthcare, career growth and empowerment of the students, faculty, supporting staff and local inhabitants.

The developmental activities of the college are monitored by the Internal Quality Assurance Cell (IQAC) which has also been instrumental in making plans, projects on academic, infrastructural, sports, cultural, environmental, administrative aspects of the college, and has been implementing these with approval from the Governing Body, and support from various committees and sub-committees formed by it. The IQAC collects, maintains and analyses documents directly through the college office. Policies/ plans regarding quality assurance are communicated to all stakeholders through means like the prospectus, college website, annual magazine, meetings with committees and sub-committees, etc.

The college saw NAAC Peer Team's visit for the second time in 2017, and has made the following improvements for quality enhancement of the institution according to their recommendation like: Better infrastructure in terms of classrooms with furniture and fixtures, common room for boys and girls with RUSA infra grant; adequate number of teachers and support staff have been appointed as per government guidelines; job oriented courses have been introduced; increased use of ICT in teaching has been incorporated; setting up of language lab, counseling cell and placement cell, Providing coaching for competitive examinations; Fully computerized library with CSR grant from Oil India Ltd. Tinsukia Commerce is the only college in Assam to have developed Khelo India Centre.

Vision

"Vidya Dadaati Vinayam, Vinayaad Yaati Patrattam"

The vision statement of the college written in Sanskrit translates to*: "*Learning leads to humility, Humility begets worthiness". The college's vision is to provide education that seeks to generating humility and worthiness among the student fraternity. The institution works keeping in view the vision statement so as to ensure the holistic development of the neighbouring community. In line with the vision of the college, Tinsukia Commerce College aspires to mould its students into worthy individuals by providing value-based quality education replete with all life skills that ensure their all round development.

Keeping in mind the vision statement, the objective behind the Undergraduate programme of B Com under CBCS is to impart both theoretical and practical knowledge on various areas and specific subjects of modern Commerce. The B.Com Honours course enables the students to specialize in their subject interest and gain

extensive and in-depth knowledge about those particular subjects. The general and ultimate aim of the programme is to increase employability of the students in the job market, especially in corporate sector and motivate them towards entrepreneurship.

On the other hand, the motive behind the BA programme is to offer a rich variety of subject to help the students to understand how historical, cultural, geographical, sociological, political, linguistic and environmental forces shape the world as well as the individual. Based on specific fields of skills, these programmes are basically skill and job oriented. They also facilitate the students by cultivating future research interests in them.

Mission

The college has been developing infrastructure for facilitating delivery of academic activity as per the mission statement "to facilitate quality education, inculcate traditional values, national responsibilities, national integration, gender equality, etc. Tinsukia college is committed to the cause of empowerment of rural and urban youth through access to education in general and to impart Commerce, Computer Science, Management And Social Science in particular, enabling them to develop as intellectually alive, socially responsible and ever prepared for continuous personal and professional growth to inculcate social, moral and spiritual values. It is committed to provide wide range of professional and vocational courses besides conventional ones for rural and urban students to meet the changing needs. Similarly, student-centric education, innovative and inclusive education, etc. adopted by the college are also reflective of mission statement.

The institution has a Governing Body of which the Principal who is a dynamic and hardworking leader serves as the Secretary. They work together in determining and implementing various institutional policies to attain vision and mission. In line with the college's mission, various extension activities are organized that involves social work which inculcates into the students the spirit of unity, brotherhood, empathy, equality and team spirit that make life meaningful and complete. Community benefit programmes are organized by the college in association with the students to make them understand the significance of serving the society unconditionally. All these extra-curricular activities organized by the college are aimed at creating a positive aura within the campus that would lead to holistic development of students, faculty, college fraternity and the neighbouring community.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Well defined vision and mission.
- The college has available land for expansion.
- A clean and green campus.
- Workforce of the college is efficient. Though the number of faculties is less in number, but they are hard working and sincere which has led to increase in the number of students in both Arts and Commerce streams year after year.
- Sufficient modern equipments to aid ICT based teaching.
- The result of the end semester examinations during last five years have improved significantly. Number of students securing First Class and high CGPA has also risen in number.
- The development of college infrastructure facilities post Second Cycle NAAC Accreditation has seen a marked difference. Old classrooms have been renovated, eight new classrooms have been constructed,

drinking water sanitary facility, multi gym and computer lab have been redesigned and rebuilt.
- Improved sports facilities, community development programmes have led to the better outcomes.
- The college has received green champion award from the government due to impressive efforts towards greenery and pollution free environment.
- The number of students getting employed in government and corporate undertakings have been increasing as a result of career counseling programmes, tie ups with various employment and consultancy agencies.
- Connections established with institutions through MoUs.
- Regular submission of AQAR.

Institutional Weakness

- The college has been running with insufficient number of permanent faculties. After retirement of all regular clerical staff, the temporary staff is under excessive workload.
- Many of the departments have single faculty without separate departmental facilities.
- The departments lack libraries of their own. Also the college library needs to have much larger number of textbooks and reference books.
- The performance in the area of research has been much below par.
- Heavily dependent on government funding.
- Start up needs to be strengthened.

Institutional Opportunity

- Getting ready for NEP 2020 with its multi-disciplinary approach is the important opportunity we have at hand.
- The college is looking ahead to introduce specialty programs in subjects like Banking and Human Resource Management provided qualified teachers are made available.
- Master of Commerce (PG) can be introduced.
- More career counseling programmes, coaching for competitive examinations and more research initiatives on the part of faculties and students needs to be undertaken.
- Community outreach programmes organized by the college has helped to gain leadership role in the local neighborhood.
- Students getting scholarships, fellowship and financial support has gradually increased in number.
- The college has ample scope for commerce education.

Institutional Challenge

- Introducing more job-oriented courses with such limited number of permanent faculties and office staff has been a major challenge. Four posts in office and two faculties in permanent category are yet to be fulfilled by the government.
- Most of the students enrolled are from rural and economically backward classes. The college is generally in receipt of average and below average standard of students and therefore it poses a challenge for the college to maintain the standard of the university in respect of their result.
- The standard of communication skill and general knowledge of the general students being miserably low, so the college takes it as a challenge to give them a boost to maintain minimum standard through

various means.
- The college lacks residential facilities for boys and girls coming from distant areas.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college offers three programmes: B.Com Honours, B.Com Non-Honours and B.A. Non-Honours. Considering the demand of the society and neighbouring students, the authority considered it prudent to introduce B.A. programme from the session 2011-2012 under Dibrugarh University. CBCS was introduced in all the Undergraduate courses offered by the college in 2019. Along with the three main programmes, the college also offers various certificate courses to facilitate the students' skill, ability enhancement and develop employability.

The college has three ODL centers for Undergraduate and Postgraduate programmes. They are affiliated to DODL of Dibrugarh University, KKHSOU and ASOS respectively.

The college always follows innovative pedagogical practices such as case studies, group discussions, etc. It pays special attention in identifying the slow and advanced learners through methods like questioning, probing, group discussions, class tests, assignments, etc. After identification, they are aided with adequate help and personalized strategic teaching techniques to cater to their individualistic needs. Separate remedial classes are taken to help them cope up with the demands of the curriculum.

Before the commencement of the semester, prospectus is uploaded in the college website where programmes and courses offered by the institution are disclosed. Lesson Plans and Teaching Plans are prepared for timely completion and effective delivery of the course curricula. Timetable, academic calendar, syllabus, learning outcomes, guidelines, etc. are uploaded on the college website. The faculty members maintain their academic diary to complete the curriculum of the courses as per schedule. This activity is assessed by the Principal, Vice Principal and the academic committee at the end of every month. Students' diary is also used as a tool to enhance and monitor their meta cognitive skills and strategic delivery of the curriculum.

Teaching-learning and Evaluation

Innovative teaching and learning process is provided by the college in order to enhance the capacity of the students to imbibe their lesson in a structured and systematic manner. Therefore, several students' centric learning methods have been initiated like unit test, seminars, assignments, presentations, participative learning, brainstorming sessions, projects, group discussion, industrial tours etc. in order to meet the diverse needs, interest and capabilities of the learners.

Participative learning is encouraged to ensure that the teaching- learning process is more dynamic and meaningful. Peer learning helps to build teamwork and 'Learning by doing' develops confidence hence both are emphasized and encouraged. Practicals are also added to the curriculum to help students to develop better understanding and retain information for longer periods.

The mechanism followed for internal assessment maintains complete transparency. The components of internal assessment are as per directed by Dibrugarh University. The Examination Committee constituted by the

authority notifies schedule of sessional examinations. At the beginning of the semester the teachers, in their respective classes, inform students about the process and components of internal assessment.

The internal assessment marks are notified in the college notice board and students are allowed to report the grievances to examination committee about their marks. Supplementary Sessional examinations are also conducted for the students who do not perform well in the Sessional examinations which is also a prominent initiative of the examination committee.

Evaluation method comprises of two Sessional examinations, group discussions and seminars. All the faculty members involve in internal assessment and evaluation process and discuss the performance of evaluation and assessment with the students.

Research, Innovations and Extension

The college has created an ecosystem for innovations and taken initiatives for creation and transfer of knowledge. The institution maintains Research Cell headed by the Principal. This Cell makes a conscious effort towards creating and sustaining research environment in the institution. It encourages the faculty members to participate in seminars, webinars, conferences, workshops, etc. and to publish research papers in national and international research journals. The research cell looks after the project activities of the students under the course curriculum as well. Hence, the funding of research projects helped the college to upgrade its teaching and to make it relevant and practical.

Project Go Green has been undertaken by the Research Cell to promote the culture of organic cultivation to enhance sustainability of the environmental resources.

