



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

SONARI COMMERCE COLLEGE

**WARD NO. 5, P. O. SONARI, DIST. CHARAIDEO
785690**

www.sonaricomcollege.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

February 2023

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The Sonari Commerce College, located geographically at latitude 27.02N and longitude 95.02E in Sonari town, the district headquarter of Charaideo, was established on 10th August, 1991. It is one of the best known leading institutions of higher education and one and only higher institution of commerce education in the entire district. Basically affiliated to Dibrugarh University, Dibrugarh, Assam, and running presently two streams, Arts and Commerce in full swing, the institution, moreover, provides education of Higher Secondary course under Assam Higher Secondary Education Council. Considering the continuously showing better academic performance of both H.S. Course and Degree Programme and to comply with the growing need of Science Education in the district, the Government of Assam has granted the Science Stream of Degree Program in the college and the arrangement of it is progressing. In addition to these, the college introduces a Study Centre of Open and Distance Learning under Director of Open and Distance Learning (DODL), Dibrugarh University, covering the Bachelor's and Master's Degree programs of both Arts and Commerce from the Academic Session 2021-22 to fulfill the hope of achieving higher education of those learners who are unable to pursue it in a regular mode for various causes. Thus, the college is serving the society by providing the fruit of quality education to enlighten the life of people.

Vision

The College has its vision of encouraging value based education among the student community. It is very honestly accelerating its activities in the field of its primary motive with newer techniques and innovations to fulfill its vision keeping a motto: “???????? ?????? ?????? ??????” (Gyanam Manusashya Netram Tritiyam), a Sanskrit Sloka from Bhagawad Gita which says “Knowledge is the third eye of human being” since the college firmly believes in the power of knowledge on human being. By teaching the students of moral and practical value of education, the institution is improving their ability to judge the real and just. They are thereby trained to become skillfully able and productive and promising source of the nation.

Mission

The College has its noble mission to educate students with individual attention and thereby enable them to prepare with the perfect knowledge to serve in the society with a skilled and true inherent motive of a social cadre. It has been working hard in its mission very sincerely and leaving no stone unturned since the date of its inception keeping ahead a few noble aims like:

- ? To create and enhance the importance of value education.
- ? To develop human resource in the context of present global scenario.
- ? To make teaching and learning effective and enjoyable.
- ? To enlighten and graduate students.

? To produce responsible and conscious citizens to contribute to community and the nation.

? To cultivate strong moral value and civic responsibilities among the students.

? To create academic, healthy and congenial atmosphere.

? To enhance all round personality development of the students through proper guidance to educate the students to acquire the qualities of leadership to encourage to develop creative power of the students.

? To train the students to incline to show good performance in their chosen profession.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The urban location of the college at Sonari town, the head quarter of Charaideo, a boarder district of Assam with Nagaland and Arunachal Pradesh is a good advantage. It is very much convenient for the students of these hilly boarder states. Moreover, it is surrounded by tea gardens from all sides and many students hail from there.
- The coeducation system with multiple streams has granted it a unique strength providing the students a good encouraging opportunity to taste the knowledge of different branches of education.
- It provides Wi-Fi facility to students and teachers within the college campus, smart classrooms facilitated by LCD projectors, laboratory, separate common rooms for boys and girls, installation of sanitary napkin machine in the girls' common room, paver blocked pavement, mini playground, cool and hot drinking water facility etc. for all time regular use.
- The academic performance of the college is its another strength producing innumerable first class and even university topper graduates in the final examinations conducted by the university where it is affiliated to. Many formerly students are serving at responsible positions under union and state governments while many others are self employed.
- Financial help to poor but meritorious students is available.
- It has an active NSS unit serving in the college campus as well the public places.
- It has got cycle shed, organic manure chambers, solar energy and water harvesting systems.
- It has ramp for convenience of physically challenged students.
- The college campus is made greenery by systematic plantation.
- It has an active Alumni Association and it takes part in developmental activities of the college.

- The college has a good social touch. Teachers and students take part in social activities.
- There is a congenial teacher student relationship.
- The computer lab is well equipped.
- The college is mainly run by electric power. In order to manage regular power supply in the college it has got one 25 Kb Power Generator and an Inverter. Moreover, there are three solar lights that minimize the consumption of electric power.

Institutional Weakness

- Lack of a sound college fund and limited financial grants from Government and other sectors have

barred in proper infrastructural development of the college.

- No autonomy in designing its curriculum considering the need of the students.
- Insufficient digital classroom.
- Limited seats in the departments having Speciality course and not having Speciality course in many other departments of Arts Stream.
- Late and conditional provincialization of most of the employees and dropping out of office staff of Commerce Stream from provincialization and not provincialization of the Arts Stream.
- Lack of gymnasium and college hostel.

Institutional Opportunity

- There is a very good scope of converting the college in to an ideal centre of Commerce and Arts education with inclusion of various technical, professional and vocational courses.
- Students can be trained up with various skills of handiworks and entrepreneurial opportunities.
- Selection of the college by the Government of Assam to introduce Science education of undergraduate level.
- Involving the public with various awareness programmes.

Institutional Challenge

- To manage with social institutions and government orders in completing the scheduled courses and holding the examinations in specific functions of the college in due time.
- Apart from normal duties the teachers and office employees need to perform duties in other offices and places from time to time that hamper the normal activities of the college.
- Running the Arts Stream from Higher Secondary to Degrees Course with full faculty and without any financial aid or building grant from the government and other agencies is a big challenge.
- To keep pace with the rapid change of the system of higher education.
- Involving the guardians in various activities of the college.
- Increasing enrollment in some departments.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college strictly follows the course curriculums designed by Dibrugarh University, Dibrugarh for Under Graduate (UG) course. Every academic year the college issues a college prospectus where the students can get all information of the college and its rules and regulations. For smooth running and timely completion of each curriculum, the college prepares class routine every year and allots the teachers their respective classes in the very beginning of the session. With the completion of the course a revision is done and students are invited to clear their doubts in additional classes. The college makes schedules of conducting two Sessional Examinations and various class tests. Moreover, Seminars and Group Discussions, Home Assignments, Project Works and viva voce exams are held as a part of Internal Assessment to evaluate performance of students on the basis of the academic calendar of Dibrugarh University. The college always tries to provide all necessary support to the faculty members so that the curriculum can be implemented timely and effectively for which they are very much concerned.

Being affiliated to Dibrugarh University, the college has a very limited scope to contribute to the designing and development of the course curriculum. There is a good environment of teaching various issues of current topics like women empowerment, human values and eco-system and sustainable development apart from syllabus. The Career Counseling Cell and the Women Cell of the college have been organizing programs on career development with collaboration of IQAC of the college.

Teaching-learning and Evaluation

In the process of teaching-learning and evaluation the institution follows the academic calendar given by the Dibrugarh University to teach the under graduate students. The course curriculum is prepared by the university and the institution only executes it and tries to complete within the stipulated time frame. Besides creating a good environment for learning, the teachers make lesson plan of the topics considering the importance of the subject matter. Through deliberation of lecture, use of teaching-learning aids, classroom interaction, home assignment, group discussion, seminar, etc. the students are prepared with the course content. Moreover, it is made more informative, useful and most importantly attractive to the students by introducing internet and Wi-Fi facilities, LCD projector in the classroom, field study, socio-economic surveys, interdisciplinary lectures and talks with eminent persons etc. The evaluation of their understanding of subject matter is done in the college through two sessional examinations. The final and end semester examinations are evaluated externally as per direction of the university. It is mentionable that the college is a Micro Zone Evaluation Centre under Dibrugarh University to evaluate answer scripts of end semester examinations of other colleges.

Besides these, the students are entangled in some community works through the NSS Unit of the college, extracurricular activities such as quiz competition, extempore speech, debating competition, drawing competition, essay competition, publication of college magazine, wall magazine etc. to earn knowledge from sources other than curricular activities.

Research, Innovations and Extension

Research, Innovations and Extension activities are very important for a higher education institution to attain its goal. The institution encourages the teachers to participate and present their research papers and projects in various seminars, workshops and conferences. The teachers are also always encouraged for research works to earn their Ph. D. and M. Phil Degrees and a few have attained their goal. Most of the teachers have contributed chapters and articles in edited journals and books.

