



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**MORAN COMMERCE COLLEGE**

**MORAN NATUN NAGAR PO DIKHARI MORAN DIST. DIBRUGARH  
785675**

**[www.morancommercecollege.in](http://www.morancommercecollege.in)**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**August 2024**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Moran Commerce College, is the only premier institution of higher education of Commerce stream in Moran Town which is adjoined by two districts namely Dibrugarh and Charaideo. The College is situated at Moran Natun Nagar, Moran, Dist. Dibrugarh, Pin 785675 is one of the most promising institution of commerce education of the greater Moran area. The College, having a land area of 25 bighas (8.25 acres) came into being in 1993 under the august patronage of Late Ram Kr. Agarwalla, Sri Lohit Chetia and others in the likes of Sri Monoranjan Sarma, Sri Shyamdew Singh, Sri Thaneswar Konwar and others with a vision of spreading commerce education among the aspirants from all sections of the society especially the economically and socially backward ones. Started with 56 (Fifty-Six) students, the college has not only been rendering commerce education to thousands of students till date since inception but producing some brilliant students also. The students enrolled in the college are mostly from TGL and economically weaker sections of the society. Adhering to the vision of the founding fathers, the college believes in providing a holistic education to the students and thereby enabling them to inculcate moral, cultural and socio-economic values to become responsible citizens of the society.

The college is affiliated to Dibrugarh University. The College was provincialized on 2021 by the Department of Higher Education, Government of Assam.

The students, the teachers and employees of the College have a sense of attachment and social responsibility and contribute towards welfare of the local community. The College has been organising workshops, undertaking Programmes like Sapling Plantation and distribution, Swacchata Programs, arousing health and educational awareness and other extension programmes among the students and local community.

Moran Commerce College is located in Natun Nagar, Moran, P.O. Dikhari Dist: Dibrugarh, in a rural area which is 3.5 kilometre from Moran Town. The College has 108 numbers of students (in 2022-2023) enrolled in undergraduate programmes, namely: B.Com(Honours)Accounting and Finance(Accountancy), B.Com (Honours) Marketing (Management) and B.Com in General Standard.

The institution offers five Add-on courses from the assessment year 2023-24.

### Vision

Imparting valuable knowledge to learners for enhancing & developing their capabilities to be able citizen of the society and strengthen the socio-economic set up of the locality through quality higher education.

**Mission**

To equip learners with knowledge of commerce education and providing necessary skills and ideas in order to develop entrepreneurial talent and self-development, as well as achieve academic excellence and secure a better future through adopting effective teaching and involving students in practical works and societal activities.

**1.2 Strength, Weakness, Opportunity and Challenges(SWOC)****Institutional Strength**

- Exuberant Students.
- Committed and Motivated Teaching Staff.
- Sufficient Own land for further infrastructural development.
- A well- equipped Library with good number of books.
- NSS promote social responsibility among the students.
- Student counselling and Student Grievance Cell to address the needs of students
- Strong Alumni Association.
- Community engagement.
- Huge playground.
- Convenient educational environment.

**Institutional Weakness**

- No appointment of Permanent Principal since provincialisation of the College.
- Lack of effective infrastructure and furniture.
- Lack of adequate Faculty strength.
- Lack of financial support from State govt. and UGC.
- Inadequate financial assistance for library books and automation.
- Lack of sports facilities like indoor and outdoor stadium.
- Inadequate numbers of computers.
- Inadequate numbers of Digital Classroom.
- Lack of Hostels facilities for boys and girls.
- Lack of Schemes to provide training programmes for faculty to upgrade themselves in the recent developments within the subject area.
- Lack of funded Research.

**Institutional Opportunity**

- Increase in enrolment of students is possible with the additions of more honours subjects which is recently added.
- More scope to provide quality higher education to rural students.
- Possibility to Increase the innovation and extension activities in rural areas and harness local talents.
- Increasing enrolment of students belonging to the marginalized sections including SC/ST groups.
- There are ample opportunities of tie-up with various Governmental organisations and NGO's and

increasing number of Add-on courses will help to generate self-employability of students.

- Development of Digital Infrastructure will enable students to acquire new knowledge and skills and help to connect with other institutions via digital mode.
- Developing water recycling and waste recycling management.
- Ample space for sapling plantations in order to make a healthy environment atmosphere.
- Scope to enhance sports facility for students- an indoor and outdoor stadium.

### **Institutional Challenge**

- Due to lack of proper and upgraded infrastructure and availability of hostel facilities the students are likely to move to neighbouring districts.
- Due to increase in the number of technical institutes in the State, the enrolment in general degree college is posing threat as students mostly prefer technical courses.
- Increasing number of dropout students.
- Lack of incubation centre to generate entrepreneurs.
- Unable to acquire Research Projects.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

Moran Commerce College was established with the Vision to become one of Assam's leading Centers of excellence imparting commerce education of highest Standard. It is one of the most promising institutions in the greater Moran area in terms of commerce education. The College has only commerce stream (single stream) which provides scope for 150 students per semester to pursue their ambition of higher education and takes care of the diverse needs of the students. Since the College is affiliated to Dibrugarh university it has to strictly adhere to the syllabus and academic calendar prescribed by the university. However, to make learning both an interesting and an enriching experience for the students, the institution has designed a few of its own teaching learning strategies. Regular assessment of the learners is done by using different evaluative tools. The College offers only UG Programme and from the academic session 2023-24 it started five Add-on Courses. All the departments of the College follow a well framed teaching plan so that the curriculum can be implemented effectively and the courses can be finished within the time frame. To accomplish the vision and mission of the imparting quality education for the all-round development of the student, all faculty members upgrade themselves by attending Faculty Development Programme (FDP), Refreshers Courses, Faculty Induction Programme, seminars etc. The library of the College is well stocked of books with having good learning resources for the learners.

Apart from the above, the college have IQAC, Teachers' unit, Students' union, NSS unit, Women Cell etc. to take necessary measures in order to foster gender and other human Values.

### **Teaching-learning and Evaluation**

Moran Commerce College is providing quality education and always stress on the improvement of teaching

learning process. The institution follows a transparent admission policy and all the information displayed in college notice boards, Samarth portal and also in college website. Mostly the students are from tea-garden area and rural deprived community specially the socio-economic weaker students. So teaching is in compliance with the needs and always tries to foster a positive environment where they feel valued.

Teaching plans are framed as per the needs of the students. The college has taken many steps to improve the quality of teaching learning by adopting new strategies which are student centric. Innovative teaching and learning process is provided by the college in order to enhance the learning capacity of the students. Therefore, several student centric learning methods have been initiated like unit test, seminar, assignments, presentation, participative learning, projects, group discussion, workshop, industrial tours etc. in order to meet the diverse needs, interest and capabilities of the learners.