The extension activities involve social work, socially relevant communication and entrepreneurship. This benefits both the students and the community. The college has one NSS unit consisting of 100 cadets and one NCC unit consisting of sixty cadets. Blood donation camps, free health check up programmes are organized by college's NSS unit where students and faculty members participate actively.

The NSS unit conducts plantation and gardening programmes, cleaning drive under Swachh Bharat Abhiyan and Yoga Training Programmes in nearby villages of the college. Events like Socio-economic survey and voter's awareness programmes are also held.

The college organizes football coaching camps in the college playground for children below thirteen years of nearby localities. The college playground has been selected for Khelo India Sports Centre for football by the Government of India.

Plant a sapling programme has been introduced by the college for those students who have received free admission into the college programmes owing to their underprivileged economic background.

The college adopted 5 villages under Unnat Bharat Abhiyan. Tinsukia Commerce College is a member partner of a Flagship programme of IIT Delhi under Ministry of Education.

The college has initiated on giving tutorial classes to the nearby school going under priviledged students.

The College has adopted 5 patients TB removal programme under the Ministry of Health and Family Welfare

'Pradhan Mantri TB Mukt Bharat Abhiyaan'.

Infrastructure and Learning Resources

Tinsukia Commerce College is situated in a rural setting with a lush green campus of 11.33 acres. The 6 blocked campus is incorporated with well constructed infrastructure. A split level 400 seater auditorium supported with audio facility, a well-equipped seminar hall with smart panel and Wi-Fi connectivity and most of the classrooms having audio-visual equipments like smart panels with Wi-Fi facilities. The college has provision for a teachers' common room and two students' common rooms for boys and girls respectively. There are two rooms for student activities, one for NCC and one for Tinsukia Commerce College Students' Union. Additionally, the college has a sick room for any emergency medical concern in the campus.

The grassy well-maintained playground is well used by the students to partake of a wide range of outdoor sports like football, volleyball, kabaddi, etc. The college also has a cemented cricket pitch and a newly constructed basketball court. Indoor sports facilities support sporting activities such as table tennis, carrom and chess. The college also has a modern multi-gymnasium with 16 stations along with two separate changing rooms for boys and girls that aims to help develop fitness for both the college students and youths of nearby areas. There is a well functioning canteen for the refreshment of faculties and students.

The entire campus is monitored by CCTV cameras. There is a spacious parking lot, a walking space from the entry gate towards the administrative building, well maintained fire and security systems and ramps for specially-able people.

A well stocked library equipped with SOUL 3.0 software, reference books, journals, newspapers and e-resources connected to an open access system provides an opportunity for the overall learning of students as well as faculty. The library is fully automated with ILMS and Barcode technology. The college has two internet connections, one from GEENET having speed of 100 mbps and another from BSNBL with 2/4 mbps. Office and laboratories have LAN and Wi-Fi connectivity with Tenda Routers. College has purchased original softwares such as SOUL 3.0, Windows, Ramdhenu, MS Office, Language Lab Software, Video Conferencing Software, ERP Myclasscampus and SPSS.

Student Support and Progression

At the beginning of each new academic session, Orientation Programmes are organized and students are introduced to the course curriculum they have opted for and are acquainted with the aimed learning outcomes of the programme.

The teachers in classrooms devote time to make students well aware about their course outcomes.

The learning outcomes are discussed, reemphasized, reviewed and their current status is assessed time to time in the faculty and academic meetings.

The syllabus comprised of POs, COs, PSOs, structure of credit component and Internal Assessment is communicated to the students and the faculties of the college. And the same is made available in the college website for easy reference.

The curriculum has been designed to address the cross cutting issues in courses like Environmental Science, Sustainability, human rights, gender, Ethics and Universal human values.

To sensitize the students and the staff about gender issues, several workshops and programmmes are conducted by the college.

The extension activities involve social work, socially relevant communication and entrepreneurship. This benefits both the students and the community. Social change and economic progress is brought from social work. It improves the self esteem and confidence among the students. Empathy, building communication skills and development of the creative minds are taught to the students through life skills

The college has identified slow learners, and extra attention is given to them to bring them at par with the rest of the students. Remedial classes and tutorials are also arranged on a personal level to identify their problems and keep track of their progress. One-on-one interaction enables the module of micro teaching to take place successfully.

Apart from academic teaching, value-based education is emphasized by the college that is universal in nature. The curriculum has been designed to address the current issues like Environmental consciousness, human rights, gender, professional and business ethics and a positive approach towards life.

To meet the entrepreneurial aspirations of the students and their guardians, a placement cell is constituted that strives to give a distinct edge to the students and alumni of the college in their professional ventures by making available opportunities in career development.

A well functioning NSS and NCC unit has brought many laurels to the college. It actively conducts various programmes ranging from plantation and gardening programme, Cleanliness drive, health camp, vaccination drive, blood donation camp, self defense programme, and so on.

Students are given exposure in the field of sports. Recognizing the significance of sports for mental and physical well being of the students, the college promotes both outdoor and indoor games. The College has been selected as the only Khelo India centre in Assam by the Directorate of Sports and Welfare, Government of Assam. Moreover, Tinsukia District Women's team won 2nd position in Assam Youth Olympics, 2022 (Football). Majority of the players are from Sripuria Football Academy and most of the football trials were organized by Tinsukia Commerce College in collaboration with Sripuria Football Academy. Notably, few football players of the college have been selected by Minerva Academy, NRL, Tulip and SAI.

Governance, Leadership and Management

The college is run by a Governing body, headed by a Chairman appointed by the Department of Higher Education, Government of Assam. The institution practices a participatory mode of governance with all the stakeholders participating actively in running the administration. The institution has a Governing Body of which the Principal who is a dynamic and hardworking leader serves as the Secretary. Various committees and sub-committees are formed by the Governing Body and Principal to provide active support in managerial decision making process. The committees formed include Admission Committee, Academic Committee, Routine Committee, Examinations Committee, Purchases Committee, Internal assessment Monitoring committee, Library Committee, etc which work with specific plans and mechanism. Grievance Redressal Cell, Anti Ragging Cell, Placement Cell, Election Committee, Women's Cell, etc. are also functional. Particularly, a

mechanized performance appraisal system for teaching and non teaching staff is in place. The performance is measured by considering specified parameters as per UGC and Government Assam guidelines.

Policies and rules of State and Central Government, UGC, Affiliating University are strictly followed for the college's academic and administrative matters. The entire administrative setup of the college is based on guidelines of Directorate of Higher Education, Govt. of Assam. Appointments are done by following guidelines of Directorate of Higher Education, Govt. of Assam.

IQAC was formed in Tinsukia Commerce College on 6th March, 2006 as per norms of NAAC and since then it has been instrumental in guiding the institution towards a positive growth trajectory. . The IQAC conducts academic and administrative audit, energy audit and green audit. The IQAC of the college sends annual reports to NIRF. It prepares and submits Annual Quality Assurance Reports (AQARs) to NAAC. With the motive of increasing employability, IQAC of the college lays emphasis on the institution's academic affairs to provide quality education to the students and also aims towards their acceptance into premier education institutions across the country.

The management supports and encourages faculty to generate funds/sponsorship for organizing seminars, workshops and community initiatives and also motivate them for research activities. Industry-Academia collaboration with Bosch India, TCS for implementation of their CSR programme, specifically Skill Orientation to the students is one of the major strategic initiatives of the institution under the plans and programmes undertaken by the Placement Cell towards increasing employability of the students. An ERP system is implemented for making administrative and academic affairs effective.

Institutional Values and Best Practices

Being located in a rural area, the college seeks specifically to cater to the needs of the nearby local communities. The college aims at benefitting all stakeholders by promoting all-round development.

Various programmes have been designed by the college to address issues and concerns regarding environmental consciousness, human rights, gender, professional and business ethics and positivity.

The best practices of the college are in line with the vision and mission formulated by the college.

In line with the vision of the college, "Vidya Dadaati Vinayam, Vinayaad Yaati Patrattam", that means "Learning leads to humility, Humility begets worthiness", the college aspires to mould its students into worthy individuals by providing value-based quality education replete with all life skills that ensure their all round development. Various initiatives like fee waiver scheme for underprivileged students, tutorial classes for school children from nearby villages, computer coaching for the nearby rural women, etc. are aimed at ensuring that every person can benefit from the right to education, skill and employability irrespective of class, caste, creed, gender or social status.

Keeping in mind the mission of the college, "to facilitate quality education, inculcate traditional values, national responsibilities, national integration, gender equality, etc.," numerous initiatives have been taken to

help address social issues and concerns by conducting various seminars, conferences, talk session and so on. To promote environment sustainability, techniques like rainwater harvesting, vermicomposting, proper drainage facilities, use of solar panels, energy efficient bulbs, reducing carbon footprint by opting for public transport, complete ban of polythene bags, etc., have been introduced. Moreover, the college is highly committed towards sports and has developed sports friendly infrastructure. A MoU signed with Sripuria Football Academy shows that special impetus has been given to football coaching.

