

**DHSK COMMERCE COLLEGE:  
DIBRUGARH : ASSAM**



**ACADEMIC AND ADMINISTRATIVE AUDIT REPORT:**

**Session: 2021-2022**

**SUBMITTED BY**

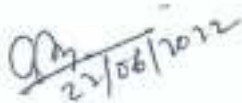
**ACADEMIC AND ADMINISTRATIVE AUDIT TEAM**

**Date: 22.6.2022**

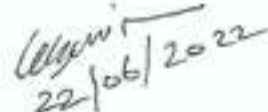
**Academic and Audit Report**  
**of D H S K Commerce College,**  
**Dibrugarh, Assam**

The report is the result of the inspection/ examination of the facts and documents as regards the total academia and administrative and academic governance of the College. The Committee examines and cross verifies the records and facts that are prepared by the college in strict adherence to the NAAC guidelines based- Terms of Reference (ToR) given by the academic and administrative audit Committee. Upon thoroughgoing checks and verification, the Committee records/ endorses few observations, recommendations and suggestions which are given in tabular form as follows.

It is to be noted that records presented by the college authorities bear testimony of the facts. The Committee testifies what are presented in the colleges.

  
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(Dr. Chaytanya Bora)

  
22/06/2022

(Prof. G. C. Hazarika)

**DHSK COMMERCE COLLEGE: DIBRUGARH  
ACADEMIC AND ADMINISTRATIVE AUDIT, 2022**

Date: 22.06.2022

Visit - Schedule

- 09.30 am Arrival of the Audit Team at the College
- 10.00 to 10.15 am: Meeting with Principal
- 10.15 to 11.00 am: presentations by IQAC Co-ordinator
- 11.00 to 11.15 am: Tea Break
- 11.15 to 12.45 am: Visit to departments including PG department & departmental presentations
- 12.45 to 1.30 pm: Visit to Accounts Office, Library, Computer Lab, NSS, NCC and common facilities like Canteen, sports etc.
- 1.30 to 2.00 pm: Interactions with Students
- 2.00 to 2.45 pm: Lunch on meeting with GB members
- 2.45 to 3.30 pm: Interactions with Faculty members
- 3.30 to 4.15 pm: Preparation & presentation of the Report
- 5.00 pm Exit of the Audit Team from the College

*Pr. Bhagwati*  
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Principal  
D.H.S.K. Commerce College  
Dibrugarh

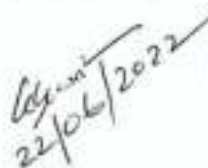
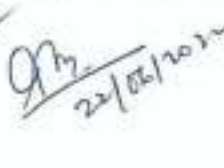
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**ACADEMIC & ADMINISTRATIVE AUDIT (AAA) REPORT  
DHSK COMMERCE COLLEGE**

**Place : DIBRUGARH Pin: 786001 State: ASSAM**

| <i>Section I: GENERAL</i>   | <i>Information</i>   |
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| <b>1.1 Name &amp; Address of the Institution:</b>   | D. H. S. K. COMMERCE COLLEGE<br>K.C. Gogoi Path, P.O. Dibrugarh, District –<br>Dibrugarh (Assam)   |
| <b>1.2 Year of Establishment:</b>   | 1960   |
| <b>1.3 Current Academic Activities at the Institution (Numbers):</b>  |  |
| • <i>Faculties/ Schools:</i>  | 01   |
| • <i>Departments/ Centres:</i>  | 11   |
| • <i>Programmes/ Courses offered:</i>   | 3  |
| • <i>Permanent Faculty Members:</i>   | 25   |
| • <i>Permanent Support Staff:</i>   | 10   |
| • <i>Students (2022)</i>  | 1399   |
| <b>1.4 Three major features in the institutional Context (As perceived by the Peer Team):</b>                                       | <ul style="list-style-type: none"> <li>• Oldest and first full-fledged Commerce College in entire North Eastern region of India.</li> <li>• Co-educational institution with regular UG &amp; PG Programmes.</li> <li>• Recognized by UGC Act under 2f and 12B.</li> <li>• ISO 9001:2015 certified institution</li> </ul> |
| <b>1.5 Dates of visit of the Academic and Administrative Audit Team</b><br>(A detailed visit schedule may be included as Annexure): | 22 – 06- 2022  |
| <b>1.6 Composition of the Peer Team which undertook the on- site visit:</b>   |  |
| <b>Chairman</b>   | Prof. Gopal Chandra Hazarika,<br>Retd. Professor, Department of<br>Mathematics, Dibrugarh University   |
| <b>Member</b>   | Dr. Chaytanya Bora<br>Princial, Tinsukia Commerce College  |
| <b>Principal</b>  | Dr. Khaninidra Misra Bhagawati   |
| <b>IQAC Coordinator</b>   | Dr. Tanka Prasad Uadhyaya  |