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

The college has various collaborations with other colleges and institutes for exchanges of ideas and programs.

Resource Person and Alumni from different fields are invited to share their experiences and thereby motivate the students to develop entrepreneurial skills, so that students can be empowered with necessary skills to manage their own enterprise. The general and ultimate aim of the programme is to increase employability of the students in the job market and motivate them towards entrepreneurship.

### **Research, Innovations and Extension**

The College has been continuously encouraging students and faculties towards research and organises departmental field studies and workshops/seminars for the students. The students are taught how to prepare the projects and seminar papers and encouraged to read research articles available at various websites. Students are also asked to prepare projects on the topics of the field studies that they have done. The projects reports are prepared individually and in groups.

The College and the departments, IQAC, Women Cell, NSS, have conducted various extension and outreach programmes during the last five years.

The College has adopted a village which is 1.5 KM away from the college for the development of education, health, culture and environment of the village. The College has organized awareness programmes on health, environmental protection, cleanliness etc. in the Village.

The institution gives utmost importance on making the atmosphere of the college conducive for research activities. The authority encourages the faculty members to engage themselves in research related works and participate in various seminars and workshop. At present two teachers have M.Phil. degrees and few teachers pursuing P.h.d. Many of the teachers have also completed Short term courses, Refresher courses and Faculty Development Programmes, FIP sponsored by UGC, PMMMNMTT Scheme of Ministry of Education, Government of India and State Govt. Higher Education sponsored. The college has a Publication Cell which publishes yearly Research book/Journal. The Cell has published one issue of book named PRAGYA (an ISBN book of multidisciplinary topics) in the current year. Various workshops/Seminars are also organized in collaboration with other organizations to promote research expertise of the faculties. The college has well-equipped library with many rare books, encyclopaedias, journals, periodicals and access to e-resources from N-

List subscription and NDLI. The teachers are provided with wi-fi facilities to use the e-resources of available in open sources.

For the promotion of the social responsibilities of the institution and community welfare various social activities and extension programmes activities are undertaken by NSS and other cells of the College.

The College has received 3 certificates of recognition from Government of Assam affiliated educational institutions and others.

### **Infrastructure and Learning Resources**

- The college is located within the area of 25 bighas (8.26 acres). Total build up area of the college is 972.7877sqm. The rest is open space, including a playground, parking and gardens.
- The college has 5 classrooms over two buildings.
- The college have wi-fi facilities.
- The college have 6 computers and the student ratio is 18
- The college have a computer lab.
- The college have 5 scanner/ printer.
- The college buildings consist of Departmental Classrooms, Administrative Blocks, Library and Teachers staff room, Auditorium, Students Common Rooms.
- The college have 6 white boards
- The college has one inverter.
- The Library of College has total area of 924 square feet with 2500 printed books.
- The library functions from 9am to 4pm.
- The institution provides adequate indoor games facilities like carrom board, chess etc and it also provides facilities for outdoor games like volley ball, cricket, musical chair, kabaddi, badminton etc. The college encourage different cultural activities like dance, drama, songs, literacy competition like essay writing, drawing etc.

### **Student Support and Progression**

Moran Commerce College believes in holistic development of the students. During last 5 years 5 students have been benefited through scholarships provided by the government. Yoga and soft skills programs have been organized for enhancement of skills and capacity building of the students. Career counseling programs organized by the institution have successfully guided 3 students for competitive examinations. The college has a transparent mechanism for timely redressal of students' grievances. Guidelines set by statutory bodies in this regard are implemented and followed in the college. The college has developed a grievance submission mechanism of its own. Requisite information regarding administration, admission, form fill up, program outcome and amenities are provided in the college website. Notice boards are hung to convey vital information. The college has recently undertaken initiatives for placement of students. Entrepreneurial workshop is organized to foster employment generation. A few outgoing students appeared in the State/National level examinations and qualified for the same. The college has a selected Students' Union. The students of the college have their active representatives in committees such as Anti Ragging, Anti sexual harassment, Internal Complaint Committee etc. Few students displayed their expertise in sports and cultural events during the last

five years period.

### **Governance, Leadership and Management**

Governing Body is the apex body of the college that plans policies with the vision and mission of the college. Principal is the secretary of the Governing Body and IQAC ensures that the activities of the colleges aim at achieving the vision and mission of the college. The college ensures decentralisation and participative management at every realm. The institution has effective welfare measures for the teaching and non-teaching staff. The college has various statutory and non-statutory cells and committees such as Grievance Redressal Cell, Internal Complaint Committee, Anti-Ragging Cell, OBC Cell, Minority Cell, ST and SC Cell, Examination Committee, Library Committee and Career Counselling etc. As the college was newly provincialized, so, no such fund has been received from RUSA, UGC or State government source so far. In spite of these the institution keeps a very systematic and careful record of all financial matters and dealings and conduct regular audit. The IQAC of the college was established on 11th of January, 2023. It takes care of regular planning and execution of the quality initiatives and quality assurance initiative measures adopted and implement by it. Quality enhancement measures like Add-on course, Certificate Course, Certificate Course, Feedback Process are drafted by IQAC as per requirement of NAAC accreditation.

### **Institutional Values and Best Practices**

The Institutional Values and Best Practices Cell of the College is very much concerned about the social responsibilities and national policies. The College has conducted various activities following different policies and missions. The Women Cell of IQAC initiates several gender equality programs to promote gender equality in collaboration with Pithubar Girls Degree college and the NSS unit and women cell of the college has undertaken activities on Mensuration Hygiene and Sanitary Pad Distribution at Lengeri Balika Uchha Madhyamik Vidyalaya to create awareness among girls' students how to maintain a clean hygiene during periods. Solar power-based street light is installed in the College campus as an alternative source of energy. The College has been taking initiative to keep green and clean campus and use dustbin to keep the environment clean. IQAC prepares a handbook of Professional Code of Conduct and functioning guideline for Governing Body, Principal, Teachers and Non – teaching staff and students and the institution functions according to these Professional Code of Conducts. The College celebrates various national and International commemorative days, events and festivals to promote national integration and harmony. The College has organised Free Health Camps for local community people and students as one of the best practices. The College has felicitated Padmashri awardee Hemoprova Chutia of Fatikacua area in the year 2022 and OIL, India General Manager, Moran in 2023 which has been continuing it as a unique best practice of the College. The College maintains transparency in all its functions, covering financial, academic administration as well as auxiliary dimension. The College had organized specific programmes to sensitize students and employees to constitutional obligations values, rights and duties of citizen. The College has been organising awareness programme on environment protection, sapling plantations and tobacco free campus in nearby by schools and to maintain a clean and green environment.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	MORAN COMMERCE COLLEGE
Address	Moran Natun Nagar PO Dikhari Moran Dist. Dibrugarh
City	Moran
State	Assam
Pin	785675
Website	<a href="http://www.morancommercecollege.in">www.morancommercecollege.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Iveelata Chutia	03754-295080	9957667298	-	morancommercecollege@gmail.com
IQAC / CIQA coordinator	Debajit Boruah	-	9101564082	-	debajitboruah1982@gmail.com