Notably, Tinsukia Commerce College is the only college in the state of Assam to be selected as Khelo India Centre by Directorate of Sports and Welfare, Assam.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	TINSUKIA COMMERCE COLLEGE
Address	Bambari Gaon, P.O. Sripuria, Dist - Tinsukia, Assam, PIN - 786145
City	Sripuria
State	Assam
Pin	786145
Website	www.tinsukiacommercecollege.edu.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Chaytanya Bora	0374-2120273	9864237133	-	tccprincipal@yahoo.co.uk
IQAC / CIQA coordinator	Ranjan Kalita	-	9435037285	-	kalitaranjan73@gmail.com

Status of the Institution	
Institution Status	Government and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

State	University name	Document
Assam	Dibrugarh University	[View Document](#)

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	18-09-1998	[View Document](#)
12B of UGC	29-09-2003	[View Document](#)

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

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

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Bambari Gaon, P.O. Sripuria, Dist - Tinsukia, Assam, PIN - 786145	Rural	11.57	3716

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Commerce	36	HS and Equivalent	English,Assamese	75	57
UG	BCom,Commerce	36	HS and Equivalent	English,Assamese	75	75
UG	BA,Arts	36	HS and Equivalent	English,Assamese	150	140

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				1				4				7
Recruited	0	0	0	0	3	0	0	3	6	0	0	6
Yet to Recruit				1				1				1
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				13
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				13

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				7
Recruited	1	0	0	1
Yet to Recruit				6
Sanctioned by the Management/Society or Other Authorized Bodies				11
Recruited	9	2	0	11
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	1	0	0	3	1	0	6
M.Phil.	0	0	0	0	0	0	2	1	0	3
PG	0	0	0	1	1	0	0	0	0	2
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	1	1	0	2
PG	0	0	0	0	0	0	3	5	0	8
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	1	0	3
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	5	2	0	7

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	471	19	0	0	490
	Female	353	18	0	0	371
	Others	0	0	0	0	0
Certificate / Awareness	Male	30	0	0	0	30
	Female	20	0	0	0	20
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	17	4	17	8
	Female	9	8	8	10
	Others	0	0	0	0
ST	Male	2	4	6	4
	Female	3	3	0	1
	Others	0	0	0	0
OBC	Male	68	35	51	32
	Female	34	81	34	37
	Others	0	0	0	0
General	Male	164	100	125	99
	Female	141	96	121	118
	Others	0	0	0	0
Others	Male	32	9	10	20
	Female	11	8	7	13
	Others	0	0	0	0
Total		481	348	379	342

Institutional preparedness for NEP

1. 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
2. Academic bank of credits (ABC):	Tinsukia Commerce College is an affiliated college of Dibrugarh University, Assam hence Academic Bank of Credit of Dibrugarh University will be applicable for the college. Hence ABC is not required for this institution.
3. 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
4. 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.
5. 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/wpcontent/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 has 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. 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: 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.
6. 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 Learner

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
290	285	253	320	307

File Description	Document
Institutional data in the prescribed format	View Document

2 Teachers

2.1

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

Response: 22

File Description	Document
Institutional data in the prescribed format	View Document

2.2

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

2021-22	2020-21	2019-20	2018-19	2017-18
22	24	23	22	22

3 Institution

3.1

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

2021-22	2020-21	2019-20	2018-19	2017-18
160	207	103	24.74	79

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Tinsukia Commerce College is affiliated to Dibrugarh University, Assam and follows the curriculum designed and developed by various BoS of the university. The college offers three programmes: B.Com Honors, B.Com Non-Honors and B.A. Non-Honors.

CBCS was introduced in all the Undergraduate programs offered by the college in 2019. Along with the three main programmes, the college also offers various certificate courses.

The college has two Open and Distance Learning Centers for Undergraduate and Postgraduate programmes affiliated to DODL of Dibrugarh University and KKHS Open University.

Some faculty members of the college have been actively participating in the Board of Studies and in the Board of examinations of Dibrugarh University.

The institution adheres to the academic calendar to ensure the smooth functioning of Continuous Internal Evaluation (CIE). Academic committee of the college develops academic calendar in consultation with affiliating university's academic calendar taking into consideration the major events and activities to be undertaken in a particular year so that the process of curriculum delivery becomes more meaningful and effective. This ensures that academic discipline is maintained and there is no loss of teaching days.

Before the commencement of the semesters, prospectus is uploaded in the college website where programmes and courses offered by the institution are disclosed. Lesson plans and Teaching plans are prepared for timely completion and effective delivery of the course curricula. Time table, academic calendar, syllabus, learning outcomes, guidelines, etc. are uploaded on the college website.

The college always follows innovative pedagogical practices such as case studies, group discussions, etc. It pays special attention in identifying the slow and advanced learners through methods like questioning, probing, group discussions, class tests, assignments, etc. After identification, they are aided with adequate help and personalized strategic teaching techniques to cater to their individualistic needs. Separate remedial classes are taken to help them cope up with the demands of the curriculum.

In addition to classroom teaching, augmentation of learning takes place through the conduction of various seminars, webinars, workshops, and talk shows by eminent personalities.

The students' progress and learning is continuously evaluated through regular assignments, surprise class tests and Q and A sessions. Regular academic meetings, faculty meetings and student union meetings are conducted to review and analyze the academic progress to resolve any issue that may arise.

The faculty members maintain their academic diary to complete the course curriculum as per schedule. This activity is assessed by the Principal, IQAC and the academic committee regularly. Students' diary is also used as a tool to enhance and monitor their meta cognitive skills.

CIE system of the college is robust and transparent. Based on academic calendar, internal examinations are conducted. Under the chairmanship of the Principal an examination committee is constituted every year to look into the affairs of examinations. Two unit tests followed by supplementary unit tests are conducted in each semester and results are displayed on the notice board. Students are also allowed to view their answer scripts through a well defined process.

During covid-19 pandemic, the curriculum delivery process was shifted to online mode through the use of various e-platforms like Webex, Google Meet, Google Classroom, Zoom app.and WhatsApp.

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

1.2 Academic Flexibility

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

Response: 6

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

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

Response: 10.31

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

2021-22	2020-21	2019-20	2018-19	2017-18
110	20	20	0	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.3 Curriculum Enrichment

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

Response:

The college recognizes the need for holistic and overall development of individuals and to that end it has incorporated the inculcation of values through the introduction of a number of courses like Environmental Science, Philosophical Foundation Education, Multidisciplinary courses, Reading Gandhi, NSS, Religion and Society as per the CBCS curriculum under Dibrugarh University and organization of various events, workshops, street plays, talk shows, screening of documentaries and short films, etc.

The curriculum has been designed to address the cross cutting issues in courses like Environmental Science, Sustainability, Human Rights, Gender, Ethics and Universal human values.

To sensitize the students and the staff about gender issues, several workshops and programmmes are conducted by the college authority, Student Union body, NSS, NCC and also the students themselves.

A Women and Legal Awareness workshop sponsored by National Commission for Women was conducted on the occasion of International Women's Day by the Women Cell of the college in collaboration with AASA NGO.

Women's Heart Month awareness programme was held in collaboration with Heart Care Society of Assam, Lions Club, Leo Club, Rotary Club of Tinsukia and Indian Red Cross Society. Many online Career Counseling and Personality Development Programme for the students of the college were organized by the IQAC in collaboration with SKILLFINITY. These programmes enable the present day youths to enhance their employability in the corporate world. A webinar on Employability Skills for Future was held in collaboration with the ICT Academy, Chennai for the benefit of the students.

A Health Awareness Programme was organized by Indian Council of Medical Research and RMRC, NE Region, Dibrugarh where they conducted various pathological tests of the participants along with a lecture cum presentation programme.

A seminar for the girl students of the college was organised in association with the Institute of Fashion Technology, Guwahati where the invited experts discussed the significance of Fashion and Interior Designing as career options for them.

Screening of short films on sexual harassment aims at encouraging people to raise their voice against sexual harassment faced by women irrespective of the onlooker's gender. It showcases different instances of harassment that women face in settings like workplaces, buses and restaurants where most of the onlookers stay silent. Keeping in view, the rising numbers of crimes against girls and women in the

country and to ensure safety and security of girls, self-defence training is also imparted to them .

Cyber Security Awareness Program was organized for the students to protect themselves from being hacked. It increases the understanding of cyber threats and empowers the public and to make them more secure online.

The college has an NSS unit with one hundred volunteers and an NCC unit with sixty cadets. Blood donation camps, free health check up programmes are organized by college's NSS unit where students and faculty members participate actively. Events like Socio-economic survey and voter's awareness programmes are held and the issues are resolved by forwarding them to the concerned authorities for necessary action.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 7.24

1.3.2.1 **Number of students undertaking project work/field work / internships**

Response: 21

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.4 Feedback System

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

Response: Yes

File Description	Document
Upload supporting document	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 95.2

2.1.1.1 **Number of students admitted year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
290	285	253	300	300

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
300	300	300	300	300

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

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

Response: 57.8

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

2021-22	2020-21	2019-20	2018-19	2017-18
87	77	53	78	72

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

2021-22	2020-21	2019-20	2018-19	2017-18
127	127	127	127	127

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2.2 Student Teacher Ratio

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

Response: 13.18

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences using ICT tools

Response:

Innovative teaching and learning process is provided by the college in order to enhance the capacity of the students to imbibe their lesson in a structured and systematic manner. Therefore, several students' centric learning methods have been initiated like unit test, seminars, assignments, presentations, participative learning, brainstorming sessions, projects, group discussion, industrial tours etc. in order to meet the diverse needs, interest and capabilities of the learners.

Participative learning is encouraged to ensure that the teaching- learning process is more dynamic and meaningful. Peer learning helps to build teamwork and 'Learning by doing' develops confidence hence both are emphasized and encouraged. Practicals are also added to the curriculum to help students to develop better understanding and retain information for longer periods.

The institute has adequate infrastructure that supports ICT based teaching and learning including smart classrooms, an updated library, a fully operational Language laboratory and Computer labs.

Faculty members are well acquainted with the use of ICT during classroom hours and lectures and are highly interested in propagation of learning through digital medium along with traditional classroom based teaching. Classroom teaching is thus supportive with sharing of e-resources, presentations and recorded lectures.

The college has a Placement cell which contributes to increasing the employability of the students. To this end, the college conducts special talks, career counselling sessions, personality development programmes and so on from time to time.