The institution encourages for innovations and extension activities for expansion and exchange of knowledge. The activity of a college should not be confined within its campus only. So, the college organizes many extension activities in the neighboring areas while going to perform its social responsibility and ensures active participation of the students to make them conscious about the social issues and their duties to create a relationship between the institution and the neighboring community. The Teachers' Unit, NSS Unit, the Women Cell and Career Counseling Cell organized different programmes such as World Environment Day, National Voters' Day, International Yoga Day, International Women's Day, Teachers' Day, Librarian Day, Swachh Bharat Mission, Flood Relief, Swachata Pakhwada, Gandhi Jayanti, Rastriya Ekta Divas, Socio-Economic Survey in the adopted village etc. A few teachers took classes in other nearby schools under the programme "Maitree Ek Gyan Yatra". Besides these the college organizes various career counseling programmes and speeches on different topics to make the students aware about their duties and responsibilities.

Infrastructure and Learning Resources

The area of the college campus is 1.86 acres and it has another area of 4.33 acres of land nearby which is proposed for college hostel and playground. It has five separate two-storey RCC buildings and an Assam Type room. There are sufficient numbers of classrooms having teacher's platform, facilities of electricity, black and green boards and adequate numbers of desks and benches. A few of the classrooms are also digitalized with LCD projectors. The whole campus, the library, a few examination controlling rooms and the examination halls are under CCTV surveillance. The internet and Wi-Fi facilities are provided to the students and teachers within the college campus. The college mainly runs by electric power along with a 25 KVA power generator to manage with any interruption. The library is being digitalized using computer software "SOUL - Version 2.0" and the building has got separate room for the librarian and reading rooms for teachers and students. Total 6158 number of books are there as per Accession Register. Journals and newspapers are also available for the students. It has got a Book Depot and a Book Bank that provide free text books to the poor students for the whole semester. The Library is equipped with three computers, one laptop, one server, one xerox machine one printer, one barcode scanner, one printer for the help of the students. The college has also got a central computer laboratory with 13 numbers of computers and one of them is connected with internet. A Notice Board serves the students all academic information and the College Magazine and the Wall Magazines provide them extra knowledge and scope of publishing their creative thoughts.

Student Support and Progression

The college provides free admission to the economically backward students as per the norms of State Government. Moreover, there is a Poor Students' Welfare Fund for financial support to the poor but meritorious students. Students also get scholarship from Ishan Uday, State Government etc.

Various programmes like career counseling, personality development etc. are organized in the college. International Yoga Day, World Health Day, No Tobacco Day etc. are also observed in the college for the benefit of the students. Many students of the college have qualified different competitive examinations. Many students have joined Indian Defense Service.

The institution has various cells like Anti Ragging Cell, Grievance and Redressal Cell, Anti Sexual Harassment Cell etc. to ensure internal and external discipline and maintain good environment among the students. The NSS Unit takes part in various matters like cleanliness, environmental sustainability, community linkages with neighboring area and voluntary activities in the adopted village by the college.

The college has a Students' Union that performs various activities pertaining to inter college games and sports, cultural activities, college week, etc. A few students took part in inter university cricket competition representing the Dibrugarh University team. The cricket and football teams of the college take part in the inter college sports competition besides organizing Zone Cricket tournament under Dibrugarh University.

The students are provided every possible help for participating in various activities and competitions like seminars, debating, cultural programmes and games and sports. The alumni association of the college is active and takes part in developmental activities of the college.

Governance, Leadership and Management

The College is governed by the principles of participatory democracy, maintaining a hierarchical set up for smooth and effective functioning. The Governing Body (G.B.) is the apex body of management of the college. The Principal as well as the secretary of G.B. and the teaching staff work together for designing and implementation of plans and policies of the college approved in GB meeting.

Several committees are constructed with the faculty members by the Principal for overall management of admission, finance, academic co-ordination, examinations and development of infrastructural facilities, maintenance of discipline, co-curricular activities, extension activities and maintenance of healthy campus in the college. The college has a Grievance Redressal Cell to take appropriate redressal measures and promote the environment of education in the college campus. A disciplinary committee is set up with teacher members to maintain a cordial academic ambience. Besides, the college has also an Anti-Ragging Committee to curb the menace of ragging in the college.

The college maintains different funds namely college development, examination, electricity, games, festivals, library, etc. The college has a construction committee that performs and looks into the developmental activities by using college development fund, financial grants received from Govt. of Assam and UGC. The GB also takes accounts of the expenditure made by the college for various activities. The use of accounts are checked and audited by internal and external auditors. The IQAC of the college has been playing a major role regarding quality assurance and improvement in the activities of the college.

Institutional Values and Best Practices

The college organizes various awareness programmes such as seminar, eco-camp, environmental awareness programme, career counseling, mental health and hygiene etc. for the students from time to time. It also celebrates and observes various Days like Republic Day, Independence Day, Voters' Day, Gandhi Jayanti, Teachers' Day, National Unity Day, International Environment Day, International Women Day etc.

For creating good environment the college uses Garbage Bin to collect the solid waste and provides access to safe sanitation system. It promotes appropriate management and disposal of domestic waste water through proper drainage system. The main source of energy of the college is electricity, power generator and solar energy. The college always tries to reduce the consumption of energy by using LED bulbs and solar energy. The college has created some cells like Sonari Commerce College Environmental Group, Social Welfare Group etc. to look into these matters.

For financial transparency the college does maximum cashless transactions through cheque and online payments. Transactions for admission and form fill up are done through bank.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SONARI COMMERCE COLLEGE
Address	Ward No. 5, P. O. Sonari, Dist. Charaideo
City	SONARI
State	Assam
Pin	785690
Website	www.sonaricomcollege.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Bipul Dey	03772-256400	7002511764	-	sonari.comcollege@gmail.com
IQAC / CIQA coordinator	Brajen Hazarika	03772-	7002021155	-	brajenhazarika22@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 minority institution	No

Establishment Details

State	University name	Document
Assam	Dibrugarh University	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	08-08-2011	View Document
12B of UGC	17-03-2022	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	Ward No. 5, P. O. Sonari, Dist. Charaideo	Urban	6.19	2356.579

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	BA,Assamese Honours	36	HS	Assamese	25	12
UG	BA,Education General	36	HS	English + Assamese	75	40
UG	BA,History General	36	HS	English + Assamese	50	11
UG	BA,English General	36	HS	English	150	54
UG	BA,Economics General	36	HS	English + Assamese	30	4
UG	BA,Sociology Honours	36	HS	English + Assamese	30	12
UG	BA,Political Science Honours	36	HS	English + Assamese	25	23
UG	BCom,Accounting And Finance	36	HS	English + Assamese	70	46
UG	BCom,Human Resource Management	36	HS	English + Assamese	60	32
UG	BCom,B Com General	36	HS	English + Assamese	20	0

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				13			
Recruited	0	0	0	0	0	0	0	0	9	4	0	13
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				14			
Recruited	0	0	0	0	0	0	0	0	5	7	0	12
Yet to Recruit	0				0				2			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				5
Recruited	4	1	0	5
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				7
Recruited	6	0	0	6
Yet to Recruit				1

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				1
Recruited	0	0	0	0
Yet to Recruit				1

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	3	0	0	3
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	11	11	0	22
UG	0	0	0	0	0	0	0	0	0	0

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

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	211	0	0	0	211
	Female	145	0	0	0	145
	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	9	15	15	9
	Female	7	7	3	6
	Others	0	0	0	0
ST	Male	4	6	7	5
	Female	5	11	12	12
	Others	0	0	0	0
OBC	Male	169	171	167	129
	Female	117	130	124	98
	Others	0	0	0	0
General	Male	78	76	67	70
	Female	49	50	53	58
	Others	0	0	0	0
Others	Male	2	1	2	0
	Female	0	0	1	0
	Others	0	0	0	0
Total		440	467	451	387