Status of the Institution	
Institution Status	Government

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	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC		
12B of UGC		

**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	Moran Natun Nagar PO Dikhari Moran Dist. Dibrugarh	Rural	8.26	972.7877

**2.2 ACADEMIC INFORMATION**

**Details of Programmes Offered by the College (Give Data for Current Academic year)**

<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No. of Students Admitted</b>
UG	BCom, General Standard, General	48	HS PASSED	English, Assamese	50	0
UG	BCom, Accountancy, Accounting and Finance	48	HS PASSED	English, Assamese	50	16
UG	BCom, Management, Marketing	48	HS PASSED	English, Assamese	50	13

**Position Details of Faculty & Staff in the College**

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				6			
Recruited	0	0	0	0	0	0	0	0	2	4	0	6
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				8			
Recruited	0	0	0	0	0	0	0	0	5	3	0	8
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				8
Recruited	5	3	0	8
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

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

### Qualification Details of the Teaching Staff

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

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	4	3	0	7
UG	0	0	0	0	0	0	0	0	0	0

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

**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	37	0	0	0	37
	Female	4	0	0	0	4
	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	1	0	1	1
	Female	0	1	0	1
	Others	0	0	0	0
ST	Male	1	1	1	4
	Female	1	0	0	1
	Others	0	0	0	0
OBC	Male	35	22	23	24
	Female	14	2	5	8
	Others	0	0	0	0
General	Male	13	8	7	8
	Female	2	0	3	1
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		67	34	40	48

**Institutional preparedness for NEP**

1. Multidisciplinary/interdisciplinary:	<p>The Vision of National Education Policy, is to provide high quality education to all in order to develop human resources in our nation as globally knowledgeable citizens, will be well taken by Moran Commerce College. The key principles of NEP such as diversity for all curriculum and pedagogy with innovative ideas in teaching and learning will be initiated and fit the learners for encouraging logical decision making and innovation, critical thinking and creativity. The College is affiliated to Dibrugarh University where in Academic programmes are redesigned to include Multidisciplinary /Interdisciplinary courses as electives and institute started offering these electives to students. In order to</p>
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	<p>provide the holistic academic growth among students, Inter-disciplinary curriculum has been proposed which gives freedom to the student to choose their preferred options from the range of program offered by the institution. All the courses offered by institute are Choice Based Credit System (CBCS). All programmes are designed in such a way that students get maximum flexibility to choose elective courses. The Courses introduced from the academic session 2023-24 are fully based on NEP guidelines which is based on a few fundamentals, such as Access, Equity, Quality, Affordability and Accountability. The aims and Objectives of NEP 2020 are more focused on the holistic and multidisciplinary education and to develop all capacities of human beings -intellectual, aesthetic, social, physical, emotional, and moral in an integrated manner. Moran Commerce College has implemented NEP,2020 in all programmes as per the guidelines of the affiliating university and the aims and objectives of the policy are being followed for the overall growth and development of the students.</p>
2. Academic bank of credits (ABC):	<p>From the academic session 2023-24, Moran Commerce College implemented Academic Bank of Credits which enable students' mobility, academic flexibility, allows students to choose own learning path and to recognize their learning achievements. In this regard the institution is following the guidelines of our affiliated university i.e., Dibrugarh University. The students can avail a smooth Academic Bank of Credit process on the courses offered in the college with the implementation of New Education Policy. The technical support is provided by the respective IT expert of the college.</p>
3. Skill development:	<p>Moran Commerce College has undertaken initiatives on industrial field visit, workshops on art and craft, Decision making and leadership, entrepreneurship etc and established local entrepreneurs were also invited as chief guest to deliver practical experience and show the way they followed in order to enhance the skills of students towards generation of self-employment or employable skills. From the academic session 2023-24 five Add-on courses were introduced by the college viz., Certificate Courses on- Knitting and Cutting stitching, Embroidery, Retail Management, Tea Clonal Nursery, Biofertilizer (Vermicompost) , and Nutrition and Diet. New skills-based Add-on Courses will be introduce to cater the</p>

	<p>current job market and to create employability of students. And with the implementation of NEP, 2020 from the academic session 2023-24 courses like Yoga, Event Management, MS-Excel and its Application in Business, Introduction to Stock Market, Hospitality Management etc are added in the syllabus to enhance skills of the students.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>In order to promote the local language, art and culture, it is the regular practice at institute that all NSS activities conducted in adopted village, nearby schools are compulsory executed in local Assamese language. The college celebrates Rongali Bihu, the prime festival of Assam where all the teachers and students participate in the cultural events. Moreover, as the students of the college are belonging to various ethnic tribes--like Ahom, Chutia, Tea-tribes, Nepali, Kachari etc., all are therefore given chance to perform their own cultural activities in their own traditional language, dress code in various events organized by the college. Our college edited book/Journals, wall magazines are also published in two languages namely Assamese and English where the students can focus their creative works as well as their views in their own languages. As most of our students are from rural areas, and tea garden community so they are given freedom to share their thoughts and ideas in their own language.</p>
<p>5. Focus on Outcome based education (OBE):</p>	<p>The institution, being affiliated with Dibrugarh University follows the guidelines as and when directed where in variety of approaches in teaching Learning process like lectures, seminars, tutorials/workshop/practical and project-based learning field work, Institute is implementing it wherever possible. All the programmes are offered as outcomes-based education (OBE) which are designed keeping in mind the regional and global requirements. Course outcome of every subject well defined in the curriculum itself by Dibrugarh University. The Institute has implemented outcome-based education with clearly stated Programme Outcomes, Programme Specific Outcomes and course outcomes from 2019-20 onwards. All courses are designed with outcomes centered on cognitive abilities namely Remembering, Understanding, Applying, Analyzing, Evaluating and Creating. Apart from the domain-specific skills, learning outcomes at all levels ensure social responsiveness and ethics, as</p>



	well as entrepreneurial skills so that student contribute proactively to economic, environmental and social well-being of the nation. The Course Objectives (COs) are also aligned to the PO-PSO philosophy.
6. Distance education/online education:	The institution is already prepared, especially during COVID-19 pandemic situations and teaching learning process through different online modes such as Google Classroom, WhatsApp etc. the college campus is Wi-Fi enabled with Projectors installed and hence no obstacle in online education. Post-pandemic, the online learning experience has been adopted by the faculty and students to full advantage of flexible blended mode of teaching learning. The departments are exclusively using Google Classroom, WhatsApp App for sharing learning contents with students for most of the subjects / courses. During Covid-19 pandemic various programs, meetings, seminars for students were also organized by institute via online platform conducting conferences and meetings. These efforts can be considered as the new normal, which is envisaged in New Education Policy as well. The faculty members also prepared themselves by getting trained for using online platform for online teaching learning through FDP, Short Term Course, Induction programme and workshops etc.

### Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Yes, established in May,31
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, Teacher Coordinator-Mr. Kamaruddin Ansari, Student Coordinator- Kaushik Gogoi
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	1. Awareness Programme for Voter Registration for the eligible students in the College campus. 2. Programme for Voter awareness conducted in the College Campus.

ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	
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.	Not Yet. It will be initiated by the College.
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 conducted at Institute for above 18 years of age students.

## Extended Profile

### 1 Students

#### 1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
108	109	77	90	108

File Description	Document
Upload Supporting Document	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 2 Teachers

#### 2.1

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

Response: 11

File Description	Document
Upload Supporting Document	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.2

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

2022-23	2021-22	2020-21	2019-20	2018-19
8	8	8	8	8

### 3 Institution

#### 3.1

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

2022-23	2021-22	2020-21	2019-20	2018-19
2.16961	1.59893	2.1808	5.08478	4.25338

File Description	Document
Upload Supporting Document	<a href="#">View Document</a>

## 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:**

- \* The college is affiliated to Dibrugarh University and follows a pre-determined Syllabus Set by the Parent University. However, some measures are initiated in the Curriculum delivery and academic Structures with an aim for Proper implementation of its mission of Teaching- Learning Process.
- \* All academic matters are carried out in accordance with the rules and regulations of the Said University. The College tries to give a long smooth shape for the academic processes by Preparing its own Academic Calendar on the bases of the academic Calendar provided by Dibrugarh University.
- \* Course Syllabus is distributed among faculty members through class allotments.
- \* The College time table/Routine is framed.
- \* All faculty members ensure timely Coverage of the Syllabi within the academic session by preparing the Annual teaching plan on the basis of the routine.
- \* The end semester examinations are held in Moran College which is the University designated center for the same.
- \* Internal Assessment is done through Sessional examination, Home assignments, field study and students attendance. The examination Committee is responsible for Conducting the Sessional examination and Carrying Out the process of internal assessment.
- \* Students, teachers, alumni and employees feedback is taken to analyze academic progress and for taking up follow up action.
- \* The Academic Calendar of the Collage clearly reflects all the schedule of the institution including dates of beginning and end of Session mid semester breaks, dispersal of classes, Preparatory leave and tentative dates of examinations, Project work and all other activities for the Session.
- \* Emphasis is given on timely Completion of Syllabus, revision and internal evaluation are Carried out in Compliance with the Schedule listed in the academic Calendar of the university. The performance of students is assessed continuously. Assignments, tests and practical exams are held in timely manner.
- \* The departments hold regular faculty meeting to ensure the criteria for internal evaluation.

\* All faculty members participate in the Central evaluation process conducted by various zones spread over in various neighboring institutes to ensure timely declaration of results of University examination.

\* Through all Curricular and Co-Curricular activities and progress achievements of department including those of students and faculty members are analyzed in detail.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

### 1.2.1

**Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)**

**Response:** 0

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>

### 1.2.2

***Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years***

**Response:** 0

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>

### 1.3 Curriculum Enrichment

#### 1.3.1

*Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum*

#### **Response:**

The Syllabus of Dibrugarh University for Undergraduate Program in Commerce included a variety of issues relevant to Professional Ethics, Genders, Human Values, Environment and Sustainability. The Subject Environmental Studies has been introduced as a Compulsory subject in the second Semester (CBCS) to cover all these issues. The environmental Studies cover all the basic component of environmental Science and their application.

The Courses taught in the institution related to professional Ethics, Gender, Human Values, Environment and Sustainability (CBCS) are - Principles of Business Management, Company law, Business law, Security Analysis and Portfolio Management, Principles of Marketing, Human Resource Management, Industrial Relation, Management Accounting, E-Commerce, Retail Management, Labour and Industrial law, Corporate Accounting, Principles of Marketing, Auditing, Business Communication, Computer application in Business, Public Administration, Management principles and Application, Cost Accounting, Corporate tax Planning, Service Marketing, Banking and insurance, Direct and indirect tax laws, Corporate tax planning, International Law etc.

The Courses taught in the institution related to professional ethics, Genders, Human Values, Environmental and sustainability of FYUGP (NEP-2020) in Commerce are Business organization and Management, Financial Management, Fundamentals of accounting, MS-Excel and its application in Tourism Management, understanding India, Health and wellness, Cost Accounting, Basics of Income tax, English language and Communication Skills, Environmental Science, Yoga education, Event Management, Business economics, Consumers behaviors Related Marketing, Digital and Technological Solutions, Communicative English, Introduction to stock Market, Hospitality Management, Marketing for beginners, Advertising Management, Sales Management etc.

The institute organizes different activities program like tree plantation, hand washing training, health camp, menstrual hygiene and sanitary pad distribution, personal visit to the poor people to sensitize the students.

The institution also organizes programs relevant to professional ethics, gender, human values, environment and sustainability such as:

#### **Human Values:**

- Teacher's Day

- Celebration of Gandhi Jayanti
- Programme of yoga
- Rastriya Ekta Divas

**Gender:**

1. International women day
2. Women cell programme

**Environment issues:**

- World environment day
- Tree plantation
- Swachh Bharat Abhiyan

Cross cutting issues relevant to Gender, environment and sustainability, human value and Professional Ethics into the curriculum attached here with.

The IQAC, Women's Cell, ST/SC, OBC and Minority and Tea Garden Community Cell of the Collage organizes popular Talks and Workshops, Essay Competition, Debate Competition from time to time.