  
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| <i>Section II: CRITERION WISE ANALYSIS</i>      | <i>Observations (Strengths and/or Weaknesses) on Key-Aspects (Please limit to three major ones for each and use telegraphic language (It is not necessary to indicate all the three bullets each time; write only the relevant ones)</i>  |
| <b>2.1 Curricular Aspects:</b>                  |   |
| <i>2.1.1 Curricular Design and Development:</i> | <ul style="list-style-type: none"> <li>• The College is affiliated to Dibrugarh University and it follows the syllabus, and guidelines framed by the Board of studies of Dibrugarh University.</li> <li>• Some of the faculty members are involved in revising and redesigning the course curriculum by way of BOS members which make the curriculum delivery process of the college more effective.</li> <li>• Based on the affiliating university academic calendar academic committee of the college develops its own academic calendar.</li> <li>• For effective implementation of the curriculum, the Academic Committee of the college prepares academic plan of the college on the basis of academic calendar.</li> <li>• The Routine Committee of the college develops a common routine for all the departments. Routine committee strictly follows the academic calendar.</li> </ul> |
| <i>2.1.2 Academic Flexibility:</i>              | <ul style="list-style-type: none"> <li>• In Academic flexibility is concerned; the institution provides sufficient academic flexibility to the students by way of multiple specialized courses.</li> <li>• As per guidelines of the Affiliating University, the institution has introduced CBCS in 2019, based on the guidelines, several SEC courses, Generic Elective courses are offered to the students.</li> <li>• Teaching plans consisting of unit wise lesson plans and completion periods are prepared</li> </ul>  |

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| <p>2.1.3 Curriculum Enrichment:</p> | <ul style="list-style-type: none"> <li>• Departments arrange remedial classes for academically poor students.</li> <li>• Three Ad-on courses are approved by the affiliating university</li> <li>• College identified slow learners and advanced learners, accordingly remedial classes, tutorials, etc are organized for slow learners and advanced learners are provided with advanced research work, reference books, etc</li> <li>• Institution also offers Diploma in Computer Application, B.Com. &amp; M. Com. Program through distance mode.</li> <li>• The college library is partially automated with SOUL 2.0 software with sufficient numbers of stock of latest text books, journals, and reference books with internet browsing facilities to the students for accessing necessary information. The college has a monitoring mechanism where each</li> <li>• Institution adopts mentor-mentee programme which make curriculum delivery system more effective.</li> <li>• Performance of the students are reviewed from time to time by conducting in semester examinations</li> <li>• Teachers use the audio visual and other teaching aids.</li> </ul> |
| <p>2.1.4 Feedback System:</p>       | <p>College has scientifically designed feedback system taken from Stakeholders such as</p> <ul style="list-style-type: none"> <li>• Students</li> <li>• Teachers</li> <li>• Alumni and</li> <li>• Parents</li> </ul> <p>Accordingly Feedback is collected, analyzed and action is taken (<a href="http://www.dhskcommercecollege.edu.in/webportal/Feedback">http://www.dhskcommercecollege.edu.in/webportal/Feedback</a>)</p>   |

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| <b>2.2 Teaching-Learning &amp; Evaluation:</b> |   |
| <b>2.2.1 Student Enrolment and Profile:</b>    | <ul style="list-style-type: none"> <li>• Students enrolled in the College: 2017-18: 986, 2018-19: 1108, 2019-20: 1195, 2020-21: 1325, 2021-21: 1399</li> <li>• Number of students from other states take admission in this college</li> <li>• Student's enrolment admission is done as per rules laid down by affiliating university and the State Government. The college has its own admission committee which looks after all the admission related matter for maintaining the transparency. The merit list is followed and reservation quota is well taken care of.</li> <li>• The college conducts orientation-cum-interaction programmes before the commencement of regular classes for the fresher's every year. During the orientation programme, students are informed about the semester rules, syllabus, continuous assessment process, attendance requirements, leave procedure, availability of various welfare schemes, activities and services etc.</li> </ul> |
| <b>2.2.2 Catering to Student Diversity:</b>    | <ul style="list-style-type: none"> <li>• Students are motivated to participate in the seminars/ workshops, talk programmes, NSS &amp; NCC activities</li> <li>• During Corona pandemic and lock down period, teachers engaged classes through various online platforms such as Zoom, Google Classroom etc.</li> <li>• The slow learners are given extra time to clarify their doubts in the department.</li> <li>• Special lecture are organized by some department from time to time as per the students requirement in online and offline mode.</li> <li>• Field tours are also organized by the college for students.</li> </ul>   |