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	1. Multidisciplinary/interdisciplinary: Sonari Commerce College, being the institution of Arts and Commerce education, has always strived for a multidisciplinary and interdisciplinary approach in its
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	<p>academic and co-curricular activities to achieve the goals as per the mission and vision of the institution. The College at present maintains its multidisciplinary nature by offering education of both commerce and arts streams. In its academic activities, students learn multidisciplinary courses like Environment Science, Mathematics, Gender Studies, and Human Rights etc. In its co-curricular activities also the college ensures a multidisciplinary approach. It regularly organizes workshops, popular talks, webinars, seminars and training programs on multidisciplinary themes. The present CBCS program of studies also allows the students to choose subjects from different disciplines as well as projects in interdisciplinary and multidisciplinary mode by formulating teams from different courses. Students are also encouraged to involve in community extension activities in their locality and the adopted villages of the college to exchange their knowledge with various stakeholders of the institution on issues like gender equity, women empowerment and education, health and hygiene etc. Hence, Sonari Commerce College has a legacy of multidisciplinary approach towards its academic and co-curricular activities. It has adopted a Perspective Plan and a Teaching Learning and Evaluation Policy to promote a multidisciplinary learning approach. It has also decided to adopt a revised perspective by implementing NEP, 2020 in near future.</p>
2. Academic bank of credits (ABC):	<p>2. Academic Bank of Credit: The Sonari Commerce College is presently running the CBCS program, a flexible learning system, under The Dibrugarh University promoting accessibility, openness and fluidity in the educational system. Lately the college is preparing to introduce the New Education Policy, 2020 and the students will be able to take the advantage of a seamless Academic Bank of Credit process with its implementation in near future. Being an affiliated college under Dibrugarh University, the College follows the rules and regulations framed by the affiliating University from time to time. As such, the college has neither registered at NAD nor at Academic Bank of Credits. However, the college appreciates and welcomes the concept of the ABC and wishes to adopt the same in coming years as per NEP 2020.</p>
3. Skill development:	<p>3. Skill Development: Besides teaching the prescribed program of its affiliated University, Sonari</p>

	<p>Commerce College has been organizing several activities to promote skills among its students and various stakeholders. A few Skill Enhancement Courses are part of its academic transaction. The College also offers skill based certificate courses to its students as add-on courses in order to equip the students with more employability. It, moreover, organizes workshops on skill development activities for both students and guardians. It also organizes different training programs for the neighboring people to develop their entrepreneurial skills. Moreover it is planning to implement a number of vocational courses in near future keeping in view the value of career- and vocational oriented education for the self-employment of the students. Different facets of skill development are being planned to be provided further by more add-on courses on Travel and Tourism Management, Marketing Management, Basic Accounting Procedure, Performing Art, Basic Computer Application and so on. Besides, the college has adopted five villages and is regularly conducting various skill development programs for the upliftment of their day to day life.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course): Sonari Commerce College has integrated the Indian Knowledge system in its Teaching Learning process. It offers courses both in Assamese and English medium. The course contents cover ancient knowledge system such as philosophy, culture, ethical and moral values. Sonari Commerce College has organized several activities promoting the Indian Knowledge System. It has organized workshop on Indian Culture, Art and Craft etc. It organized webinar on importance of yoga, India's great culture and heritage. The college organizes traditional games, folk music and dance competition, poetry and recitation competition, etc. among the students which promote Indian Knowledge system. Sonari Commerce College is also ready to promote the Indian Knowledge System using modern technology and tools. It has subscription of e-resources, smart-classroom facilities, ICT based classrooms, well equipped computer laboratory, etc. and these are used to promote the knowledge system of India. The college also has a library with adequate number of books, novels and magazines in both</p>

	<p>English and Assamese literature on different branches of Indian knowledge system like religion, art and culture. Thus, Sonari Commerce College has integrated the Indian Knowledge System.</p>
<p>5. Focus on Outcome based education (OBE):</p>	<p>5. Focus on Outcome based education (OBE): Sonari Commerce College focuses on Outcome based education where both teachers and students are well aware of the course outcomes and all fully focus on achieving the intended outcomes. The students of the College take up courses with a certain goal of developing skills or gaining knowledge and they complete the goals by the end of the course. They are well oriented at the beginning of the session and are allowed to change their generic elective courses as per their interests. The faculty members of the College have developed various teaching learning contents such as Videos, PDF notes, etc., which are delivered to the students through WhatsApp groups. The College has focused on experiential and experimental learnings. Students are taken for field survey to gain practical knowledge on the environment and the nature. Hands-on training, workshops, popular talks, webinars, seminars, etc. on various topics are organized by the institution from time to time to achieve the intended learning objectives.</p>
<p>6. Distance education/online education:</p>	<p>Distance education/online education: Sonari Commerce College has a Distance Education centre under the Directorate of Open and Distance Learning (DODL), Dibrugarh University, as part of its academic extension services which is presently offering under graduate and post graduate courses. Presently there are more than two hundred students studying in this study centre. During the COVID-19 Pandemic Lockdown the College has successfully done course contents deliberation and evaluation in online mode. It has, moreover, conducted online examinations successfully by using different platforms such as Google Classroom, Zoom, Google Meet, WebEx, etc. The College has digitized its library so that students can access resources online. It is working hard to upgrade the college website into a learning platform for students and for which, various course contents, recorded sessions of webinars, workshops, popular talks, etc. are uploaded and made available on the website for the students.</p>

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Yes, it was set up in the year 2019.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	Yes, the names are mentioned below sessionwise. Sl. No. Year Faculty Coordinator Student Coordinator 1 2019-2020 Prof. Rikhav Changmai Sri Gitartha Gautom Goswami 2 2020-2021 Prof. Sangeeta Tanti Sri Mayank Agarwalla 3 2021-2022 Prof. Rikhav Changmai Miss Anishika Sharma 4 2022-2023 Prof. Sangeeta Tanti Miss Anita Borgohain The ELCs are functional. They organize meetings on Electoral Literacy time and again in the college. They also take active part in the Students' Union Election of the college. There are both male and female persons in the charge of the ELC.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	The innovative programs and initiatives taken by the Electoral Literacy Club in this regard are mentioned below: 1. Voter registration camp for the eligible students in the college campus is conducted. 2. Voter awareness camp is held at various places in Charaideo District. 3. Voter awareness camp held for disable persons and senior citizens at various villages. 4. Voter awareness guest lectures are conducted for in-house students.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	1. Graduate constituency voter awareness and registration drive is conducted in Charaideo District. 2. Teachers constituency voter awareness and registration drive conducted in various districts.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	Voter registration drive is conducted at institute for the students above eighteen years of age.

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
356	387	451	467	440

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

2 Teachers

2.1

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

Response: 26

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
25	26	26	25	24

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
52.31	54.24	73.45	49.7	62.63

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:

Curricular Activity:

The college is affiliated to the Dibrugarh University. It follows the syllabus, academic calendar and other rules and regulations framed by the University. The college follows a planned curriculum delivery system. The college prospectus and lately college website contains all the necessary information related to college. The students going through the prospectus and visiting the website can know various course curriculum and facilities offered and followed by the college. The information related to admission, form filled-up, registration and examination etc. are notified in the college notice board. In the very beginning of session, the heads and faculty members of every department sit together and discuss on the curriculum and distribute the papers and topics to be taught in the session. On the basis of such allotment the teachers prepare their teaching plan. In this respect the departmental heads advise the teachers to prepare the plan giving sufficient time and keeping provision for revision after completion of the entire course. The students from slow learners group and other students are given special attention for clearing their doubts and other important questions as per their requirement. A monitoring system of the students is started in the very beginning of the classes. A well-planned class routine is followed for both odd and even semesters during each academic session. Additional and tutorial classes are also allotted in the class routine to enhance the students. The teachers also engage with the co-curricular activities like Games and Sports, educational tours to different sites and field study for practical experience of the students. Besides, they are involved in class seminars, group discussions, and evaluation of internal assessment for the overall development of the students. The sessional examinations and evaluation are conducted regularly as per the academic calendar of the university. The teachers maintain Teacher's Diary to record their day-to-day activities in the college. Regular meetings are held in the departments to know the status and progress of the curriculum. In the meeting important issues of the students are also discussed and necessary steps are taken to handle them. The records of these activities are kept properly in concerned departments for future requirement and are forwarded to the IQAC for official record.