Remedial classes and tutorials are regularly organized to make students more efficient. After the completion of each unit of the prescribed syllabus, the teachers make it a point to conduct doubt clearing sessions of the students at personal level. This involves one-on-one interaction enabling the module of micro teaching to successfully take place.

Classroom teaching is thus supportive with sharing of e-resources, presentations and recorded lectures. During COVID-19 pandemic, faculties made use of ICT based online teaching methods by using Google classroom, Webex, Zoom, Google meet, WhatsApp, etc, to deliver lectures and notes to the students.

College uses ERP system to provide an interface for maintaining academic affairs of the students. Moreover, e-resourses specifically NLIST and Sage journals are commonly used in the library. The library is partially automated and uses SOUL 3.0 software. NLIST and 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.

The College has 64 computers and 11 laptops with genuine software. Several softwares are available for utilization of students, administrative staffs and faculty members.

The college has an auditorium having 400 intake capacity and a seminar hall which can accommodate 50 people. These two are used for special lectures, seminars and workshops. The seminar halls have overhead projectors and digitalized screens.

Moreover, college has Industry Academia Collaboration with BOSCH Limited, SKILLFINITY, ICT Academy, Chennai, Tool Room Training Centre, AMTRON to provide modern students centric teaching-learning and participative learning to the students of the college.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.4 Teacher Profile and Quality

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

Response: 94.17

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

2021-22	2020-21	2019-20	2018-19	2017-18
24	24	24	24	24

File Description	Document
Upload supporting document	[View Document](#)

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

Response: 46.9

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

2021-22	2020-21	2019-20	2018-19	2017-18
12	12	12	9	8

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2.5 Evaluation Process and Reforms

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

Response:

The mechanism followed for internal assessment maintains complete transparency. The components of internal assessment are as per directed by Dibrugarh University. The Examination Committee constituted by the authority notifies schedule of sessional examinations. At the beginning of the semester the teachers, in their respective classes, inform students about the process and components of internal assessment.

The Academic calendar of the college is followed for the sessional examinations. It is available on the college website and students are notified through the student notices and WhatsApp groups.

Evaluation method comprises of two sessional examinations, group discussions and seminars. All the faculty members involve in internal assessment and evaluation process and discuss the performance of evaluation and assessment with the students.

Faculty meetings are conducted periodically and internal assessment related issues are discussed and reviewed.

Once all discrepancies/grievances are handled, the internal assessment gets finalized.

The internal assessment marks are notified in the college notice board and students are allowed to report the grievances to examination committee about their marks. Supplementary sessional examinations are also conducted for the students who do not perform well or remain absent in the sessional examinations which is also a prominent initiative of the examination committee.

The college forms various committees such as internal assessment monitoring Committee, examination committee, grievances management committee for maintaining transparency and redressal of internal assessment grievances.

The grievances raised by the students related with internal assessment are resolved by examination committee in consultation with subject teacher.

Students grievances related to end semester examinations are forwarded to the controller of examinations, Dibrugarh University.

Faculty members discuss and show the answer scripts to the students. In case a student is not satisfied with the marks awarded, he or she can raise the grievances and such grievances are handled by concerned faculty member.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

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

Response:

Teachers and students are aware of the stated program and course outcomes of the programs offered by the institution. The college follows curriculum designed and developed by its affiliating university- Dibrugarh University. The programme and course outcomes of the three different Undergraduate programmes are clearly defined in the course curriculum. Based on that, the Academic Committee of the college has identified and displayed the learning outcomes for the stakeholders in the college website as well.

The learning objectives and outcomes of the Undergraduate programme of B Com under CBCS are to impart both theoretical and practical knowledge on various areas and specific subjects of modern Commerce. The B.Com Honours course enables the students to specialize in their subject interest and gain extensive and in-depth knowledge about those particular subjects. The general and ultimate aim of the programme is to increase employability of the students in the job market, especially in corporate sector and motivate them towards entrepreneurship.

The BA programme offers a rich variety of subject to help the students to understand how historical, cultural, geographical, sociological, political, linguistic and environmental forces shape the world as well as the individual. Based on specific fields of skills, these programmes are basically skill and job oriented. They also facilitate the students by cultivating future research interests in them.

The syllabus comprised of POs, COs, PSOs, structure of credit component and Internal Assessment is communicated to the students and the faculties of the college. And the same is made available in the college website for easy reference.

At the beginning of each new academic session, Orientation Programmes are organized and students are introduced to the course curriculum they have opted for and are acquainted with the aimed learning outcomes of the programme.

The teachers in classrooms devote time to make students well aware about their course outcomes.

The learning outcomes are discussed, reemphasized, reviewed and their current status is assessed time to time in the faculty and academic meetings.

Various events, talk shows, workshops are organized in the college in relation to the learning outcomes of their courses. Resource persons from the relevant fields are invited to deliver speech in those events with an aim to motivate the students and generate interest and awareness about the current condition of those fields.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6.2 Pass percentage of Students during last five years

Response: 77.81

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

2021-22	2020-21	2019-20	2018-19	2017-18
108	298	279	183	307

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

2021-22	2020-21	2019-20	2018-19	2017-18
260	304	296	291	359

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.59

File Description	Document
Upload database of all students on roll	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 32

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	11	21	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.2 Innovation Ecosystem

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

Response:

The college has created an ecosystem for innovations and taken initiatives for creation and transfer of knowledge. Being settled in a rural area, the college seeks to give impetus for the development of a knowledge system that is efficient enough to cater to the needs of the residents of the local community.

The institution maintains Research Cell headed by the Principal. This Cell makes a conscious effort towards creating and sustaining research environment in the institution. It encourages the faculty members to participate in seminars, webinars, conferences, workshops, etc. and to publish research papers in national and international research journals. The research cell looks after the project activities of the students under the course curriculum as well. Hence, the findings of research projects helped the college to upgrade its teaching and to make it relevant and practical.

Socio-economic surveys which are aimed at the progress of knowledge are conducted by the Research Cell of the college in collaboration with the NSS. This knowledge can often be applied to practical situations and problems.

To contribute towards the existing knowledge base, the Research Cell (IQAC) in collaboration with the Publication Cell publishes books and journals.

A noteworthy initiative that needs mentioning is Project Grow Green undertaken by the Research Cell to promote the culture of organic cultivation to enhance sustainability of the environmental resources.

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

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

Response: 23

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

2021-22	2020-21	2019-20	2018-19	2017-18
3	7	6	06	01

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

3.3 Research Publications and Awards

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

Response: 1.59

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

2021-22	2020-21	2019-20	2018-19	2017-18
3	12	10	3	7

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

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

Response: 1.09

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

2021-22	2020-21	2019-20	2018-19	2017-18
10	7	2	3	2

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.4 Extension Activities

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

Response:

The extension activities involve social work, socially relevant communication and entrepreneurship. This benefits both the students and the community. Social change and economic progress is brought from social work. It improves the self esteem and confidence among the students. Developing empathy, communication skills and development of the creative minds are taught to the students through life skills. Creative minds and building team spirit helps in the development of solving problems. This can be appreciated from the brief description of the type of extension activities carried out during the last five years.

The college has one NSS unit consisting of 100 volunteers and one NCC unit consisting of sixty cadets. Blood donation camps, free health check up programmes are organized by college NSS unit where students and faculty members participate actively. Events like Socio-economic survey and voter's awareness programmes are held and the issues are resolved by forwarding them to the concerned authorities for necessary action.

The NSS unit conducts plantation and gardening programmes, cleaning drives under Swachh Bharat

Abhiyan and Yoga Training Programmes in nearby villages of the college.

The college organizes football coaching camps in the college playground for children below thirteen years of nearby localities. The college playground has been selected for small Khelo India Sports Centre for football by the Director of Sports and Welfare, Government of Assam.

"Plant a sapling" programme has been introduced by the college for those students who have received free admission into the college programmes owing to their underprivileged economic background.

A Street play on AIDS was conducted by the college.

The college adopted 5 villages under Unnat Bharat Abhiyan scheme of Govt. of India. The College is a member partner of a Flagship programme of IIT Delhi under Ministry of Education, Government of India.

The college has initiated on giving tutorial classes to the nearby school going under priviledged students.

The IQAC of the college in its drive to spread philanthropy makes an annual contribution of amount Rs 12000 to NGO Snehalaya for specially abled students. The college has been one of the Mentor of this Tinsukia based NGO since inception.

The College has adopted 5 patients under Tuberculosis Removal Programme of the Ministry of Health and Family Welfare 'Pradhan Mantri TB Mukt Bharat Abhiyan'.

Two NCC cadets of the college, namely Dipanjali Das of 2018 batch and Manash Pratim Saikia of 2019 batch Participated in Republic Day Camp (RDC).

Two students, Manir Hussain and Tahid Alam participated in National Integration Camp. (NIC) and well number of NCC cadets have been attending different camps like CATC, ATC, BLC, ALC, AAC, EBSB, etc.

Another student of the college, Priya Majumdar, NSS Vounteer has been selected for RDC 2023

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

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

Response:

Tinsukia Commerce College has received many awards for its contribution to various spheres.

- Mahatma Gandhi Council of Rural Education, Department of Higher Education, Govt. of India

Green Champion Award for the academic year 2020-21, for successful set up of 'Swachhta Action Plan Committee' that adopted and implemented the best practices in the areas of Sanitation and Hygiene , Waste Management, Water Management, Energy Management and Greenery Management

○ Joint venture of two NGOs 'Tinsukia Sports and Cultural Association' and 'Luit Group' with the mission 'Clean Tinsukia, Green Tinsukia' Assam has recognized and appreciated Tinsukia Commerce College for actively associating with 'Swachh Bharat Abhiyan' and emerging amongst the Top 10 Colleges in Tinsukia Town.