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| <p>2.2.3 Teaching-Learning Process:</p>      | <ul style="list-style-type: none"> <li>• Seven classrooms are furnished with ICT facilities</li> <li>• Regular theoretical and practical classes are taken by teachers in classical chalk - talk system as well as ICT tools are used</li> <li>• Teachers make learning interactive by motivating student participation in group discussion, role-play, subject quiz, discussion and questions and answers on current affairs, etc</li> <li>• ICT enabled teaching includes Wi-Fi enabled class rooms with LCD, Language Lab, Smart Class rooms, etc. The institution adopts modern pedagogy to enhance teaching-learning process.</li> <li>• The Student seminars are organized where in the papers are presented by students on contemporary topics</li> <li>• Group Learning method is now being adopted through whatsApp group where teachers share study materials as per students' requirement.</li> </ul> |
| <p>2.2.4 Teacher Quality:</p>                | <ul style="list-style-type: none"> <li>• Permanent teachers: 25, Temporary Teachers: 12, Teachers with PhD Degree: 17</li> <li>• Research activities of the faculty members are encouraging. Few books, research papers, articles, chapters are published in national and international journals. Faculty members have been participated and presented Research Papers in national seminars, webinars, workshops, etc</li> </ul>   |
| <p>2.2.5 Evaluation Process and Reforms:</p> | <ul style="list-style-type: none"> <li>• Examination system of the college is robust and institution strictly adheres the rules of Controller of Examinations of Dibrugarh university</li> <li>• The Examination Committee looks into examination related matters, evaluation process, students grievances etc.</li> <li>• The entire faculty members are actively participate both in internal Assessment and external Evaluation process of Affiliating University.</li> <li>• Question paper setting and evaluation is conducted by the respective departmental teachers</li> <li>• Seminar presentations and home assignments are allocated to the students on syllabus oriented topics. Assignments are submitted to respective teachers and marks are awarded accordingly.</li> <li>• Viva- voce are also conducted for students</li> </ul>  |

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| <p>2.2.6 Student Performance and Learning Outcomes:</p> | <ul style="list-style-type: none"><li>• The teachers and students are aware about the learning outcomes of all the programmes offered by the college</li><li>• The learning outcomes are also notified properly.</li><li>• Rigorous initiatives are taken by the authority and faculty members of the institution for achieving the learning outcomes.</li><li>• There is a Mentor- Mentee cell which guide students in this regard.</li><li>• The performance of the students in different examinations of the affiliating university is highly satisfactory.</li></ul> |
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| <b>2.3 Research, Consultancy &amp; Extension:</b> |  |
| 2.3.1 Promotion of Research:                      | <ul style="list-style-type: none"> <li>• The Research Committee of the college publishes an annual ISSN bearing peer reviewed Research Journal "UTKARSH".</li> <li>• The institution is planning to publish a research book entitles "The Intellect" from Academic session 2022.</li> <li>• Research Publications of the faculty members of the college are encouraging. They are committed and published Research Papers, Articles, Chapters and Books in different Journals, Proceedings and edited books having high impact factor</li> </ul> |
| 2.3.2 Resource Mobilization for Research:         |  |
| 2.3.3 Research Facilities:                        | <ul style="list-style-type: none"> <li>• IQAC of the college regularly encourages faculty members to pursue research activities.</li> <li>• Software like SPSS, E-Resources are subscribed by the institution for promoting research culture in the institution</li> </ul>   |
| 2.3.4 Research Publications and Awards :          | <ul style="list-style-type: none"> <li>• During the year, few research papers, books, chapters, articles are published by faculty members in national and international journals, proceedings with good impact factors.</li> <li>• <i>2 faculties are awarded with PhD in 2021-22</i></li> </ul>   |
| 2.3.5 Consultancy:                                | <ul style="list-style-type: none"> <li>• All teachers extend consultancy services to Government agencies such as External evaluator of Gunotsav, Master Trainer of various elections training process.</li> <li>• Teachers also act as Resource persons for events such as financial awareness, environmental awareness</li> </ul>   |