In addition to the above, Republic Day, Saraswati puja, International Women's Days World Environment Day, Yoga Day, Independence Day, NCC Day etc. are celebrated by the different Cells and wings of the College.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

**1.3.2**

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

**Response:** 9.26

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

**Response:** 10



File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 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*

**Response:** B. Feedback collected, analysed and action has been taken and communicated to the relevant bodies

File Description	Document
Feedback analysis report submitted to appropriate bodies	<a href="#">View Document</a>
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	<a href="#">View Document</a>
Action taken report on the feedback analysis	<a href="#">View Document</a>
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1

##### Enrolment percentage

**Response:** 30.67

##### 2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2022-23	2021-22	2020-21	2019-20	2018-19
41	67	34	40	48

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

2022-23	2021-22	2020-21	2019-20	2018-19
150	150	150	150	150

#### File Description

#### Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

#### 2.1.2

*Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years*

**Response:** 27.76

##### 2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2022-23	2021-22	2020-21	2019-20	2018-19
17	18	16	16	26

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

2022-23	2021-22	2020-21	2019-20	2018-19
67	67	67	67	67

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	<a href="#">View Document</a>
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule ( Translated copy in English to be provided as applicable)	<a href="#">View Document</a>

## 2.2 Student Teacher Ratio

### 2.2.1

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

**Response:** 13.5

## 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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process**

**Response:**

**Response:**

Moran commerce College adopts various student centric methods such as experiential learning, participative learning and problem-solving methodologies, group discussion, classroom, interaction, paper presentation, home assignments are some of the measures taken in order to make learning student centric.

**Experiential learning:**

1. Proper lesson plan is prepared and students are encouraged to actively participate in the teaching-learning process.
2. Students are encouraged to raise questions to clarify their doubts for better understanding.
3. Bilingual methods are used in teaching to give more importance and focus on the needs of the learners for their better understandability.
4. Home assignments are given and are evaluated and returned to the students if needed further suggestions are given for improvement of the students.
5. Class test, sudden tests and oral tests are taken after completion of every unit to test the students.

**Participative learning:**

1. Participative learning activities include presentation of seminars/project works and group discussion and field study.
2. Learning in group is encouraged as it helps students for sharing knowledge and skill.
3. Encourage peer assessment and feedback to foster collaborative learning and self-reflection.
4. The college has a well-equipped library from where the students can gather learning resources.
5. The students actively participate in NSS camps which help to boost up their self-confidence.
6. Group of students regularly participated in various college competitions.
7. Students are provided with mentors/advisors and motivational speakers for their overall personality development.
8. Students are taken for educational tours to get familiar with different places and institutions.
9. Involve students in community development projects that address local economic and social issues.

Beside these, entire faculty members are well versed with ICT. ICT plays a vital role in teaching-learning process. As the faculty members are well versed in the use of ICT that makes the process more dynamic and fruitful. During Covid-19 pandemic, the faculties made optimum use of ICT based online teaching methods through different platforms like Google classroom, WhatsApp etc.

The “vocal for local” initiative is emphasized keeping in mind its significance in promoting and supporting local affordable business enterprise. In this context, students are involved in relative projects and assignments so as to make them aware of localised resources to make best use of the earning while learning concept. Endeavour is there to equip the students with practical business skill and thereby turning them into successful entrepreneur in future.

There is provision for publishing, a college wall magazine along with two departmental wall magazine that serve as platforms for students to unleash their creativity and express themselves.

**Problem Solving Methodologies.**

1. Use real-world scenarios relevant to the student's backgrounds and communities.
2. Identifying the advance and slow learners.
3. Arranging of tutorials and remedial classes.
4. Working in small group.
5. Test at the end of tutorials and remedial classes to monitor student's progress.
6. The teachers adopt bilingual medium of instructions in the class for easy learning.
7. Create opportunities for students to network with alumni and professionals in their field of interest.
8. Provide career counselling services to help students to identify and pursue their career goals

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## 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 year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
8	8	8	8	8

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 2.4.2

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

**Response: 12.5****2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
1	1	1	1	1

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	<a href="#">View Document</a>
Institution data in the prescribed format	<a href="#">View Document</a>
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	<a href="#">View Document</a>

**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:**

As per the regulation of Dibrugarh University for BA/B.SC/B.COM examination and evaluation be done on continuous basis .The college establishes a transparent mechanism for evaluating internal assessment and 80% for external evaluation .The examination committee constituted by the authority notifies schedule of sessional examinations .At the beginning of the semester the teachers, in their respective classes, inform students about the process and components of the internal assessment.

The Academic calendar of the college is followed for the sessional examination. Students are notified through the student notices and WhatsApp groups.

For internal assessment, the college has employed different mechanism and tools from time to time.

- Written assignment.
- Seminars
- Group discussion/viva
- Sessional examinations
- Field projects
- Daily attendance is recorded for marks allotment.

### **Examination-Related-Grievance**

Any grievance related to the examination is dealt with in the college in the following ways:

- There is an examination committee and also the Academic Coordinator in the institutions which also looks after the grievances related to academic matters.
- For transparency the answer scripts of the sessional exams are properly scrutinized and shown to the students.
- The examination committee holds the intra institutional examination (sessional exam) by notifying the routine on the notice board and appointing invigilators.
- No unfair means is allowed in the examination.
- Mobile phone is strictly prohibited in the classroom and examination hall
- Attendance of the students appearing in examination is properly recorded.

- 

The internal assessment marks are notified in the college notice board for information of the students and students are allowed to report the grievances to the examination committee about the marks. The college conduct an examination for the students who scored below the marginal numbers and the students who remain absent in the sessional examination which is a prominent initiative by examination committee.

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

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## **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***

**Response:**

1. Moran Commerce College offers B.COM programmes with honours and non-honours courses under Dibrugarh University with semester system by following CBCS and now newly implemented NEP 2020 course i.e. FYUGP.
2. The college made sincere efforts to share the Program Outcomes and Course Outcomes in the college web-site so that learners can get a brief-idea of the curriculum designed by affiliating University.
3. At the beginning of each new academic session .orientation programme are organised and students are introduced to the course curriculum they have opted.
4. The teachers in the classroom devote time to make students well aware about their course outcomes.
5. Under the programme our institution provides Honours courses in four subjects i.e. Finance, Marketing and newly introduced banking and Human Resource.
6. To gain the maximum output programme outcome and course outcomes are traced out by the Principal, Academic co-ordinator with the help of Head of departments and IQAC of the college.
7. To attain the maximum output the feedback of each unit of a course is taken by the students .The final outcomes are taken and analysed after the completion of course and accordingly, further steps are taken.