A feedback system is going on in the college. Feedback is collected from the students of each semester in a regular manner. It enables the teachers to test the performance of the students.

Parents-teachers' meeting is organised from time to time to discuss the various aspects of curriculum delivery and their involvement into the college. The meeting discusses and try to find out the ways to create a better academic environment in the college. Proper plan and policies are taken for all-round development of the institution based on feedback received from students, alumni, teachers and parents.

Curricular Activity:

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: 3	
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: 0.76

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
16	0	0	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 Dibrugarh University syllabus for Undergraduate Program include a variety of issues relevant to gender, environment and sustainability, human values, and professional ethics. The subject Environmental Studies has been introduced as a compulsory subject in the fourth semester to cover all these issues. The

environmental studies cover all the basic component of environmental science and their application to sensitize the students.

The courses taught in the institution related to Professional Ethics (CBCS) are: Business Law, Principles of Business Management, Company Law, Security Analysis and Portfolio Management, Human Resource Management, Principles of Marketing, Company Law, Industrial Relation, Management Accounting, Global Human Resource Management, Labour and Industrial Law, Basics of Academic Project Preparation, E-commerce, Retail Management, Corporate Accounting, Principles of Marketing, Entrepreneurship Development, Management Accounting, Retail Management, Auditing, Business Communication, Computer Application in Business, Public Administration, International Law, Public Policy and Administration in India etc.

The courses taught in the institution related to Gender are: Status of Women in India, Sociology of Gender, Feminism Theory and Practice, Gender and Violence, Introduction to Women Studies, Gender and Education, Women in Indian History etc.

The courses taught in the institution related to Human Values are: Human Rights, Human Resource Management, Human Resource Development etc.

The courses taught in the institution related to Environment and Sustainability are: Environmental Economics, Environmental Sociology, Environmental Science, Sociology of Health and Hospital Management etc.

The institute organizes different activities programme like tree plantation, hand watches training, blood donation camp, relief to the T. B. patients, personal visit to the poor people to sensitise the students and society on the issues.

In addition to this, the college organises programmes relevant to professional ethics, gender, human values, environment and sustainability such as:

Human Values:

1. Teachers' Day
2. Celebration of Gandhi Jayanti
3. Training Programme on Yoga
4. Celebration of National Communal Harmony Day
5. Rastriya Ekta Divas and Sankalpa Divas
6. Birth day of Swami Vivekananda
7. National Voters Day

Gender:

1. International Women day
2. Women Empowerment
3. Women Cell Programme
4. Respect to Elderly person

Environmental Issues:

1. World Environment Day
2. Tree plantation
3. Swachh Bharat Abhiyan
4. Thrown away Plastic collection
5. Blood Donation Camp
6. Eye Camp

Cross-cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum is attached herewith.

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: 0

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

File Description	Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

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

Response: No

File Description	Document
Upload supporting document	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 53.2

2.1.1.1 Number of students admitted year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
132	141	147	176	202

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: 60

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
55	53	57	69	60

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
98	98	98	98	98

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: 14.24

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:

The institution adopts various student centric methods such as experiential learning, participative learning and problem-solving methodology. Group discussion, classroom interaction, seminar paper presentation, home assignments, educational tour are some of the measures to make learning student- centric. Students are involved in participatory learning activities such as publishing, writing, editing, designing the Annual college magazine, wall magazine; organizing sports and cultural events of the college week and fresher's social, participating in the Inter-college competitions and youth festivals, engaging in project work, extra-curricular activities of NSS for Institutional and Community development etc. Meritorious students are always felicitated to inspire. For experiential learning, meritorious students are taken for visit to different places of importance under the sponsorship of Assam Govt. Selected students were provided the opportunity of visiting The Assam Legislative Assembly to attend Assam Budget Session in 2018 by Govt. of Assam.

Our jewel Nikita Ghosh secured the best commerce graduate of the University with first class first position in the year 2019.

Under the Handicraft Centre of women cell, girl students are taught some practical knowledge on stitching and weaving by our experienced lady teachers. Students take part in plantation and cleanliness programs.

During the period of Covid-19, online classes were done on Google Classroom, Zoom, Google Meet platform with a class routine issued by Academic Administrator (Vice Principal) of the college. Student-Teacher interaction and dissemination of information is done through what's-app groups. Various e-content of learning are supplied to the students in these groups. College has already developed ICT

enabled classrooms and started classes there to have a vibrant and engaging experience of teaching-learning.

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

2.4 Teacher Profile and Quality

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

Response: 100

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
25	26	26	25	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: 41.27

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
14	12	11	9	6

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 college establishes a transparent mechanism for evaluating internal assessment in terms of frequency and mode. As mode of assessment there are provisions for internal assessment and final examination. The college follows all the rules for internal assessment for B. A. and B. Com programs formulated by the Dibrugarh University. The marks allotted for internal assessment (20%) in each course is based on the following:

- a. Sessional Examination-I (written): 25% of the marks allotted for internal assessment.
- b. Sessional Examination-II(written): 25% of the marks allotted for internal assessment
- c. Seminar/Group Discussion: 25% of the marks allotted for internal assessment.
- d. Attendance: 25% of the marks allotted for internal assessment.

In-Sem and End-Sem examinations, seminar, group discussion are conducted on the dates as per academic calendar of Dibrugarh University and of the college. Marks secured in the sessional examinations are displayed in the departmental notice board for information of the students. Generally, the grievance redressal cell of the college tries to redress the grievances received from the students. The marks of the internal examinations are displayed in the departmental board for information of the students. Students usually do not express their grievances over the marks. However, if the principal receives any applications from student raising grievance regarding marks, he forwards it to the Grievance Redressal Cell. The Cell forwards it to the concerned Head of the Department to take necessary action. The course teacher deals with it to the student's satisfaction in transparent, time bound and efficient manner.

Grievances related to the End-Semester examination is settled at the affiliating University. The college authority forwards the grievance applications to the controller of examination of Dibrugarh University . Applications received for re-evaluation of the End-Semester answer scripts are sent to the University.

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:

Sonari Commerce College offers B.A. and B.Com. programs with Honours and Non- Honours courses under Dibrugarh University. The institution states and displays the courses and their outcomes (POs and COs) on the college website. The college also offers various undergraduate and postgraduate programs under the Directorate of Open and Distance Learning, Dibrugarh University. The institution tries to attain all the expected learner's outcomes as designed by the various departments of the University for various courses. Teachers and students are aware of the attainment of stated program outcomes and course outcomes. These are evaluated through the in-sem examinations, seminars, group discussions, home-assignments etc. To attain the maximum outcomes the teachers help the students on the problems faced by them by holding interaction both formally and informally and in online and offline mode. After the result of the End-Semester examinations the final outcomes are analysed and accordingly, further steps are taken.

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: 85.23

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
132	151	114	96	61

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
133	164	132	132	89

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: 3.33

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: 0

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	0	0	0

File Description

Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

3.2 Innovation Ecosystem

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

Response:

Response: The college has taken initiatives for creation and transfer of knowledge among the students. The college has established a herbal medicine garden to impart the knowledge of herbal medicine and their effectiveness and to make the students conscious about the importance of nature and its conservation.

The college established a flower garden to decorate the college campus naturally and to make the students sensitive about natural beauty and its influence. Moreover, the college has taken initiatives to harvest rain water in order to irrigate the gardens and has set up two vermi composed beds for fertilization. The college has also set up a seed bank in order to preserve the local crops. The 'Women Cell' of the college organizes essay and letter writing competition, Rongali Mela, cake baking and icing training etc. The NSS unit of the college has executed programmes on health care, cleanliness, heritage site cleaning etc.

The college authority ensures full participation of the students in the programmes.