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| <p><b>2.3.6 Extension Activities and Institutional Social Responsibility:</b></p> | <ul style="list-style-type: none"> <li>• A tree plantation drive was organized Banipur campus on 02/10/2020</li> <li>• The College observed National Unity Day virtually on 31st October, 2020</li> <li>• On 25th January, 2021 National Voters day was celebrated with 30 students</li> <li>• A cleanliness drive was organized at DTP dyke in association on 26th January, 2021</li> <li>• Celebration of Closing Ceremony programme of Road safety Month on 17th February, 2021</li> <li>• Covid-19 Vaccination camp: 13 NSS volunteers assisted the health workers at the Covid-19 vaccination from 5<sup>th</sup> March-10th March, 2021.</li> <li>• Awareness Program on Legal Rights of Women on the 13th March, 2021.</li> <li>• Awareness Program on Tobacco burden and Cancer Control on 9<sup>th</sup> June, 2021</li> <li>• Celebration of 7<sup>th</sup> International Yoga Day on 21st June, 2021</li> </ul> |
| <p><b>2.3.7 Collaborations</b></p>  | <ul style="list-style-type: none"> <li>• MOU with Assam Start-up - The Nest through IIM Kolkata Innovation Park</li> <li>• MOU with University of Science &amp; Technology Meghalaya (USTM)</li> </ul>   |
| <p><b>2.4 Infrastructure and Learning Resources:</b></p>                          |  |
| <p><b>2.4.1 Physical Facilities:</b></p>  | <ul style="list-style-type: none"> <li>• The College has sufficient number of classrooms with ICT facilities</li> <li>• The College has a multipurpose seminar hall, an auditorium hall to be used for various events.</li> <li>• Computer lab has 50 computers with updated and licensed software</li> <li>• The entire campus is Wi-Fi enabled with dedicated lease line connectivity</li> <li>• Girls Hostel of the college is well furnished with intake of 60 students</li> <li>• Photocopy facility is available for students at a nominal rate in College Library.</li> </ul>   |

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| 2.4.2 Library as a Learning Resource:       | <ul style="list-style-type: none"> <li>• The library is automated and used SOUL 2.0 of INFLIBNET.</li> <li>• OPAC system is adopted which make the library system user friendly</li> <li>• Sufficient Text books, Reference Books periodicals and E-Resources make the library more useful for the researchers and PG students.</li> <li>• The Library has special guest room facility for guest and physically challenged students.</li> <li>• The record of issue and return of book is maintained properly</li> <li>• The process of selection and purchase of book is democratic in nature.</li> <li>• The proper account of visitors (students and staff) on daily basis is maintained.</li> <li>• All the decisions and policies of library are taken and implemented through library committee.</li> </ul> |
| 2.4.3 IT Infrastructure                     | <ul style="list-style-type: none"> <li>• The newly established Computer lab with 50 computers is well-equipped with branded PC's adequately supported by 32 Mbps leased lines for internet connectivity.</li> <li>• It is also equipped with a wide range of licensed system software and application software.</li> <li>• One teacher is available to support students and faculties in their queries.</li> <li>• The IT infrastructure and resources are updated and upgraded continuously as per the requirements and changing technology.</li> <li>• Internet access is provided to all departments in the college through wifi system enabled with necessary firewalls.</li> <li>• All departments are also provided with individual system (Laptop and Desktop) with internet facility.</li> </ul>          |
| 2.4.4 Maintenance of Campus Facilities:     | <ul style="list-style-type: none"> <li>• Institution has established procedure to maintain all the available campus facilities.</li> <li>• A Campus Maintenance Committee is formed to maintain and use the available resources effectively and optimally.</li> <li>• College develop a culture to re-use of scrape materials.</li> <li>• Eco-club of the college plays major role in maintain the college campus in an effective manner</li> </ul>   |
| <b>2.5 Student Support and Progression:</b> |   |
| 2.5.1 Student Mentoring and Support:        | <ul style="list-style-type: none"> <li>• Academic review in the beginning of the session is done by organizing orientation programme with newcomer students</li> <li>• The College has an active mentor mentee cell where students are given guidance or support both academically and mentally</li> <li>• Departments organize parent – teachers meet to review the progress of students</li> </ul>  |