○ 'Axom Paribesh Suraksha Samitee' certified and awarded the institution as 'Best Environment Conscious Institute' in the district' on the occasion of World Environment Day, 5th June, 2020.

Moreover, NCC and NSS units of the college have received awards in their respective areas.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

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

Response: 31

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

2021-22	2020-21	2019-20	2018-19	2017-18
02	05	12	05	07

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.5 Collaboration

3.5.1 Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 12

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

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

Tinsukia Commerce College is situated in a rural setting with a lush green campus of 11.33 acres of land area. The 6 blocked campus is incorporated with all latest facilities for providing a conducive learning environment for both students and faculty. A split level 400 capacity auditorium supported with audio facility enhances the quality of the events held in it. College has a well-equipped seminar hall with smart panel and Wi-Fi connectivity. There are 16 classrooms with 9 of them having ICT and audio-visual equipments like smart panels with Wi-Fi facilities to enhance the quality of learning in an interactive manner. There is a IQAC room with computer, laptop and printer . Two computer labs with adequate softwares are available for enhancing the practical knowledge of students and also for the use of faculties. A well stocked library equipped with SOUL 3.0 software, reference books, journals, newspapers and e-resources provides an opportunity for the overall learning of students as well as faculty. The college has provision for a teachers' common room and two students' common rooms for boys and girls respectively. These rooms are equipped with amenities like Vending machine, incinerator, Table Tennis Board, LED, etc. There are two rooms for student activities, one for NCC and the other College Students' Union. Additionally, the college has a sick room for any emergency medical concern of its students.

The college accords high importance to the physical well being and cultural expression of the students. The grassy well-maintained playground is overwhelmingly used by the students to partake of a wide range of outdoor sports like football, volleyball, kabaddi, athletics, etc. The college also has a cemented cricket pitch and a newly constructed basketball court. Indoor sports facilities support sporting activities such as table tennis, carom and chess. The college also has a modern multi-gymnasium with 16 stations along with two separate changing rooms for boys and girls that aims to help develop fitness for both the college students and youths of nearby areas. College has a canteen for the refreshment of faculties and students.

The entire campus is monitored by CCTV cameras. There is a spacious parking lot, a walking space from the entry gate towards the administrative building, well maintained fire and security systems and ramps for specially-able people. The college in its bid towards an environment friendly campus, installed solar street lights, energy efficient electronic devices and vermi-compost pits.

The college playground hosts different sports events specifically Inter-college Kabaddi Tournament in 2018. College also organizes football coaching and trail camps in association with Sripuria Football Academy on regular basis. Moreover, every year the college conducts College week for sports, literary and cultural events.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

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

Response: 75.62

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

2021-22	2020-21	2019-20	2018-19	2017-18
160.84	183	53	19	18

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

Tinsukia Commerce College has a central library that is partially automated with ILMS and Barcode technology. It has text books 10843, reference books 1057 and subscription of journals 10, e-journals 10, CD/DVD 37, newspapers 05. Stock verification process is conducted by the library whenever the library committee feels it necessary. NLIST E-Resources are available. The library has a reading room with 40+ seating capacity. The library is kept open from 09:00 AM-5:00 PM on all working days. Students are allowed to borrow 2 books for a period of 15 day and teachers are allowed to borrow ten books for a period of 30 days. Teachers are also allowed to borrow 2 journals for a period of 30 days. There is provision for reservation of books and reissue for second time for respective periods to students and teachers respectively. Other college staff are allowed to borrow for a period of 15 days. The library purchases new books as per the suggestion or request of the faculty members and students. College library is automatedby adopting several measures like

ILMS in the library: Tinsukia Commerce College library uses SOUL 3.0 developed by INFLIBNET Centre, Infocity, Gandhinagar Gujarat and also has Barcode technology.

Barcode System: All the library books are barcoded by generating the barcode through Brothers bar code software.

Book Browsing: The status of the holdings of the library can be checked using SOUL OPAC (Online Public Access Catalogue) which supports advanced search strategies. Advanced search strategies provide

the users for library resources using details of author, title, subject, ISBN, series and call numbers, etc.

Digital Library: It has a separate digital library section with 5 computers and all are connected with the internet. There is a separate login register for the digital library section.

Wi-Fi based Library: Full Wi-Fi connectivity is available in the library. The library users can use the Wi-Fi service in the reading hall and in the digital library section.

Book requisition System: Students and teachers can request book acquisition by submitting a book requisition form.

QR Code Based service: Library provides online Old question papers access facility to its users by using QR code.

ID card printing and other services: The library is shouldering the responsibility of printing the college ID Card cum library card for all the stakeholders of Tinsukia Commerce College using College ERP and SOUL software. The college library is under CCTV surveillance.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.3 IT Infrastructure

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

Response:

The college regularly upgrades its infrastructure to help support in maintaining the college academics, administration, examinations and research related activities. The college allocates a budget for annual maintenance on the basis of the need and number of students as well as teachers. The continuous upgrades are done with the help of trained and experienced technicians. The College has a well-equipped seminar hall with smart panel and Wi-Fi connectivity and there are 9 classrooms having ICT and audio-visual equipments like smart panels with Wi-Fi facilities. The two computer labs with updated software facilitate teaching and presentations. There is 64 numbers of computers in the college and 11 number of laptops, 03 audio visual systems, 06 interactive smart panels, 02 projectors, 37 CCTV cameras, 02 servers, 08 LED TVs, 15 number of printers 07 numbers of Scaners and 2 Xerox machines available for students, teaching and non-teaching staff for academic and administrative purposes.

The college has two lease line internet connections, one from GEENET having speed of 100 mbps and another from BSNL with 2/4 mbps. Office and laboratories have LAN and Wi-Fi connectivity with Tenda Routers. College has purchased original softwares such as SOUL 3.0, Windows, Ramdhenu, MS Office, Language Lab Software, Video Conferencing Software, SPSS, Tally. ERP Myclasscampus, Tinsukia

Commerce College ERP developed by KB QUBE. These softwares are also updated from time to time according to the changing needs of the curriculum. All the housekeeping activities in the library including cataloguing, accessing and circulation have been computerized. In the library, updated versions of Windows, Library Management Software- SOUL 3.0, Barcode Scanner, Thermal Printer, and Biometric Attendance Facility are used. The college library uses SOUL 3.0 of INFLIBNET that provides easy access to the library catalogue (OPAC).

To promote minimal use of papers, electronic communication in terms of email and WhatsApp has been prioritized. Faculty members are encouraged to use of Google Classrooms, YouTube, Zoom, GMeet, Webex etc. for lecture notes sharing and online classes during Covid-19 pandemic. The college also has an up-to-date user-friendly online admission portal embedded in the website. All relevant data of the bona-fide students are electronically stored. The institution takes utmost care for up keeping and replacement of the IT tools whenever necessary. Moreover, beneficial activities such as installation of antivirus periodically, formatting of computers in case of corrupt operating systems, timely replacement of the hardware of old computers as well as new computers are undertaken yearly and it comes under Annual Maintenance Cntract (AMC) with Dey's Computer, Tinsukia.

The college ensures safety of all individuals in the campus with the help of CCTV surveillance through 37 numbers of cameras on different floors, library, labs, open area and ground, entry exit gates, auditorium, parking lot, etc.

File Description	Document
Upload Additional information	[View Document](#)

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

Response: 5.18

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

Response: 56

File Description	Document
Upload supporting document	[View Document](#)

4.4 Maintenance of Campus Infrastructure

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

Response: 32.73

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

2021-22	2020-21	2019-20	2018-19	2017-18
7.19	45	78	5.57	52

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 84.88

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

2021-22	2020-21	2019-20	2018-19	2017-18
197	503	185	146	204

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

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

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

Response: A. All of the above

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

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

Response: 2.06

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

2021-22	2020-21	2019-20	2018-19	2017-18
7	8	5	5	5

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

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

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

Response: A. All of the above

File Description	Document
Upload supporting document	[View Document](#)

5.2 Student Progression

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

Response: 9.28

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

2021-22	2020-21	2019-20	2018-19	2017-18
45	17	12	18	17

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

2021-22	2020-21	2019-20	2018-19	2017-18
108	298	279	183	307

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

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

Response: 100

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

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

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

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

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.3 Student Participation and Activities

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

Response: 29

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

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

2021-22	2020-21	2019-20	2018-19	2017-18
05	08	03	3	10

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

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

Response: 7.2

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

2021-22	2020-21	2019-20	2018-19	2017-18
4	11	3	5	13

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.4 Alumni Engagement

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

Response:

The Alumni Association of the college includes Chartered Accountant, Judicial Magistrate, Lecturers, Executives of government and corporate sector, established businessmen, lawyers, etc. It initiates career counseling programmes, placement drive in association with the placement cell of the college.

Alumni Association of the college helps to organize coaching for competitive examinations. The alumni of the college are highly supportive to the authority of the college. It also assisted in conducting Covid-19

vaccination camp in the campus. It has been participating in IQAC of the college regularly. The association organizes plantation drive, blood donation camp, health camp, etc. in the campus.

Some notable alumni of Tinsukia Commerce College are as follows:

Mr. Dipen Gohain, an ex-student of the college donated the college main gate in memory of his father late Sajjan Chandra Gohain. He invested about rupees Eleven Lakhs for construction of the gate.

Raghuveer Singh Negi, noted industrialist and businessman of Tinsukia, received Best Industrialist Award of Tinsukia twice in the Government of Assam.

Utpal Bora has been working as Head, Sales Operations, Microsoft Mobile in Vietnam.

Suraj Das, Assistant professor, Department of Management, Lakhimpur Commerce College

Sanjay Rizal, Assistant professor, Department of Commerce, Sarupathar College.