The learning objective and outcomes of the under graduate programme of B.COM under CBCS are to impart both theoretical and practical knowledge. The courses are designed to ensure that students achieve academic excellence, professional competence and personal growth and gain a thorough understanding of essential commerce subject, including accounting, finance, marketing, economics, business law and management. By way of developing entrepreneurial thinking and skills, students are empowered to initiate and manage their own enterprise. The general and ultimate aim of the programme is to increase employability of the students in the job market and motivate them towards entrepreneurship.

Various events, talk shows, workshops are organised in the college in relation to learning outcome of the courses. Resource person and alumni from different fields are invited to share their experiences and thereby motivate students and generate interest in self reliance.



File Description	Document
Upload Additional information	<a href="#">View Document</a>

## 2.6.2

*Attainment of POs and COs are evaluated.*

**Explain with evidence in a maximum of 500 words**

### Response:

Our commerce programme is specifically tailored to support and uplift students from economically disadvantaged backgrounds and tea garden areas. We recognize the unique challenges these students face and are committed to providing them with the tools, knowledge, and opportunities they need to succeed in the field of commerce. The following are the key programme outcomes we aim to achieve:

### Academic Outcomes

- 1. Foundational Knowledge:** Students will gain a comprehensive understanding of core commerce subjects such as accounting, finance, economics, business law, and management.
- 2. Analytical Skills:** Students will develop strong analytical abilities to interpret financial statements and assess market trends
- 3. Business Acumen:** Students will learn the principles of starting, managing, and growing a business, with a particular focus on small and medium enterprises.

### Professional Outcomes

- 4. Career Readiness:** The programme prepares students for various careers in accounting, finance, banking, marketing, and related fields, ensuring they are equipped to enter the workforce confidently.
- 5. Entrepreneurial Skills:** Students will develop entrepreneurial thinking and skills, empowering those interested in starting their own businesses or contributing to local enterprises.
- 6. Internship and Work Experience:** Practical experience through internships, apprenticeships, and on-the-job training will be integral to the curriculum, linking academic learning with real-world application.

### Personal and Social Outcomes

- 7. Confidence and Self-Esteem:** The programme will focus on activities that build students' confidence and self-esteem, fostering a positive self-image.
- 8. Leadership and Teamwork:** Students will develop leadership and teamwork skills through group

projects, student organizations, and community service.

**9. Communication Skills:** Effective verbal and written communication skills will be a core component of the curriculum, ensuring students can convey their ideas clearly and professionally.

**10. Financial Literacy:** Students will learn about personal finance management, equipping them to make informed financial decisions in their personal and professional lives.

### Community and Societal Outcomes

**11. Community Engagement:** The programme encourages students to actively participate in community development, particularly in their local areas, fostering a sense of civic responsibility.

**12. Social Responsibility:** Ethical business practices and social responsibility will be emphasized, shaping students into conscientious business leaders.

**13. Sustainable Practices:** Students will understand and advocate for sustainable business practices, recognizing their importance for both economic and environmental well-being.

### Support and Development Outcomes

**14. Mentorship and Guidance:** Access to mentors and role models will be provided, guiding students in their academic and career paths with invaluable advice and support.

**15. Academic Support:** Tutoring, remedial classes, and other academic support services will be available to help students overcome educational challenges and succeed in their studies.

**16. Scholarships and Financial Aid:** Assistance in obtaining scholarships, grants, and financial aid will be provided, helping to alleviate the economic burden of higher education.

Our programme is dedicated to empowering commerce students from economically disadvantaged backgrounds and tea garden areas, helping them achieve academic excellence, professional success, and personal growth. By focusing on these comprehensive outcomes, we aim to create a supportive and enriching environment that enables our students to reach their full potential.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

### 2.6.3

**Pass percentage of Students during last five years (excluding backlog students)**

**Response:** 50.31

**2.6.3.1 Number of final year students who passed the university examination year wise during the**

**last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
3	3	29	33	12

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

2022-23	2021-22	2020-21	2019-20	2018-19
21	16	29	49	44

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	<a href="#">View Document</a>
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	<a href="#">View Document</a>

**2.7 Student Satisfaction Survey****2.7.1****Online student satisfaction survey regarding teaching learning process****Response:** 3.75

File Description	Document
Upload database of all students on roll as per data template	<a href="#">View Document</a>

## 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 in the institution during the last five years (INR in Lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
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, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident**

**Response:**

The institution “Moran Commerce College” is a rural higher educational institution having a good environment regarding the promotion of innovation and incubation. The College try its level best within the scare resources to give all the possible scope for carryout innovative works and workshops on IPR conducted to encourage students moral. The institution organises various types of extension programmes to increase the relation between the institution and the neighbourhood society. The institution also organises various awareness programmes at the neighbouring society regarding health camp, cleanliness, education, socio-economic status, creative activities, entrepreneurial activities, environmental awareness etc. Workshops, guest lectures are organised for the uplifting the student community. Students are brought to the nearby entrepreneurs and given the opportunity to interact with the outstanding entrepreneurs.

The institution has various cells and committees like Women cell, Career Guidance cell, National Service Scheme (NSS), Sports Cell, Cultural Cell, Publication Cell and these cells have carried out several activities inside and outside of the institution. NSS has carried out various programmes on plantation of saplings, cleanliness drive at the campus and as well as in the neighbouring villages and also organise various health awareness programmes like Free Health Check-up and medicine distributions for the welfare of the neighbouring community and students. The Women cell of the institution has organised programmes on Girls' health and hygiene, felicitation of women entrepreneurs and renowned women of the neighbouring society, Padmashri awardee Hemoprabha Chutia who wove the Bhagavad Gita on cloth, a 700-verse Hindu scripture in Sanskrit that is part of the Hindu epic Mahabharata. She completed the noble task in accordance with traditional rituals. Her another work is an English translation of the Bhagavad Gita on cloth. The sacred scripted cloth is approximately 280 feet long and two feet wide. Apart from weaving, Hemoprabha Chutia has written three well-known holy books: Gunamala, Naam Ghosa, and Bhagavad Gita. She wrote the Vaishnavite scripture 'Nam Ghosa' in 2016, which Shri Madhabdev wrote in Assamese between 1568 and 1596. She encourages the students to engage in creative activities, promote local art and culture and brought them to the rural entrepreneurs to learn and innovate entrepreneurial works. The career guidance cell of the institution has organised Workshop on Decision making (leadership), Priority management, Personal Grooming etc and counselling/ motivate students how to secure a job or create self-employed opportunities through entrepreneurship. The institution has adopted a village named Chakalia Gaon which is 1.5 K.M away from the institution and has been looking after the cleanliness, health, education, culture etc. of the village. The publication cell of the institution has published annual book named as Pragya and prospectus. Students are encouraging to visit library to develop their habit of study and intellectual power so that they can enhance the horizon of knowledge.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 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: 5**

**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**

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	1	4

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 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**

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>

#### 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:** 0.09

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

2022-23	2021-22	2020-21	2019-20	2018-19
1	0	0	0	0

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	<a href="#">View Document</a>

### 3.4 Extension Activities

#### 3.4.1

**Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.**

**Response:**

The institution organises various extension activities in neighbouring village and community to aware the students to the society's needs. The institution organises various extension activities in neighbouring village and outside the college to aware the students to the society's needs.