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| 2.5.2 Student Progression:                  | <ul style="list-style-type: none"> <li>• Number of outgoing students placed during 2020-21: 10</li> <li>• Number of outgoing student progression to higher education: <ul style="list-style-type: none"> <li>➤ 2018-19: 73</li> <li>➤ 2019-20: 43</li> <li>➤ 2020-21:40</li> </ul> </li> <li>• Number of students qualifying in state/ national/ international level examinations in 2020-21: 9</li> </ul> |
| 2.5.3 Student Participation and Activities: | <p>Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level in the academic years:</p> <ul style="list-style-type: none"> <li>➤ 2020-21: 4</li> <li>➤ 2019-20: 10</li> <li>➤ 2018-19: 6</li> <li>➤ 2017-18: 1</li> </ul>  |
| 2.6 Governance, Leadership and Management:  |  |

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2.6.1 Institutional  
Vision and Leadership:

- The vision of the DHSK Commerce College is to upgrade itself into a centre of excellence in commerce education and to build future business leaders and entrepreneurs in the globalized business environment for the development and welfare of all concerned.

The vision of the college is to

- Make commerce education accessible to all sections of the society.
  - Teach, guide and motivate the students by providing quality education.
  - Inculcate the spirit of co-operation and healthy competition amongst the students.
  - Mould the students towards creativity and excellence with dedication, devotion and discipline.
  - Ensure physical, mental and moral growth and development of the students.
  - Assist in character building by cultivating human and ethical values in the students.
  - Synthesize the traditional and modern teaching tools for capacity building through all round development of the students.
  - Facilitate, encourage and spread education for women empowerment.
- Mission: "The mission of the college is to promote learning both by students and faculty to achieve excellence in education"
  - The Vision, Mission and Objectives are communicated to the stakeholders through the prospectus, website and notice board.
  - The quality policies are framed in consultation with the faculties, Governing Body, Heads, staff and different committees.
  - Academic and Administrative activities of the institution are in tune with Vision and Mission statement.
  - Leadership of the college is dynamic and follows the participative and democratic principles in all administrative aspects.

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| <p>2.6.2 Strategy Development and Deployment</p> | <ul style="list-style-type: none"> <li>• The College is under continuous improvement with respect to infrastructure, academic, administration and other aspects during the last couple of years. The college encourages the faculty members for research works.</li> <li>• Along with the central library of the college, each department has been equipped with departmental library.</li> <li>• During the last five years six teachers have earned doctorate degree.</li> <li>• The institute also publishes a peer-reviewed research journal viz., UTKARSH annually.</li> <li>• The College offers two year full time M.Com. Course (CBCS) under Dibrugarh University.</li> <li>• The college is expecting to introduce another undergraduate course in the upcoming years.</li> <li>• As a part of academic collaborations, college has signed a few MoU's with different Institutions/Universities.</li> <li>• The College alumni association is also running smoothly.</li> <li>• <b>A few plans to be started shortly are as follows:</b> <ul style="list-style-type: none"> <li>➤ To develop the College playground at Banipur Campus</li> <li>➤ To construct boys' hostel at Banipur Campus</li> <li>➤ To construct staff quarters at Banipur Campus</li> <li>➤ To start few certificate courses / add on courses from 2022-23academic session</li> <li>➤ In order to make optimum use of finance under RUSA 2.0 project, one multi storey building with the provisions of auditorium, video conferencing hall, class rooms, toilet blocks etc have already started.</li> </ul> </li> </ul> |
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2.6.3 Faculty Empowerment Strategies:

The institution has effective welfare measures for teaching and non-teaching staff as follows:

- Canteen, library, drinking water, washing facilities, housing facilities for 4th grade employees
- Departmental room with adequate seating provisions and Stationery grants for teachers.
- Provision of Group Life Insurance Policy for all employees.
- 12 days Casual Leave and earned leave
- 6 months Maternity leave and Child Care Leave to female employee and 15 days paternity leave to male employee.
- College has one Co-operative thrift society where loans are provided at a very low interest rate
- All the departments, main offices and library are equipped with the facilities of laptop, desktop and internet having free wi-fi.
- Staff, who have joined services before February, 2005 are eligible to draw pension after the superannuation as per the government rules of NPS.
- Permanent staffs are eligible for Employees General Provident Fund Scheme as well benefit of loan against the scheme. But those members of faculty, who have joined service after February, 2005 subscribe the Contributory Provident Fund (CPF) instead of GPF.
- A faculty member may be granted a maximum of 24 months of leave with salary for pursuing higher studies.