Dr. Sandip Banerjee, Assistant Professor, International School of Business and Media, Bangalore.

The college alumni consist of two noted CAs of Tinsukia, Abhijeet Dutta and Tarun Pal.

Bishmoy Sen, Senior Sales Executive, ICICI Bank, Dibrugarh.

Mistu Mazumdar, Branch Manager, Tata Mahindra, Tinsukia

Abojit Majumdar, Branch Manager, Indian Bank, Duliajan branch.

Ritesh Shah, Branch Manager, IDFC Mutual Fund, Prayag Raj

Tapan Dutta has been working as Associate Professor, Duliajan College, Assam

Nearly 50+ NCC cadets have been recruited in Indian Military and Paramilitary forces.

Most of the employed alumni are placed in corporate sector.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

The college is administered by a Governing body, headed by President appointed by the Department of Higher Education, Government of Assam. It is a statutory body that includes University Nominee, representatives of teachers, employees, parents, reputed academicians, businessman, etc. The governing body manages the college as per defined Vision and Mission.

Vision

"Vidya Dadaati Vinayam, Vinayaad Yaati Patrattam"

The vision statement of the college written in Sanskrit translates to*: "*Learning leads to humility, Humility begets worthiness". The college's vision is to provide education that leads to generating humility and worthiness among the student fraternity. The institution works keeping in view the vision statement so as to ensure the holistic development of the neighbouring community.

Mission

The college has been developing infrastructure for facilitating delivery of academic activity as per the mission statement to facilitate quality education, to inculcate traditional values, national responsibilities, national integration, gender equality, etc. Similarly, student-centric education, innovative and inclusive education, etc. adopted by the college are also reflective of vision statement.

The institution practices a participatory mode of governance with all the stakeholders participating actively in running the administration. The institution has a Governing Body of which the Principal of the college serves as the Secretary. Members of the Governing Body work together in determining and implementing various institutional policies to attain vision and mission.

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

Project Monitoring Unit is constituted as per guidelines of RUSA, Assam to monitor the RUSA Projects and utilization of RUSA Grants of Rs. Two Crore. Various committees and sub-committees, are formed by the Governing Body and IQAC to provide active support in managerial decision making process. The committees formed include Admission Committee, Academic Committee, Routine Committee, Examinations Committee, Purchases Committee, Internal assessment Monitoring committee, Library Committee, etc which work with specific plans and mechanism. Grievance Redressal Cell, Anti Ragging Cell, Placement Cell, Election Committee, Women's Cell, etc. are also functional. Particularly, a

mechanized performance appraisal system for teaching and non teaching staff is in place. The performance is measured by considering specified parameters as per UGC and Government Assam guidelines.

The management supports and encourages faculty to generate funds/sponsorship for organizing seminars, workshops and community initiatives and also motivate them for research activities.

New infrastructure and equipment, renovation of laboratories, training of staff, etc. have been facilitated for successful implementation of updated system in the college. All the stakeholders are actively encouraged to participate and forward their opinions for effective decision making and policy formulation.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2 Strategy Development and Deployment

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

Response:

Policies and rules of State and Central Government, UGC, Affiliating University are strictly followed for the academic and administrative matters of the college. The entire administrative setup of the college is based on guidelines of Directorate of Higher Education, Govt. of Assam. Appointments are done by following guidelines of Directorate of Higher Education, Govt. of Assam. As far as Service Rules are concerned, Fundamental Rules and Subsidiary Rules are followed.

The Governing Body is the apex body within the college, responsible for overall control and governance of the college. It undertakes appointment and promotion of both teaching and non-teaching staff. It approves the publication of advertisements and follows the selection process as per Directorate of Higher Education, Government of Assam rules and under the direction of Dibrugarh University for recruiting the staff on a permanent basis. Moreover, it grants different kinds of leave like study leave and child care leave from time to time.

All the activities of the college are done with the help of different committees which are formed in governing body and general meeting of the college. Some of the active committees are Construction Committee, Project Monitoring Unit, 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 has been commendable throughout the years. The NSS and NCC Units, in association with District Forest Department, Environmental Protection Society, and different NGOs of 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.

Infrastructure increment and academic activities are the key components 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 and monitoring of plans and projects 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, an alumnus of the college donated the college gate.

The financial management system, academic activities of the college are transparent.

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 initiated. Industry-Academia collaboration with Bosch India, TCS for implementation of their CSR programme, specifically Skill Orientation to the students is one of the major strategic initiatives of the institution.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2.2 Implementation of e-governance in areas of operation

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

Response: A. All of the above

File Description	Document
Upload supporting document	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

Tinsukia Commerce College is a provincialised college under Government of Assam which follows the policies to provide welfare measures to the employees. The college has been adopting various welfare schemes for staff members (both teaching and non- teaching), and the college ensures to make them available on time and also take appropriate actions for providing these benefits as per the regulations that are followed by undergoing the due process. 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 advanced salary for meeting their financial needs.

Childcare leave, maternity leave, paternity leave and medical leave are made available to all the staff members (teaching and non- teaching) of the college as per the rule of law. They are also facilitated to procure home loan, personal loan, car loan, etc.

A social welfare fund is created in the college to provide financial support to the employees and students of the college during emergency. The college has been providing two residential quarters to the support staffs of the college. For sports and recreation purposes, the college provides all employees the facility to access the basketball court and the outdoor ground for games like cricket, athletics and football. On request from faculty members, the college also facilitates the provision of laptops to the teaching members of the college. The college provides multi-station gym facility for the use of all its employees and students.

The College provides several opportunities of get together to the members for celebrating festivals and other events, birthday, etc. Furthermore, the 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 are given the opportunity to do agricultural activities.

As a provincialised College, Tinsukia Commerce College follows the Performance Appraisal System designed by Director of Higher Education, Govt. of Assam and UGC. At entry level, for 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, and 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 of their work output, functional capacities, 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	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

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

Response: 10.62

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

2021-22	2020-21	2019-20	2018-19	2017-18
4	3	3	1	1

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

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

Response: 37.93

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

2021-22	2020-21	2019-20	2018-19	2017-18
3	24	7	5	5

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

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

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

6.4 Financial Management and Resource Mobilization

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

Response:

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. Funds mobilized by the college from various central and state agencies and other sources during last five years are:

- 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,
- Fund generated from Alumni
- 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
- Funds generated from Seasonal cropping and sale of organic fertilizer produced from Vermi-compost unit.

Being a provincialized college of Department of Higher Education, Government of Assam, the college follows a transparent audit practices. It involves two-tier auditing practices: Internal and External Audit. The Internal Financial Audit of the college is regularly done by a Chartered Accountant firm/company that is registered in Institute of Chartered Accountants of India (ICAI). For the selection of Internal Auditor, a notification is issued for inviting quotations to conduct financial audit of the college. Accordingly, Governing Body of the college approves the Chartered Accountants Firm to whom the financial audit job is allotted. Till Financial Year 2021-22, all the accounts of the Institution were audited and reports were approved by the Governing Body.

The External Financial Audit 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 has been no major audit objections raised by both Internal and External Auditors.

Additionally, Directorate of Financial Inspection, Govt. of Assam regularly inspects the financial affairs of the college.

File Description	Document
Upload Additional information	**View Document**

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

IQAC was formed in Tinsukia Commerce College on 6th March, 2006 as per norms of NAAC and since then it has been instrumental in guiding the institution towards a positive growth trajectory. 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. Reviewing of results of each semester is done to assess the performance of the students. Additionally, it suggests the remedial measures to improve the quality of education. The IQAC conducts academic and administrative audit, energy audit and green and environment audit.

The IQAC of the college sends annual reports to NIRF. It prepares and submits Annual Quality Assurance Reports (AQARs) to NAAC. The college has already been awarded ISO certification on 8th February, 2022 after due assessment by RAPL.

The IQAC focuses on learner- centric teaching learning process and to achieve that it assesses and evaluates it periodically to ensure optimal implementation. In order to ensure constant scrutiny and improvement of teaching quality, the IQAC implements a robust Feedback Mechanism where regular feedback is taken from alumni, faculty, students and parents. This feedback is further analyzed for the regular development of learning outcomes with respect to all the courses in the curriculum and attempts are made to absorb and adopt the suggestions received during the feedback process for enrichment of the learning process and college's performance. By reviewing the teaching learning process, IQAC suggests gradual expansion, addition and regular upgradation of the requisites for the development and growth of the college.

With the motive of increasing employability, IQAC of the college lays emphasis on the institution's academic affairs to provide quality education to the students and also aims towards their acceptance into premier education institutions across the country.

Presently, the IQAC of Tinsukia Commerce College is constituted:

Chaiman, Dr. Chaytanya Bora, Principal

Teacher Members :

Mr. Laxmi Narayan Prasad, Assistant Professor

Dr. Surajit Saikia, Assistant Professor

Mr. Sudipta Chakraborty, Faculty member

Ms. Ritu Singh, Assistant Professor

Member from Managaement: Sadananda Nath, Associate Librarian

Member from Administration: Mrs. Sikha Rani Dutta, Vice Principal

Member from Local Society/Trust; Mr. Sanjit Kumar Thakur, President, AASA-NGO,

Member from Students: Mr. Samit Paul, President, Students Union

Member from alumni: Abhijit Dutta, Chartered Accountant

Member from Employer: Mr Nishant Goel, MA, D, Dhanshree Auto Venture Pvt. Ltd.