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: 1

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
0	0	0	0	1

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

3.3 Research Publications and Awards

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

Response: 0

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
0	0	0	0	0

File Description	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:** 0.85**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
4	3	3	1	11

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:**

Response:

The teachers and the students of the college involve in various activities besides teaching and learning in the classroom. the college authority supports, encourages and assists in the extension activities:

1. The IQAC of the college organizes career counselling programs, Rashtriya Eakta Divas, National Voters' Day, Constitution Day, Blood Donation Camp, International Yoga Day etc.
2. The NSS Unit of the college organizes Swachh Bharat Mission, Swachhta Pakhwada, COVID 19 Awareness program, Mask and Sanitizer Distribution, Cleanliness Drive etc.
3. The Women Cell of the College organizes the International Womens' Day every year and has set up a handicraft centre in the college for skill development.
4. The Eco Club of the college has planting saplings in the college campus and has set up a herbal medicine garden, vermicompost bed and a seed bank.
5. The college has executed some programs in its adopted village Borhula Baam Gaon related to health care and environmental issues.
6. Every year the college celebrates the Independence Day, Republic Day etc. and encourages the teachers and students to participate in the programs organized by the district administration.

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

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

Response:

The District Administration of Charaideo, Assam has awarded Sonari Commerce College the third prize for its participation in the plantation programme 'Shyamoli Charaideo' initiated by the district administration on 1st April 2018. The district administration has planted three lacks of saplings at different places in the district through this programme.

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: 0

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
0	0	0	0	0

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: 1

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:

Response: The existing college campus is spread over an area of 0.75 acres of land. One more plot of the college, proposed for Boys' Hostel and playground, covers an area of 1.75 acres of land. It is funding with the grants and aids from UGC, Govt. of Assam, MLA's Local Area Development Fund, Local Donor Contribution, Tea Board of India and some extent by its own resources.

The institution has Eighteen 18 general classrooms, three digital classrooms, one computer laboratory and one conference room in the college. The classrooms of the college are well facilitated with electricity, fans, black and green boards, projectors and adequate numbers of desks and benches. The entire college campus including examination confidential room, examination halls, some classrooms, and the library are under the CCTV surveillance. Besides, there are Wi-Fi facilities for virtual connecting in the college.

The college has a library with a large number of books, photocopy facilities and reading room for both teachers and students. It is being operated manually at present and the Soul-0.2 has already been installed for digitalization. Now Computer accessioning and bar coding activities are under process.

The college has Girls' and Boys' Common Rooms, Students' Union Office, NSS Unit, one Power Generator Set, a Canteen cum Guest House (which is under construction), safe drinking water facilities etc. Three solar stand lights are installed in the campus. For extra curricula activities the facilities of sports, outdoor and indoor games NSS, cultural activities, public speaking are available in the institution.

There is a Seminar Hall in the college. The cultural functions and other programs are generally held here. The college has 25 KVA power generator and three phase electricity connection. The ONGC has provided the college a safe drinking water facility for the students using modern purifiers. The institution has separate room for IQAC.

The institution has adequate facilities for sports, games (indoors and outdoors) cultural activities and yoga centre etc.

For all round development of the students the college encourages them to engage in co-curricular activities. The college organizes college week programs every year where different competitions are held under sports, literature and cultural sections. Equipments are available in the college for various indoors and outdoors game. The students are encouraged to participate in various competitions at university, district and state level. Most of the instruments and facilities for performing activities are provided by the college. For extracurricular activities the institution provides volleyball, football, cricket equipments etc. Various songs, dances and dramas are performed in the college in different occasions like foundation day, freshmen social, sports week etc. The institution updates its IT facilities regularly in order to enhance quality education using these technological tools. The students use the computer basically to check the information in the computer laboratory. The admission and examination form fill-up and renewal of admission of the college have been made fully online from academic year 2019-2020. There is also a Yoga centre,

Handicraft Centre in the college.

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: 76.8

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
42.04	51.99	82.83	22.45	25.21

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

4.2 Library as a Learning Resource

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

Response:

The Sonari Commerce College Library is a heart and soul part of the Institution since its inception in 1991. In the very beginning it was started with very limited books that were collected either from donation of well-wishers or by purchasing the most needed text books by the college. At present it is renovated with adequate numbers of books for the students. It is working on SOUL-2.0 software which is Integrated Library Management System (ILMS). The major module of SOUL which is catalogued and circulations are partially automated. The automation process includes sectional bar code which is under process.

There are more than 6000 (Six Thousand) books and 6 (six) periodicals in the college library. The data base of books has been created by using the SOUL 2.0 software in more than 4000 books and the process is going on.

The college library has got three big rare books (manuscript) approximately of 200 pages (published in

handwritten form in 1800 Saka.) which is preserved in the Museum Cum Cultural & Community Corner in the Library. the cultural corner of the college has also got a 'Dola' a particular carriage of brides in ancient time. The collected rare books are scanned and kept in the computer. The college library, moreover, provides the students question banks and question papers of previous examinations.

Very recently the sonari Commerce College Library subscribes for the e-resources by NLIST and NDLI. At present the library uses both computerized and manual system in issue and return of books supervised by some rules and regulations.

The average annual expenditure for purchasing of books and subscriptions for journals during last five years of Sonari Commerce College Library is given below:

Year	Expenditure on periodicals(in lakhs)	Expenditure on Books
2017-2018	Rs. 7376	Rs. 2,36,218
2018-2019	Rs. 6512	Rs. 27,578
2019-2020	Rs. 5222	Rs. 36,102
2020-2021	Rs. 8334	Rs. 83,685
2021-2022	Rs. 8219	Rs. 11,325
2022-2023	Rs. 10,967	Rs. 54,348

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:

1. The institution provides wifi facilities to each department.
2. The library of the college also equipped with desktops and wifi facilities
3. There are three overhead projectors in the smart class rooms for the benefit of both students as well as teachers and they are regularly used and operated.
4. The institution has tried to incorporate IT tools within the classrooms, as a part of this overhead projectors are installed in the smart class rooms.

5. At the time of lockdown, the institute organised Google meet and Zoom meet classes among the students.
6. For each semester students whats app groups are formed for providing study material and sharing other important academic related information.
7. The institution has a workable website in which information are shared and updated frequently. the entire admission procedure of the college have been automated.
8. Every financial expenditure statements and examination related works are automated.
9. The IQAC office of the College is also well equipped with wi-fi.
10. The library of the college is automated partially and it is also upgraded from time to time and e-resources are also subscribed.
11. The institution has organised a number of workshops for assisting the teachers for updating themselves with the technological knowhow and to make it useful to classroom teaching.

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

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

Response: 29.67

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

Response: 12

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: 8.64

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
5.94	2.24	2.24	8.56	6.27

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: 37.51

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
206	205	89	170	118

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: D. 1 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: 0

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
0	0	0	0	0

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: D. Any 1 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: 14.08

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
64	7	4	2	1

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
132	151	114	96	61

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: 16.67

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

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

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
0	3	2	1	0

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: 0

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

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

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

File Description	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: 1.8

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
0	0	1	3	5

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:

Though the Alumni Association of Sonari Commerce College is not registered, it is now under process. The alumni association of the college is actively working for the development of the college since its inception. Alumni are the backbone of the college and pro actively contributing the college in its development and progress. They help faculty and students in many of their endeavours. Interactive sessions by successful alumni are conducted to mentor and guide current students, scholarships to needy and meritorious students, placement, internships, motivational lectures, project training, tie up to conduct, extension and outreach programs, exhibitions, industrial visits etc. are the key areas where alumni of the college are proactively engaged. They also help in the smooth and effective functioning of the Internal

Quality Assurance Cell (IQAC) of the college. In 2016-17, the alumni association of the college took active part in celebrating the Silver Jubilee of the college. The alumni association of the college had donated sufficient amount of cash for conducting the alumni meet. Moreover, the alumni association had donated a multipurpose Xerox machine which is one of the greatest asset for the college till now. Besides this the alumni associations of the college have made significant financial support to the weaker section of the society. For this purpose they have a current account with the State Bank of India at Sonari Branch.