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2.6.4 Financial Management and Resource Mobilization:

- Two-tier audit-internal and external audit practices are followed by the institution. Established procedure helps to utilize the available financial resources more efficiently and effectively.
- Methodology of audit in our institution consists of appointing of auditor with due permission from the Governing Body and then checking of all bank and cash transactions, scrutiny of ledger, analysis of stock register, cash book, advance register, scrutiny of all other documents.
- In the institution, Internal Audit of financial matters is carried out by the Audit Officer of Local Accounts, Government of Assam. In this regard, accounts section of the College provides all necessary books of accounts and information as required for the purpose of audit.
- After the completion of audit a detailed report is prepared by the auditor with all necessary suggestions and objections if any with direction to take necessary correction. Then the report is placed in the meeting of the Governing Body for approval and acceptance.
- The Members after discussion and consideration on the audited statements and report provide suggestion in this regard for future improvement.

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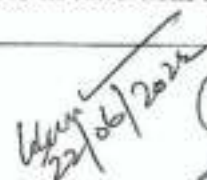
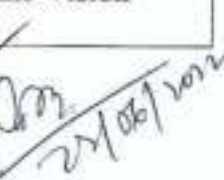
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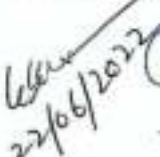
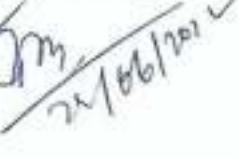
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| <p>2.6.5 Internal Quality Assurance System:</p> | <ul style="list-style-type: none"> <li>• IQAC of the college is formed as per NAAC guidelines.</li> <li>• Some Major initiatives of the IQAC are:</li> <li>• The collection of feedback from various stakeholders and inform the concerned about its outcome</li> <li>• Helping in preparing AISHE reports.</li> <li>• Few quality initiatives undertaken by IQAC include: <ul style="list-style-type: none"> <li>➤ Aatma Nirbhaar Bharat Awareness Programme on “Be Vocal about Local Pledge” on 22nd July, 2020</li> <li>➤ International Level Students’ Interactive Series on “How to Prepare for 21st Century Jobs”</li> <li>➤ Online Talk Programme on “Roles and Responsibilities of the College Fraternity in Current Times” 2nd August, 2020</li> <li>➤ National Level Students’ Interactive series on “Students in the Time of Covid-19 Pandemic: Sailing through to their Career Paths” on 10th August, 2020.</li> <li>➤ National level Students’ Interactive Series on “Strategies for Successful Careers with Special Focus on Competitive Exams” on 29th August, 2020</li> <li>➤ National seminar on “Potentials and strategies of Rural Marketing in India” on 17th October, 2020</li> <li>➤ National level webinar on the “Financial Education Program”</li> <li>➤ Awareness Program on Stock Market on 19th May, 2021.</li> <li>➤ International Level Students’ Interactive Series on “Speaking Skills.</li> <li>➤ International Level Students’ Interactive Series on “India’s Foreign Trade”</li> <li>➤ ISO Certification</li> </ul> </li> </ul> |
| <p>2.7 Innovations and Best Practices:</p>      |  |




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| <p>2.7.1 Environment Consciousness:</p> | <ul style="list-style-type: none"> <li>• The College's NSS unit is active in putting on numerous awareness events such as <ul style="list-style-type: none"> <li>➤ Plantation programmes,</li> <li>➤ Hygiene management,</li> <li>➤ Swacchata Abhiyan (cleanliness drive) and other activities.</li> </ul> </li> <li>• Students are educated about the necessity and protecting environment along with waste management and garbage disposal mechanisms in courses such as Environmental Studies.</li> </ul> <p>The following measures for waste management of solid waste and E-waste are being implemented on the college campus.</p> <ul style="list-style-type: none"> <li>➤ College has separate waste disposal system for organic waste and inorganic waste.</li> <li>➤ Organic waste such as food items, paper, leaves from trees, grasses are collected separately and later on mostly used as natural manure for plants.</li> <li>➤ The Inorganic waste such as plastic/ polythene are disposed off outside the college campus and the town municipality services are relied on for this purpose.</li> <li>➤ The College has drainage system for disposing liquid waste.</li> <li>➤ Non-working computers, monitors, ups, printers are being repaired from time to time. E-waste generated in the campus is disposed by selling them to the appropriate recycling unit.</li> <li>➤ The paper waste generated is sent for recycling. Some of the papers are used by the faculties to records notes.</li> </ul> |
| <p>2.7.2 Innovations:</p>               | <ul style="list-style-type: none"> <li>• As a single faculty college, the innovative teaching-learning practices are visible</li> <li>• Policies are documented for innovative practices of the institution</li> </ul>   |
| <p>2.7.3 Best Practices:</p>            | <ul style="list-style-type: none"> <li>• Institutions best practices are framed as per the NAAC format.</li> <li>• Qualitative initiatives are visible in tune with the Vision Statement</li> </ul>  |