Representative from Industrialist: Mr. Man Mohan Singh, Industrialist

Representative from Stakeholder: Mr. Nayanmoni Buragohain, Sportsman

Guardian Nominee: Mr. Swapon Kr. Das, Retd. JCO, Indian Army

IQAC Coordinator: Mr. Ranjan Kalita, Associate Professor

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.5.2 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality initiatives with other institution(s)/ membership of international networks**
3. **Participation in NIRF**
4. **any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc**

Response: A. All of the above

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years

Response:

It is believed by the college that gender equity and neutrality are the hallmarks of a progressive society. The college recognizes the need for having gender neutral approach in education, that is, free from discrimination, harassment and ragging.

Tinsukia Commerce College is committed for empowerment of women and assurance of gender equality within and outside the campus. The institution regularly practises awareness campaigns for empowerment of women. The Women's Cell of the college is highly active and develops its action plans annually based on Five Year Action Plan for gender sensitization\with the following initiatives:

1. Create awareness about women's rights.
2. Make the students' aware about health and hygiene.
3. Organize programmes /workshops for self defense of female students.
4. Counsel about medical issues of all the women of the college.
5. Organize seminars and workshops for creating awareness about competitive examinations.
6. Organize coaching for competitive/entrance examinations.
7. Create awareness on entrepreneurship development.
8. As a part of outreach programme, the Women's Cell organizes certain programmes to create awareness on various issues for the neighbouring communities.

some of the major initiatives to promote gender equality and ensure well being of women are:

Counseling: The College periodically conducts Counseling programmes to address psychological and personal problems of the girl students.

Common rooms: The College has separate girls common room which facilitate students to enjoy segregated personal space as per their need. The room is equipped with facilities such as RO drinking water, first-aid kit, washroom, etc. along with vending machine and incinerator facility for the girls.

Safety and security: In order to make the campus safe and secure for girls, there are CCTV cameras placed at significant intervals across the entire college that operates 24x7. Trained security guards throng the college day and night to maintain surveillance.

Sports facilities: Opportunities for NCC and NSS for girl students and gym facilities with separate changing rooms for girls are available.

Gender Sensitization Committee against Sexual Harassment (GSCASH): a vigilant body has been set up following UGC guidelines to handle any untoward incident of harassment that may occur in the campus. It operates on the principle of No Tolerance.

National Festivals, Death and Birth anniversaries of great Indian personalities are organized by the authority in collaboration with IQAC, Teachers and Students with great nationalistic fervor by breaking boundaries of caste, creed and religion. Events like National Voter's Day, NCC Day, NSS Day, World Environment Day, Foundation Day, Independence Day, Republic Day, Gandhi Jayanti, Assam Divas, Bhupen Hazarika Memorial Day and Bishnu Rabha Divas etc. are celebrated in the college premises in a befitting manner. The students of the college take pledge to maintain complete faith in democracy and dignity of democratic values. The Women's Cell organizes International Women's Day while International Disability Day is organized by NSS unit of the college. The festivals of Assam such as Rongali Bihu and Bhogali Bihu are also celebrated with great vigour in participation with the Teaching, Non Teaching staff and Student members. College observes Librarians' Day on 12th of August every year in memory of Dr. S. R. Ranganathan.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.1.2 The Institution has facilities and initiatives for

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

Response: A. 4 or All of the above

File Description	Document
Upload supporting document	[View Document](#)

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

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

Response: A. All of the above

File Description	Document
Upload supporting document	[View Document](#)

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

Response:

The college regularly conducts different programmes for ensuring an inclusive environment with special emphasis on cultural , regional , communal and socio economic harmony. Various festivals and cultural programmes are organized with the help of the students to maintain cultural and communal harmony.

One of the noteworthy initiatives that the college has initiated was to adopt five villages under Unnat Bharat Abhiyan and to ascertain the socio economic condition of the inhabitants, a survey was conducted. The villages in question are: Kadamoni Gaon, Dhekiajuri Bongali Gaon, Itakhuli Tea Estate 33, Bahbari Gaon and Tingrai Habi Gaon. As a follow up to the survey, a report was drafted and forwarded to different departments of Govt. of Assam so that necessary steps could be taken by the concerned authorities for upliftment of the socio economic status of the people.

Another initiative taken by the Principal of the college in association with the IQAC, teaching and non-teaching staffs was to provide free coaching to the school going children of underprivileged families of the region with the aim of imparting quality education to bring them at par with the privileged classes. Free computer coaching is provided to the women of nearby areas with the objective of making them empowered and self-reliant.

The college organizes health camps for the neighbouring communities to aid them to have a life free from diseases. Blood donation camps are held every year in the campus where all employees and students of the college are encouraged to participate for the noble cause. Vaccination drives are also organized in the college from time to time.

IQAC of the college regularly initiates numerous activities to sensitize students and employees of the institution in relation to values, rights, duties and responsibilities as citizens of the nation. Some of the measures to sensitize the stakeholders are:

- Voting awareness drive: IQAC of the college, with support from teaching staffs organises Voters Awareness Programme in the college campus Students and employees are informed and motivated about the importance of exercising their voting rights in a democratic setup. Another significant activity that needs mention was the organization of a Voter ID and Adhaar Linkage programme.
- Environmental consciousness and sustainability: The College has been regularly organizing plantation programmes and cleanliness drives to keep the college and its surroundings clean. Project Grow Green has been initiated in the campus in collaboration with IQAC to train the students and to produce organic fertilizer using waste material. Training on vermi-composting is also conducted to propagate the best use of waste material. Rain water harvesting is being practiced in the college to enhance ecological stability. In its approach to increase sustainability, motion sensors are installed in different parts of the campus for automatically switching electricity connections.
- Sensitization to social issues: Seminars, workshops and talk sessions are regularly conducted on gender issues, legal matters, women empowerment, etc. to raise awareness about various social and legal issues and promote welfare of all citizens.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.2 Best Practices

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

Response:

Best Practice A

Title: Creating a Green Campus

Objectives:

Nestled in a rural setup, the college is situated amidst greenery. The college recognizes the need for sustainable measures in a world confronted by major climatic challenges, and to tackle that, it has dedicated and devoted time, effort and resources since its very inception. In its efforts towards creating a green, eco-friendly campus, the college has formulated the following objectives:

- To promote eco-friendly practices among the students, teachers, supporting staff and the local inhabitants.
- To minimize pollution in and around the campus.
- To propagate water conservation: Rainwater harvesting, proper drainage facilities.
- To ensure proper waste management by following the 5R principle: Reduce, Reuse, Refuse, Rot and Recycle.
- To reduce carbon footprint by laying emphasis on the use of public transport.
- To promote tree plantation inside campus and also in the adopted villages.
- To minimize the use of single use plastic and put a complete ban use of polythene bags inside the campus.
- To encourage use of alternative renewable sources of energy.
- To conduct environment, energy and green audit of the college.
- To spread environmental consciousness among students, all employees and local inhabitants of the nearby communities and adopted villages.

Context:

Environment degradation is one of the biggest threats that concern the world at present so the college has undertaken various measures to combat it. Plantation drives are conducted in the campus frequently to aid environmental protection. Waste materials are collected from Tinsukia Municipal Board and using worms (Red Wrangler) they are converted into organic fertilizer. Two vermicomposting pits have been developed and the process takes 3-4 months. Students are also engaged in the process through proper training and

certification is done. Proper rainwater harvesting technique is used along with a water body for water conservation. Alternative energy source in the form of solar panels is installed to reduce pressure on traditional energy source. For smooth management of electrical and E-Waste, AMC (Annual Maintenance Contract) is in place. Students, faculties and supporting staff are encouraged to avail public transport in order to reduce carbon footprint and promote clean and green energy drive.

Evidence of success:

Conversion of waste from Tinsukia Municipal Board into organic fertilizer benefits the environment. The fertilizer so produced has been put up for sale and it has generated financial revenue that used in turn for campus cleaning. A circular waste management-economy of revenue has thus been created that works towards creation of a clean and green environment. More than 100 students have been trained in vermicomposting. The college has received District Green Champion Award for the year 2020- 2021 and was ranked in top 10 colleges of the district for Swachh Bharat Abhiyan.

Problems:

Shortage of staff and inadequate transportation facilities owing to the rural setting of the college.

Best practice B

Title: Commitment towards sports

Objective:

The College believes in the importance of sports and values associated with it; team spirit, confidence, community development and nation building. Keeping in mind these points, the following objectives have been formulated:

- Optimum utilization of sports facility
- Create awareness about the significance of sports
- Maintain health and fitness of students
- Constructive use of the leisure time of students

Context:

Exposure is provided to the students in the arena of sports by making available both equipments and infrastructure. Tinsukia Commerce College has upgraded the college ground with the funds provided by the Directorate of Sports and Youth Affairs, Govt. of Assam . Football coaching is provided by the college to the students as well as interested people from outside and significantly, the College has signed MoU with Sripuria Football Academy for coaching. Gym facilities are available which is open for use to both students and outsiders.

Evidence of success:

The College is proud to be selected as a Khelo India centre for football in Assam by the Directorate of

Sports and Welfare, Government of Assam. Moreover, Tinsukia District Women's team, in which some players were from this college, won 2nd position in Assam Youth Olympics, 2022 (Football). Many football trial camps were organized by the college in collaboration with Sripuria Football Academy. Notably, many football players of the college have been selected by Minerva Academy, NRL, Tulip and SAI.

Some individual achievements of our students that may be highlighted are:

- Master Tanmoy Gohain: Selected for Minerva Cricket and Football Academy on full scholarship since 2018. He will represent the academy for MINA Cup that will be held in 2023, Dubai.
- Master Louis Buragohain: Baichung Bhutia Football Academy, Shillong
- Master Dhandeep Chetia: Baichung Bhutia Football Academy, Shillong
- Miss Mayuri Boruah: Athlete 1st position in Assam Youth Olympics, 2022, Guwahati,
  - 2nd Position in National School Games, 2022, Gujarat

Problems:

- It is difficult to manage children below 10 years.
- It is difficult to continue the coaching for long during rainy season.