Some significant contributions by the Alumni Association are as follows:

1. Guest lectures on various subjects and provide valuable guidance to the students.
2. Some alumni are industrialists. They share their knowledge and experience with the students.
3. They are also a part of Career Counseling programmes conducted time to time.
4. They also help in various activities organised by IQAC of the college.

Sonari Commerce College Alumni Association:

Advisors : Chinmoi Das, Kamal Teli, Sarabjit Singh, Suprajit Dey, Tulika Gogoi

President : Kamaljyoti Hazarika

Working President : Nikuraj Handique

Vice President : Chiranjib Mohan, Debojit Buragohain, Nikhil Agarwal, Abhisekh Jain, Kiron Dey, Rajib Paul.

Joint General Secretary : Abhijit Bhuyan, Dhruvajyoti Sarma.

Asst. General Secretary : Tulun Paul, Pranabjyoti Sharma, Abhijit Dey, Biplab Paul, Ankur Borah, Bikash Tassa, Satish Upadhyaya.

Treasurer : Ram Kumar Das.

Cultural Secretary : Jamuna Haldar,

Association Coordinator: Dharitri Bhagawati, Bipradeep Paul, Karna Devnath, Ankur Borah, Sudipta Sen, Priyanka Chakraborty, Nomi Cheleng, Gopi Kishore Sah, Bitu Thakur, Subham Dey, Ankita Dubey, Anita Prasad, Ashmita Dutta, Sali Begum, Jagriti Chetia, Suranjana Boruah, Tanishqua Urang, Manashi Debnath, Pranay Handique, Ritu Hatimuria, Nihar Das.

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 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.

Vision: To encourage value based education and ensure quality enhancement in higher education to produce qualitative and productive human resources for better economy and social life of the region and the nation as a whole.

Mission: To educate students for perfect knowledge and growth of their mental, physical and moral aspects for an effective work force.

Sonari Commerce College is governed by the principles of participatory democracy and maintaining a hierarchical set up for smooth and effective functioning. The college has an efficient internal management system under the leadership of the Principal. The Governing Body, the Principal, the IQAC and both teaching and non-teaching staff work together for designing and implementation of plans and policies of the college. The governing body is the apex body of policy making and implementation of the college which is headed by a president. . The college governing body is actively involved in initiating plans and policies on the basis of the mission. Statement and action plans are implemented accordingly. The Principal in consultation with the Vice Principal, Head of the Departments and faculty members plan all activities to achieve academic excellence. All the beginning of each academic year, the Principal organizes a staff meeting where action plan for the year is shared with the staff and various committees. The college promotes decentralizes governance by delegating responsibilities to vice principal and Head of the Departments for smooth functioning of the academic activities and various matters relating to the departments.

Various committees are constituted by inclusion of administrative staff members so that administrative responsibilities and authority can be decentralized and a spirit of team work and institutional culture can be developed. Committees can be upheld. The college has following committees working in different fields -

1. IQAC; 2. Finance Committee 3. Building Construction Committee; 4. Purchasing Committee
5. Anti-Ragging Committee; 6. Examination Committee 7. Admission Committee; 8. Canteen Management Committee 9. Library Advisory Committee 10. DODL Center Committee; 11. Disciplinary Action Committee; 12. Disaster Management Committee; 13. Career Counseling Cell; 14. Anti Sexual Harassment Cell; 15. NSS Unit; 16. Eco Club; 17. Grievance and Redressal Cell; 18. Minority and Tea Garden Community Cell; 19. Other Backward Class Cell; 20. Poor Students' Welfare Fund Committee; 21. SC & ST Cell; 22. Women Cell; 23. Students' Union; 24. Games and Sports Cell and 25. Tobacco Control Committee.

The College is governed on the principle of participatory management at different levels. Participative

management is based on equitable faculty members. The conveners and its members develop their organizational skills while organizing events and activities. The teaching duty, the examination, evaluation, admission process, Students' Union Election etc. are carried out by the faculty members. The IQAC, Women Cell and NSS wing of the college organize skill development programs, leadership camps, Workshops and any other cultural programs.

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:

The functioning of the institutional bodies is effective as visible from policies, administrative set up, appointment and service rules, procedures, deployment of institutional strategic/ perspective /development plan etc.

Response: The College has a Governing Body which is headed by a President nominated by the State Government. A person having academic, administrative and social repute is generally selected as President. It is an all inclusive body comprising representative from teachers, employees of the college, Government and University nominees, representatives of the guardians and donors. The Principal acts as secretary and the Vice Principal acts as the Ex-Officio member. The Governing Body meets at stipulated intervals at the call of the Secretary and adopts resolutions for implementation of policies and plans relating to academic, administrative and financial matters after thorough discussion and deliberations as per Govt. and university guidelines. Several committees are constituted with the faculty members by the principal for overall management of admission, academic, finance, conduct of examination, extension activities, construction, and maintenance of discipline, cultural and co-curricular activities and cleanliness of the college campus. All the committees are headed by a convener who convenes meetings with other members to execute plan and strategies and communicated to the principal.

The principal, the head of the institution provides active leadership. As the secretary of the Governing Body, the principal executes academic, administrative and financial functions as per UGC and Director of Higher Education, Govt. of Assam guidelines. The Principal executes the decisions taken by the Governing Body with the help of stakeholders. All correspondence is made by the principal.

The Vice Principal is a senior most faculty. The function of Vice Principal is to provide active role in academic and administration of the college. He provides assistance to the principal and in absence of principal carries out the function of the principal.

Head of the Departments are appointed on the basis of experience. The Head of the Departments are empowered with rules to see to the smooth functioning of the classes, Internal Assessment and various other matters relating to the respective department.

Teachers are appointed as per the guidelines of University Grants Commission, initially as Assistant Professor. Non-teaching staff are appointed as per Govt. of Assam guidelines. Service Rules are as per UGC and the Govt. of Assam Service Rules.

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: E. None 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:

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

Response: The College makes sincere efforts to bring about dynamism among faculties by taking a number of effective and motivational measures like participate in the different training programs or courses such as Orientation / Induction Programme, Subject / Multi Disciplinary Refresher Courses (RC), Faculty Development Programmes (FDP), doing Research Work, participate and present seminar and research paper and also participate different Govt. Training Programme. The College organizes seminars, workshops also where the faculty members get an opportunity to express and exhibit their academic and leadership skills. The college has an active Women Cell and undertakes various extension activities and

encouraging non teaching staff and students to participate skill development and training programme like knitting and cutting, weaving, baking etc.

The college has some welfare schemes for teaching and non-teaching staff like medical leave, maternity leave, paternity leave as per provision of Govt. of Assam. The college also provides canteen and refreshment facilities as staff welfare measures.

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

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

Response: 0

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

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

File Description	Document
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: 13.26

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
17	3	3	0	1

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
11	11	11	11	11

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

6.4 Financial Management and Resource Mobilization**6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)****Response:**

The institution has strategies for mobilization and optional utilization of resources and funds from various sources (Govt./ Non-Govt. organizations) and it conducts financial audits regularly (internal and external).

Response: The college generates fund from the fees collected under different heads from the students at the time of admission and the same is utilized for college development, campus maintenance, classroom maintenance, electricity duties etc. Besides fees from students, the college receives grants from the State Government, University Grant Commission and MLA and MP Local Area Development (LAD) Schemes.

The college has a Construction and Purchasing Committee that monitors the use of funds received from Government, UGC and other sources. The accounts related to the use of funds are recorded and kept by the office which is monitored strictly by the Principal. The principal has to submit the accounts at the GB meeting for approval. The fund utilization along with other financial matters is audited by a qualified CA Firm.

The college has an efficient financial management and control system to manage its day to day financial activities. Procurement and proper utilization of funds is ensured through some measures like:

1. A budget is prepared for every financial year and approved in the GB meeting. The body examines the financial requirement of each head and accordingly allocation is made.
2. Fee structure is formulated by the college annually with the approval of GB. The students deposit the fee in the respective bank directly.
3. All payments are made by cheque or by NEFT by the Principal as well as the Drawing and Disbursing Office (DDO) of the college subject to the approval of the GB. However, in unavoidable circumstances each payments are also made by observing proper norms of payment.
4. In case of heavy purchase, quotations are invited from proper farms and all tender procedures are followed to supply the quoted materials.