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| <p align="center"><b>Section III: OVERALL ANALYSIS</b></p> | <p>Observations (Please limit to five major ones for each and use telegraphic language) (It is not necessary to denote all the five bullets for each)</p>  |
| <p>3.1 Institutional Strengths:</p>                        | <ul style="list-style-type: none"> <li>• Qualified &amp; experienced faculties (17 faculties have Ph.D. Degree)</li> <li>• Updated infrastructure with free wi-fi enabled campus.</li> <li>• The College attracts students with high academic capacity</li> <li>• Provisions to participate in extra-curricular and co-curricular activities for students viz. NSS, NCC, games and sports, ICGC, etc</li> <li>• Good academic environment to attract students from different parts of nearby states.</li> <li>• Good Alumni-Institution relationship.</li> <li>• Library facility with rich stock of text book, Journals, e-resources etc (about 30000)</li> <li>• Provision for welfare measures to the staff and the students</li> </ul> |
| <p>3.2 Institutional Weaknesses:</p>                       | <ul style="list-style-type: none"> <li>• Lack of autonomy in designing curriculum</li> <li>• Heavy work load of non - academic nature</li> <li>• Limited financial resources for students benefit program</li> <li>• Loss of academic days due to socio-political interference</li> <li>• High Teacher - Student ratio</li> </ul>  |
| <p>3.3 Institutional Opportunities:</p>                    | <ul style="list-style-type: none"> <li>• A platform to provide quality education in commerce up to Post Graduate level including skill-based courses</li> <li>• Close location and affinity to the affiliating Dibrugarh University</li> <li>• Potential to carry on extra shift</li> <li>• The increasing interest of students towards commerce education.</li> <li>• Offering fields for extra - curricular activities for students.</li> <li>• Inter - departmental linkages.</li> </ul>  |



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| 3.4 Institutional Challenges: | <ul style="list-style-type: none"><li>• Meeting fast changing requirements of industry &amp; society as a whole</li><li>• Improving communication skills of students coming from rural background <i>who are otherwise competent.</i></li><li>• Keeping pace with latest developments &amp; developing students into a global workforce.</li><li>• Bridging the gap between demand and supply of finance for all-round development of the institution</li></ul> |
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*Section IV: Recommendations for Quality Enhancement of the Institution*

(Please limit to **ten major ones** and use telegraphic language)

(It is not necessary to indicate all the ten bullets)

- Honours can be allowed to the morning shift students.
- College can start entrepreneurship development centre.
- Industry-Academia relationship can be augmented.
- Sports facilities of the college including hostel need to be enhanced.
- The information and career guidance cell of the college should work in a more visible manner
- Alumni engagement needs to be enhanced in more diversified manner
- Faculty members should mobilize resources for research activities
- Coaching for competitive examinations can be started.
- More workshop, seminars can be conducted for the students on emerging issues of commerce and management
- Institution can develop Commerce Laboratory

*I agree with the Observations of the Academic and Administrative Audit Team as mentioned in this report.*

*Smslagawati*  
**Signature of the Head of the Institution**  
Seal of the Institution  
Principal  
D.H.S.K. Commerce College  
Dibrugarh

**Signatures of the Peer Team Members:**

| Name and Designation         |             | Signature with date     |
|------------------------------|-------------|-------------------------|
| Prof. Gopal Chandra Hazarika | Chairperson | <i>Gopal</i> 22/06/2022 |
| Dr. Chaytanya Bora           | Member      | <i>Chay</i> 22/06/2022  |

**Place: Dibrugarh**

**Date: 22.6.2022**