File Description	Document
Best practices as hosted on the Institutional website	[View Document](#)
Any other relevant information	[View Document](#)

7.3 Institutional Distinctiveness

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

Response:

In line with the vision of the college, "Vidya Dadaati Vinayam, Vinayaad Yaati Patrattam", that means "Learning leads to humility, Humility begets worthiness", the college aspires to mould its students into worthy individuals by providing value-based quality education replete with all life skills that ensure their all round development. Being located in a rural area, the college seeks specifically to cater to the needs of the nearby local communities. Underprivileged students can avail the fee waiver scheme, thus making sure that every person can benefit from the right to education irrespective of class, caste, creed or social status.

To meet the requirement of modern education, in addition to traditional classroom teaching practices like lecture method, chalk and board method, etc. various student-centric techniques are applied like experiential learning, participative learning, peer learning, problem solving methods, role play, projects, group discussions and brain storming sessions.

To meet the entrepreneurial aspirations of the students and their guardians, a placement cell is constituted that strives to give a distinct edge to the students and alumni of the college in their professional ventures by making available opportunities in career development. Further, the college has signed MoU with ICT Chennai , Skillfinity, Guwahati, Bosch India and ,TISS Mumbai by conducting various seminars, conferences, workshops, talk shows and short-term courses to increase employability and make students job-oriented.

The college has identified slow learners, and extra attention is given to them to bring them at par with the rest of the students. Remedial classes and tutorials are also arranged on a personal level to identify their problems and keep track of their progress. One-on-one interaction enables the module of micro teaching to take place successfully.

Apart from academic teaching, value-based education is emphasized by the college that is universal in nature. The curriculum has been designed to address the current issues like Environmental consciousness, human rights, gender, professional and business ethics and a positive approach towards life.

Two well functioning NSS and NCC units have brought many laurels to the college. They actively conduct various programmes ranging from plantation and gardening programme, Cleanliness drive, health camp, vaccination drive, blood donation camp, self defense programme, and so on.

Recognizing the significance of sports for mental and physical well being of the students, the college promotes outdoor games mostly Cricket, Kabaddi, Football and Basketball as well as indoor activities for the students to partake in. Infrastructures like football ground, cricket pitch, basketball court, a multi-stationed gym with all modern equipments that is also open for people from outside the college makes the experience a wholesome one. The college has been declared as small Khelo India Centre by the Directorate of Sports and Welfare, Govt. of Assam. The college has signed MoU with Sripuria Football Coaching to provide free football coaching to students as well as outsiders.

To orient the students about the growing environmental threats, and make them aware about the necessity to tackle different environmental issues and climatic disasters of today, several green initiatives has been undertaken by the college to set an example for the students to practice sustainable living. Plantation drives are frequently organized in the campus to help maintain a clean and green environment. Rain water harvesting is practiced in the campus. Energy efficient bulbs and solar panels are installed. Project Grow Green was undertaken by the Research Cell to promote the culture of organic cultivation in order to enhance sustainability of the environment. Two vermicomposting pits have been developed through which organic fertilizer is prepared and put up for sale to generate income.

The college emphasizes on various extension activities that involves social work which inculcate into the students the spirit of unity, brotherhood, empathy, equality and team spirit that make life meaningful and complete. Community benefit programmes are organized by the college in association with the students to make them understand the significance of serving the society unconditionally.Snehalaya, an NGO for specially abled children in Tinsukia ,has been mentored and financially assisted by the college for last fifteen years.. All these extra-curricular activities organized by the college are aimed at creating a positive aura within the campus that would lead to holistic development of students, faculty, college fraternity and the neighbouring community.

File Description	Document
Appropriate web in the Institutional website	[View Document]()
Any other relevant information	[View Document]()

5. CONCLUSION

Additional Information :

Tinsukia Commerce College firmly believes that the right kind of guidance and motivation goes a long way in shaping students' career and life. The campus of 11.33 acres accommodates all facilities including a 400+ seater auditorium, ICT enabled seminar halls and classrooms, a large well-stocked library, administrative building, staff rooms, common rooms, sports playground, gymnasium, canteen and much more. The college propagates a sustainable and eco-friendly lifestyle with inculcating energy efficient and water saving habits in all its members.

The last assessment of Tinsukia Commerce College was done by NAAC in 2017 and it was awarded Grade B with CGPA 2.10. Since then, the college has taken all measures and followed up on all recommendations made by the peer committee. The college has made significant progress including creation of IQAC and has also received Green Champion Award for the academic year 2020-21, from Mahatma Gandhi Council of Rural Education (Department of Higher Education, Government of India). The college has been approved for Science stream by the Directorate of Higher Education, Govt. of Assam.

Concluding Remarks :

Tinsukia Commerce College firmly believes that the right kind of guidance and motivation goes a long way in shaping students' career and life. The campus of 11.33 acres accommodates all facilities including a 400+ seater auditorium, ICT enabled seminar halls and classrooms, a large well-stocked library, administrative building, staff rooms, common rooms, sports playground, gymnasium, canteen and much more. The college propagates a sustainable and eco-friendly lifestyle with inculcating energy efficient and water saving habits in all its members.

The last assessment of Tinsukia Commerce College was done by NAAC in 2017 and it was awarded Grade B with CGPA 2.10. Since then, the college has taken all measures and followed up on all recommendations made by the peer committee. The college has made significant progress including creation of IQAC and has also received Green Champion Award for the academic year 2020-21, from Mahatma Gandhi Council of Rural Education (Department of Higher Education, Government of India). The college has been approved for Science stream by the Directorate of Higher Education, Govt. of Assam. The college has conducted Green audit, Energy Audit, Environment Audit and Academic Audit by external agents and received satisfactory reports. Project Go Green is an eco-friendly initiative by the college through which waste materials collected from the campus are used for vermi-composting. Through this project, organic manure is produced which is put up for sale to generate revenue which is again utilized for waste management.

The college keeping in view the holistic development and complete well being of the entire college fraternity emphasizes on providing excellent sports and gym facilities. Well maintained playgrounds, a multi-stationed gymnasium and sports friendly infrastructure ensures that the sports needs of the members of the college are fulfilled. Notably, the college is the only college in the state of Assam to have been selected as Khelo India

Centre. To meet the social expectations of the nearby local communities and extend support towards their upliftment, various initiatives like Community outreach programmes are undertaken by the college. Such activities are also aimed towards making the Tinsukia Commerce College family socially responsible citizens of the nation.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.2.1	**Number of Add on /Certificate/Value added programs offered during the last five years** Answer before DVV Verification : 5 Answer After DVV Verification :6
2.1.1	**Enrolment percentage** 2.1.1.1. **Number of students admitted year wise during last five years** Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
312	285	253	320	307

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
290	285	253	300	300

2.1.1.2. **Number of sanctioned seats year wise during last five years**
Answer before DVV Verification:

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

2.1.2	**Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (Exclusive of supernumerary seats)** 2.1.2.1. *Number of actual students admitted from the reserved categories year - wise during the last five years* Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
87	77	79	78	72

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
87	77	53	78	72

2.1.2.2. **Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years**
Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
137	137	137	137	137

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
127	127	127	127	127

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

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
12	12	13	9	7

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
12	12	12	9	8

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

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
3	7	6	06	02

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
3	7	6	06	01

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

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
03	05	12	06	09

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
02	05	12	05	07

Remark : note :- days are excluded.

3.5.1	**Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.** Answer before DVV Verification : 13 Answer After DVV Verification :12
4.1.2	**Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)** 4.1.2.1. **Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)** Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
87	183	53	25	18

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
160.84	183	53	19	18

Remark : Input is edited as per data templates.

4.3.2	**Student – Computer ratio (Data for the latest completed academic year)** 4.3.2.1. **Number of computers available for students usage during the latest completed academic year:** Answer before DVV Verification : 50 Answer after DVV Verification: 56 Remark : AS per supporting documents from clarification.
4.4.1	**Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)**

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
61	45	78	63	52

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
7.19	45	78	5.57	52

Remark : input is edited as per supporting data template.

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

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
197	277	198	320	204

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
197	503	185	146	204

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

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
78	16	13	19	18

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
45	17	12	18	17

5.2.1.2. **Number of outgoing students year wise during the last five years**
Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
108	298	279	183	307

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
108	298	279	183	307

Remark : edited by the supporting documents from clarification.

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

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
05	09	03	5	14

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
05	08	03	3	10

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

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
22	24	7	5	5

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
3	24	7	5	5

6.3.3.2. **Number of non-teaching staff year wise during the last five years**
Answer before DVV Verification:

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

Answer After DVV Verification :

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

Remark : Kindly note that below 5 days program is not selected.

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of students year wise during the last five years** Answer before DVV Verification: | 2021-22	2020-21	2019-20	2018-19	2017-18 | |---|---|---|---|---| | 312 | 285 | 253 | 320 | 307 | Answer After DVV Verification: | 2021-22	2020-21	2019-20	2018-19	2017-18 | |---|---|---|---|---| | 290 | 285 | 253 | 320 | 307 |
2.1	**Number of teaching staff / full time teachers during the last five years (Without repeat count):** Answer before DVV Verification : 31 Answer after DVV Verification : 22
3.1	**Expenditure excluding salary component year wise during the last five years (INR in lakhs)** Answer before DVV Verification: | 2021-22	2020-21	2019-20	2018-19	2017-18 | |---|---|---|---|---| | 53 | 207 | 103 | 56 | 79 | Answer After DVV Verification: | 2021-22	2020-21	2019-20	2018-19	2017-18 | |---|---|---|---|---| | 160 | 207 | 103 | 24.74 | 79 |