All respective accounts are audited by an Internal Auditor. The Internal Auditor, a Chartered Accountant (CA) is appointed by the GB of the college after completion of a financial year. Generally the audit is done at a convenient time or as required.

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

Response: Internal Quality assurance cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process. Structures and methodology and operations and learning outcomes at periodic intervals and records the incremental improvement in various activities.

From inception, the IQAC has constantly functioning towards development such a mechanism which ensure quality at both academic and administrative areas. The cell plans policies for quality assurance and also put them into process. It also monitors such plans. The principal as chairperson of the IQAC has facilitated the formation of various cells and communities which actively carry out quality enhancement plans. Various committees are: Academic forum, Academic and Research, Grievance Redressal etc.

The IQAC reviews various academic and other matters of the college and gives suggestions to the concern authorities regarding the further improvement of the institutional qualities. The IQAC request the teaching department of the college to initiate certain steps and activities for the interest of the students so that they can receive the benefits of the academic provisions of the college. The cell circulates notices whenever necessary to draw the attention of the lectures and non-teaching of the college for smooth conduction of some of its course of action. Analysis of the feedback of the students on the academic aspects of the college is one of the major role played by IQAC. On the basis of the analysis IQAC submits its report to the authority regarding the strong as well as weak areas of the academic aspects of the college.

IQAC has taken initiative for publishing a news letter of the institution from the year 2016. The teaching faculty under the initiative of IQAC, have been offering the services of periodic teaching at the nearby feeder institutions on different subjects. IQAC and NSS of the college has been involved in various awareness program such as health awareness, currier counseling, environment awareness program etc. The college has also an adopted village namely Borhulabam Gaon and is working for the development and welfare of the community of the village under the guidance of IQAC.

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: D. Any 1 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:

Response: The Sonari Commerce College has a reputation of strictly adhering to a zero tolerance policy of gender disparity. All the policies and practices taken by the college are gender neutral. The women cell of the college is authorized and empowered to hold and host any program they plan to promote gender equality. The college celebrates International Women's Day and other women empowering programs under the behest of its women cell. No complaint of any kind of sexual harassment has ever been registered since the inception of Anti Sexual Harassment Committee. The college has a well equipped, spacious Girls' Common Room with recreational facilities. There are separate wash rooms and toilets for girl students and female staff of the college. It is always seen that the different bodies in the college including our students union always get adequate representation of all genders. Both boys and girls students equally participate in various functions, festivals held in the college. Even in the NSS group and other committees of the college, the sex ratio is maintained.

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: B. 3 of the above

File Description	Document
Upload supporting document	View Document

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

1. Green audit / Environment audit
2. Energy audit

3.Clean and green campus initiatives**4.Beyond the campus environmental promotion activities**

Response: C. Any 2 of the above

File Description	Document
Upload supporting document	View Document

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

Response:

Response: Most of the students of our college come from heteroginious background. We have students from different linguistic, religious, ethnic and religious background. The students are from teagarden, villages and semi urban areas are belongs to tea-tribes, Ahom, Bodo, Bihari, Bengali maruary and other OBC, MOBC, ST, SC communities. Some students are from boarder areas of Assam, Nagaland and Arunachal Pradesh who have their own language and culture. One of the healthy practices the college maintains is a solid spirit of harmony, peace, brotherhood, mutual cooperation and respect. The college has diligently put in place an internal mechanism which is conduct to communal harmony mutual respect and brotherhood peace and cooperation. The college does not allow any political activity in its ambit. Sanitizing students to the social, culture, geographical, ethnic and linguistic diversity of the state, has always been a top priority of our college. To help them become more aware of culture, religion, linguistic, communal and socio-economic diversity. The college always encourages students to organized and takes part in various programmes sponsored by colleges, inter colleges, University and other government and non-government organization. The college takes number of steps to create good environment for all.

The college organizes cultural rally showing cultural diversity in the college. Annual week, cultural possession is held where the culture, religion, linguistic, communal and socio-economic diversity are depicted in a very colourful manner in an effort to manage students awareness of these differences.

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:

Two Best Practices successfully implemented by Sonari Commerce College are: Poor Students' Welfare Fund and Tobacco Free Campus. They are described in the following way.

Best Practice No:1

Title of the practice: **Poor Students' Welfare Fund.**

Objectives of the Practice:

- (i) To provide financial assistance to economically backward but meritorious students.
- (ii) To create interest among the economically backward students towards higher education.
- (iii) To avoid drop out students for higher education.
- (iv) To enable economically backward students to fulfill their dream through education.

The context: In our society, there is wide economic disparity. Therefore, there is a need for equal educational opportunities. The institution believes in social responsibility. So it provides financial assistance to meritorious students from poor economic backgrounds, by creating a 'Poor Students' Welfare Fund'. Recently, the institution has established a book bank, named as "Poor Students' Book Bank" under this practice. The college provides books to the needy students for the whole session or semester from this Book Bank.

The practice: The College provides this holy service to the poor but meritorious students which really help them to complete their higher education. The institution expects that they will help to improve the society.

Evidence of Success: Many poor students are benefited by this practice. Miss Nikita Ghosh, a student of Commerce Stream, succeeded to become the best graduate of Dibrugarh University in the year 2019 availing the benefit of this best practice of the college. Till date many students coming from poor background have successfully completed their graduation taking this advantage and presently they are contributing to the society.

Problems Encountered and Resources required: Though the college is providing financial assistance through Poor Students' Welfare Fund, collected one time from the students at the time of admission, it is not enough to cover all of them. So, a bigger fund is necessary for this purpose.

Best Practice No: 2

Title of the practice: **Tobacco Free Campus**

Goals:

- (i) To aware the students of the college and the nearby people of the harm of using tobacco in any form.
- (ii) To make the college campus clean and tobacco free.

(iii) To save the young generation from the grip of any toxin.

The context: The practice is undertaken by the college with the help of local govt. authority.

The Practice: Students of the college hail from different casts and communities. Some new comers are seen using packet products having tobacco. As soon as it is detected, they are aware of the harm of tobacco to human body and mind. With the help of the teaching staff, NSS unit, Students' Union etc. the college takes various steps like holding meetings with the students, holding health caring workshops with the help of govt. health organizations, postering against the use of tobacco etc. to make the college campus tobacco free.

Evidence of Success: The College has succeeded to make its campus free of tobacco. Students and any other employee of the college do not use tobacco in any form in the college campus. Having noticed the successful application of the practice in the college, the District Tobacco Control Cell, Charaideo, Assam has awarded the college a Tobacco Free Appreciation Certificate on 26th January, 2023 on the occasion of celebration of the 74th Republic Day of the country. The college observes 'World No Tobacco Day' on 31st May every year.

Problems: The environment where our students bring up and belong to is mostly affected by tobacco. They see people using tobacco in their day to day life and gradually form a habit of using it. So, a common awareness of the harm of using tobacco should be made by the respective authority.

File Description	Document
Best practices as hosted on the Institutional website	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:

Being one and only higher institution of commerce education, the SonariCommerce College has been playing a major role in imparting Commerce Education. Besides serving in responsible posts of Central and State Government sector, different companies, many alumni of the institution have been self employed. Due to scarcity of Govt. sector jobs the importance of private company jobs and self employment is significant in present days. It solves the problem of educated unemployment of the country. It is a matter of dismay that after graduation many graduates do not find any engagement instantly. They are seen moving here and there in search of jobs. In this context, in comparison of the Arts and Science graduates, the graduates of commerce in present days have more scope to be employed either in private sector or as self employed. At least they can start a small business for their engagement. In order to run a good business the knowledge of commerce education is always a help and opportunity for the students. Because the ethics of a good business could be learnt through commerce education better. The basic accounting systems, good dealing with customer, proper information about quality goods, attractive

displaying of goods to attract customers etc. and etc. are the main techniques of successful business and from the retail business to company form of business all are learnt in commerce education. Since accounting is called the language of business, businessmen having commerce background can easily rise and meet up the challenges in business. Sonari Commerce College has been fulfilling such needs of the students and thereby displays its distinctiveness in the society.

Many alumni of the College are self employed. The College feels proud to see them engaging themselves as industrialists, sole trader, partnership businessmen, tax consultant, accountants, producer of goods, supplier, distributor, contractor, wholesaler, doing e-business, dealing in various financial products, pleading as senior lawyer in the High courts in India, LIC, GIC workers, tourist agent, driver, mechanic, wealthier, builder etc. Their contribution towards the society and the college through their own field of work is very significant. It is always higher than the common graduates of any institution of any discipline in the district.

The College is proud to mention of a few alumni who have succeeded in their live and have brightened the name of the institution. Mr.BhaskarChaturvedi, presently working as Chief Financial Officer (CFO), Invest India, New Delhi and one of the unicorns of Prime Minister of India as stated in Business Today Journal of 27th November, 2022, is a product of this institution. Moreover, Nikhil Agarwal, Abhishek Jain both are successful Industrialists serving in the society by absorbing many unemployed graduates in their industries. Miss Nikita Ghosh will always remain an inspiration for the students of our College for her outstanding result to become the best Commerce graduate in the year 2019. Miss GayatriBhuyan, best gold medalist in P.G. Examination from U.S.T.M. Meghalaya in the year 2022 is another successful alumni of Sonari Commerce College.

File Description	Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

The Sonari Commerce College has got an Open and Distance Learning Study Center under the Directorate of Open and Distance Learning, Dibrugarh University to which the college is affiliated. Learners unable to pursue higher education in regular mode for various causes can fulfill their hope of achieving it through this center. Learners without any bar of age limit can enroll their names in the Under Graduate (UG) and Post Graduate (PG) programs offered by the Dibrugarh University through this study center. It was started in the academic year 2021 and at present there are _____ learners in both UG and PG programs.

The college, moreover, offers a few add-on courses to the students which they can pursue along with their general program. Various departments of the college are in charge of different add-on courses of which they prepare the short term syllabus, hold classes, arrange examinations of theory, practical and viva and evaluate the answer scripts. The Office of the Principal awards certificate to the eligible candidates. A few such important add-on courses approved by the Dibrugarh University and presently running in the college are Yoga and Weaving.

Concluding Remarks :

The Sonari Commerce College has been serving the most important need of the society of a vast locality where it is situated. Being the only higher education institution of commerce education in the entire Charaideo District, the college has provided opportunity to acquire commerce education by the students. Particularly, it is the only option of the students of nearby to bordering states Arunachal and Nagaland to pursue commerce education. Moreover, the gradually soaring enrollment of students studying commerce Tea Garden Community is almost a hopeful message from the point of view of spreading commerce education among the community. Many a students from this community have got engagement in various posts in the tea gardens they belong to.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.1	<p>Number of Add on /Certificate/Value added programs offered during the last five years</p> <p>Answer before DVV Verification : 3 Answer After DVV Verification :3</p>																				
1.2.2	<p>Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years</p> <p>1.2.2.1. Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>16</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>16</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	16	0	0	0	0	2021-22	2020-21	2019-20	2018-19	2017-18	16	0	0	0	0
2021-22	2020-21	2019-20	2018-19	2017-18																	
16	0	0	0	0																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
16	0	0	0	0																	
1.4.1	<p>Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)</p> <p>Answer before DVV Verification : Yes Answer After DVV Verification: No</p>																				
3.2.2	<p>Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years</p> <p>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:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>1</td> <td>2</td> <td>0</td> <td>1</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>1</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	3	1	2	0	1	2021-22	2020-21	2019-20	2018-19	2017-18	0	0	0	0	1
2021-22	2020-21	2019-20	2018-19	2017-18																	
3	1	2	0	1																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
0	0	0	0	1																	
3.3.2	<p>Number of books and chapters in edited volumes/books published and papers published in</p>																				

national/ international conference proceedings per teacher during last five years**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**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
4	3	3	1	11

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
4	3	3	1	11

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
5	4	3	7	0

Answer After DVV Verification :

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

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 : 2

Answer After DVV Verification :1

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
15.33	8.30	15.55	20.7	26.7

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
42.04	51.99	82.83	22.45	25.21

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 : 12

Answer after DVV Verification: 12

Remark : HEI Input has been accepted

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
15.34	8.30	15.55	20.74	26.77

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
5.94	2.24	2.24	8.56	6.27

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
424	363	227	331	270

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
206	205	89	170	118

5.1.2	<p>Capacity building and skills enhancement initiatives taken by the institution include the following</p> <ol style="list-style-type: none"> 1. <i>Soft skills</i> 2. <i>Language and communication skills</i> 3. <i>Life skills (Yoga, physical fitness, health and hygiene)</i> 4. <i>ICT/computing skills</i> <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: D. 1 of the above</p>																																								
5.1.4	<p>The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases</p> <ol style="list-style-type: none"> 1. Implementation of guidelines of statutory/regulatory bodies 2. Organisation wide awareness and undertakings on policies with zero tolerance 3. Mechanisms for submission of online/offline students' grievances 4. Timely redressal of the grievances through appropriate committees <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: D. Any 1 of the above</p>																																								
5.2.1	<p>Percentage of placement of outgoing students and students progressing to higher education during the last five years</p> <p>5.2.1.1. Number of outgoing students placed and / or progressed to higher education year wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="308 1151 1046 1285"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>7</td> <td>12</td> <td>9</td> <td>18</td> <td>14</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="308 1364 1046 1498"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>64</td> <td>7</td> <td>4</td> <td>2</td> <td>1</td> </tr> </tbody> </table> <p>5.2.1.2. Number of outgoing students year wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="308 1576 1046 1711"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>105</td> <td>133</td> <td>164</td> <td>132</td> <td>128</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="308 1789 1046 1924"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>132</td> <td>151</td> <td>114</td> <td>96</td> <td>61</td> </tr> </tbody> </table> <p>Remark : 5.2.1.2 Pass students have been considered as per 2.6.2.1</p>	2021-22	2020-21	2019-20	2018-19	2017-18	7	12	9	18	14	2021-22	2020-21	2019-20	2018-19	2017-18	64	7	4	2	1	2021-22	2020-21	2019-20	2018-19	2017-18	105	133	164	132	128	2021-22	2020-21	2019-20	2018-19	2017-18	132	151	114	96	61
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5.2.2	<p>Percentage of students qualifying in state/national/ international level examinations during the</p>																																								

last five years (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

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

Answer before DVV Verification:

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

Answer After DVV Verification :

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

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
1	4	2	1	0

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0	3	2	1	0

5.3.2

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

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	16	24	50

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	1	3	5

6.2.2

Implementation of e-governance in areas of operation

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

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

Answer After DVV Verification: E. None of the above

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
28	5	4	0	1

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
17	3	3	0	1

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
1	0	0	0	0

Answer After DVV Verification :

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

Remark : 6.3.3.2 - As per SSR /IIQA Non-teaching value is 11 for all the assessment years.

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**

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

	Answer After DVV Verification: D. Any 1 of the above
7.1.2	<p>The Institution has facilities and initiatives for</p> <ol style="list-style-type: none"> 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 <p>Answer before DVV Verification : A. 4 or All of the above Answer After DVV Verification: B. 3 of the above Remark : Sl. No. 1, 2 and 5 have been considered</p>
7.1.3	<p>Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following</p> <ol style="list-style-type: none"> 1. Green audit / Environment audit 2. Energy audit 3. Clean and green campus initiatives 4. Beyond the campus environmental promotion activities <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: C. Any 2 of the above Remark : S. No. 2 and 4 have been considered</p>

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Expenditure excluding salary component year wise during the last five years (INR in lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>22</td> <td>11.94</td> <td>35.14</td> <td>75.45</td> <td>34.08</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>52.31</td> <td>54.24</td> <td>73.45</td> <td>49.7</td> <td>62.63</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	22	11.94	35.14	75.45	34.08	2021-22	2020-21	2019-20	2018-19	2017-18	52.31	54.24	73.45	49.7	62.63
2021-22	2020-21	2019-20	2018-19	2017-18																	
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