The institution has active teachers' unit, students' Union Body, Women cell, NSS Unit these bodies play significant role in the development of the society. The institution engages the students in the extension activities which help them in understanding the social issues and opportunities available in the society. The institution has celebrated and observed different days like Republic Day, Bishnu Prasad Rabha Divas, Independence Day, Lachit Divas, International Women's Day, International Yoga Day, NSS Day, World Environment Day, Human Rights Day to sensitize the students and society about the importance of these particular days. The NSS unit of the college organised musk and sanitizer distribution programme during COVID-19 pandemic period in the near village. It has organised Workshop/Seminar, Group Discussion, Talks related to environment, current socio-economic and educational issues, gender sensitization, human rights, soft skill and communication, health and hygiene etc. The institution has organised different types of competition among the students to improve competitive culture and awareness and various programmes on plastic pollution, cleanliness, environment safeguard, health and hygiene, Tobacco control and prevention of Cancer and felicitated the retired teacher Chitrlekha Gogoi and Padma Shri awardee Hemoprabha Chutia of the neighbouring society. Extension activities of the institution in the campus and in the neighbouring areas are:

1. INTERNATIONAL YOGA DAY
2. NSS SUMMER CAMP
3. AWARENESS PROGRAMME ON TOBACCO CONTROL AND CANCER PREVENTION IN ASSAM
4. SOCAIL AWARENESS CAMPAIGN ON CLEANLINESS AND PLASTIC BAN
5. CLEANLINESS PROGRAMME

6. AWARENESS PROGRAM ON USAGE AND IMPORTANCE OF TOILET FACILITIES
7. AWARENESS PROGRAMME ON COVID-19 (MASK AND SANITIZER DISTRIBUTION DRIVE)
8. WORLD ENVIRONMENT DAY
9. WEBINAR ON TOBACCO BURDEN AND CANCER TREATMENT
10. AWARENESS AND CLEANLINESS DRIVE ON THE OCCASION OF "AZADI KA AMRIT MAHOTSAV"
11. PLANTATION DRIVE AT MAJHI GAON AND SAPLING DISTRIBUTION ON THE OCCASION OF INTERNATIONAL WOMAN'S DAY
12. CLEANLINESS DRIVE ON THE OCCASION OF WORLD ENVIRONMENT DAY
13. WORLD ENVIRONMENT DAY CELEBRATION WITH NEIGHBOURING SCHOOLS.
14. CHIEF MINISTER INSTITUTIONAL PLANTATION PROGRAMME
15. CELEBRATION OF INDEPENDENCE DAY
16. UNITY RUN
17. AWARENESS PROGRAMME ON GENDER DISCRIMINATION AGAINST WOMEN
18. WORKSHOP ON "AWARENESS AND PREPARATION FOR ASSESSMENT AND ACCREDITATION BY NAAC"
19. CELEBRATION OF REPUBLIC DAY
20. FELICITATION PROGRAMME OF PADMA SHRI AWARD WINNER MRS. HEMOPROVA CHUTIA ON THE OCCASION OF INTERNATIONAL WOMEN'S DAY
21. FREE HEALTH CHECK UP AND CAMP
22. MENSTRUATION HYGIENE AWARENESS PROGRAM (SANITARY PAD DISTRIBUTION)
23. INTER-DEPARTMENTAL QUIZ COMPETITION
24. WORKSHOP ON ART AND CRAFT
25. TRAINING CUM WORKSHOP ON FUTURE PROGRAMME
26. PARTICIPATION IN WELCOMING CEREMONY OF G20 DELEGATES AT MOHANBARI AIRPORT, DIBRUGARH



27. CELEBRATION OF CHATRA DIVAS

28. FIELD VISIT TO KHOWANG T.E BY 6TH SEMESTER STUDENTS

29. FIELD VISIT TO HANDLOOM AND WEAVING CENTRE BY 4TH SEMESTER STUDENTS

30. PLANTATION DRIVE AT MORAN POLICE STATION AND MORAN TOWN M.E SCHOOL ON THE OCCASION OF WORLD ENVIRONMENT DAY

31. PANEL DISCUSSION ON " HOW TO BEAT PLASTIC POLLUTION AND PROMOTE GREEN JOBS" ON THE EVE OF WORLD ENVIRONMENT DAY

File Description	Document
Upload Additional information	<a href="#">View Document</a>

### 3.4.2

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

**Response:**

The Research and Publication Cell of the institution yearly publishes a research-based book 'PRAGYA' with ISBN number from 2023. The faculty members have published researched based articles in various ISSN, ISBN, books/journals, Seminar and conference papers are published in seminar and conference proceedings. They participate and present their papers in State level, National level conferences. Moreover, one faculty members have published regional language book name Bornil. The research book 'PRAGYA' helps the faculty members in publishing their research-based articles especially on recent trends and issues in the region of North-East and in the Nation. The institution has received certificates of recognition from the Government and Government recognised bodies for their successful activities done in various sectors and create awareness on environmental protection, health and hygiene. During the crucial period of COVID-19, NSS unit and faculty members along with the non-teaching staff have played a significant role and distributed mask and sanitizer to local villagers (Majhi Gaon). Certificate received from Lengeri Balika Ucchha Madhyamik Vidyalaya for undertaking programme on Menstruation Hygeine, Certificate received from Moran Town M E School for undertaking plantation drive programme on World environment day, 5th June, 2023 at school premises and certificate received by Pranajit Mahanta, NSS coordinator from Indian Society for Training and Development, Guwahati for contribution of service during Covid-19 pandemic.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

**3.4.3**

*Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.*

**Response:** 10

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

2022-23	2021-22	2020-21	2019-20	2018-19
04	02	01	01	02

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	<a href="#">View Document</a>

**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
List of year wise activities and exchange should be provided	<a href="#">View Document</a>
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

#### 4.1.1

The Institution has adequate infrastructure and other facilities for,

- teaching – learning, viz., classrooms, laboratories, computing equipment etc
- ICT – enabled facilities such as smart class, LMS etc.

**Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)**

#### Response:

Moran Commerce College has been constantly aiming at delivering quality education to all the students as per its capacity. The college has single stream course (Commerce) with the semester system and FYUGP(NEP) under Dibrugarh University. The college has not received any UGC. RUSHA or Government grant as a newly provincialized college. So, students are lagging behind in getting adequate facilities as compared to other colleges.

The college has a big campus area of 25 bighas land (8.26 acres) and build up area of 972.7877 sq mts. The college has well equipped classrooms for the all departments with adequate teaching learning materials. The classrooms have proper lighting and ventilation system for maintaining students' health and hygiene.

- Classrooms: 5. All the rooms are filled with white board.
- The college campus is wifi enabled.
- There is a computer lab in the institution.
- There is a Green Campus in the institution.
- There is a mini conference hall in the college.
- The institution has a separate IQAC Room.
- The institution has a Girls Common Room.
- The institution has a big fishery.
- The Administrative office of the college consist of the accounts office, the general office. The Principal Office is separate.
- There is a Boys Common Room in the college.
- For encouraging Yoga college has celebrated International Yoga Day with the students and faculty members every year by inviting experts from Yoga Institution.
- Add-on Courses on Retail Marketing, Knitting Cutting, Tea Clonal Nursery, Nutrition and diet Guide, Bio-Fertilizer, Vermicompost have been introduced in the college.
- A part from this institution organized various student supportive programs with the help of NSS unit of the college.
- The college has a big playground to enhance physical development of the students. Every year College Week is Organized with various outdoor and indoor games as a routine. For students' college has sufficient numbers of Volley ball, Football, Cricket Kit, Shotput, Javelin etc.
- Besides this the institutes have hand written Wall Magazines which appear yearly.

- There is an Open Auditorium in the college.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

#### 4.1.2

*Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years*

**Response:** 7.42

**4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
0.399	0.183	0	.061	0.49065

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

#### 4.2.1

*Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students*

**Response:**

Moran Commerce College Library is a heart and Soul part of the institution since its inception in 2004. The fund for college library was donated by then MP Kuldeep Nayar. (MP., Rajya sabha) in the

year 2001-2002. The Library was inaugurated by then MP of Dibrugarh Lok Sabha Mr. Sarbananda Sonowal in 10th November 2004.

Objectives of Moran Commerce College library is to ensure easy access to its resources.

From the very beginning it was started with very limited number of books that were collected either from donation of well-wishers or by purchasing the most needed text books by the College. Lack of sufficient funds, we were not able to renovate the library and for purchasing adequate number of books for the students.

The area of the College library is about 924sq.ft (reading room is about 240 sq.ft). The library is running with open access facilities that help easy access to the users. The Library has total 2500 of books including text and reference books, 3 newspapers, 1 Magazine etc. A Library has a big digital book (Bhagavat Geeta) which is preserved in the Museum cum cultural and community corner in the library. The College library, moreover provides the students with question papers of previous examination, syllabus, list of newly arrival books, job information etc. The library has a computer, 1 printer and scanner to provide specialized service to the users like printing facility and limited scan facility of documents. In 2022 Moran Commerce college library got the membership of NDLI.

The library is regularly used by both the students and teachers. A Library orientation program is designed by the Librarian for the new user of the library.

Moran Commerce College library Provides the best Library user award selected from the students.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## 4.3 IT Infrastructure

### 4.3.1

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

*Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words*

**Response:**

The college situated in rural area, the college has been struggling hard to meet the recent technological needs, especially in information and communication technology sector. The college allocates budget for annual maintenance based on the need and number of students and teachers. The college has one digital classroom with projector and Wi-Fi facilities. The campus is Wi-Fi enabled for the well beings of the students and faculty members of the college and this facility is free of cost for all. For maintaining hardware and IT infrastructure of the campus, technical staff is outsourced. Through various means, the institution frequently updates the IT facilities. To minimize use of papers, electronic communication in terms of email and WhatsApp has been used. The departments of the college also make use of Google Classrooms especially in Covid-19 period for conducting examination. Some financial activities transformed to digital forms following digital India initiative. Housekeeping activities in the library including cataloguing, accessioning and circulation have been computerized. In the library updated versions of windows, and printer are used. The network connected computers are protected by anti-viruses. Furthermore, the college engages computer technicians and service providers for any difficulties or disorder on the basis of the requirement. Whenever necessary the institution takes care for up keeping and replacement of the IT accessories whenever needed. Moreover, the activities such as installation of anti-virus periodically, formatting of computers in case of corrupt operating systems, replacing hardware of old computers and new computers are undertaken on the basis of demand of the situation. The attendance of the college employees is collected through biometric scanner. Every faculty and students have been assigned Google accounts for smooth information sharing. All relevant data of the bona-fide students are electronically stored. Apart from this the college has an outsourced user-friendly feedback mechanism for the students, teachers and alumni to evaluate programs and course outcome.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

#### 4.3.2

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

**Response:** 18

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

**Response:** 6

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	<a href="#">View Document</a>
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	<a href="#">View Document</a>

## 4.4 Maintenance of Campus Infrastructure

### 4.4.1

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

**Response:** 4.51

**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)**

2022-23	2021-22	2020-21	2019-20	2018-19
0.02	00	00	0.23	0.44

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1

*Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years*

**Response:** 0.81

**5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	1	2	1

#### File Description

#### Document

Year-wise list of beneficiary students in each scheme duly signed by the competent authority.

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

#### 5.1.2

*Following capacity development and skills enhancement activities are organised for improving students' capability*

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

**Response:** C. 2 of the above

#### File Description

#### Document

Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)

[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:** 0.2

**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**

2022-23	2021-22	2020-21	2019-20	2018-19
00	00	00	01	00

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

**5.1.4**

*The institution adopts the following for 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:** C. 2 of the above

File Description	Document
Proof for Implementation of guidelines of statutory/regulatory bodies	<a href="#">View Document</a>
Details of statutory/regulatory Committees (to be notified in institutional website also)	<a href="#">View Document</a>
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	<a href="#">View Document</a>

**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: 55**

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

2022-23	2021-22	2020-21	2019-20	2018-19
2	4	17	14	7

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

2022-23	2021-22	2020-21	2019-20	2018-19
03	03	29	33	12

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	<a href="#">View Document</a>
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

**5.2.2**

***Percentage of students qualifying in state/national/ international level examinations during the last five years***

**Response: 5.56**

**5.2.2.1 Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/**

**IELTS/Civil Services/State government examinations etc.)**

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	1	1	0

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

**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**

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>

**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:** 0.4

**5.3.2.1 Number of sports and cultural programs in which students of the Institution participated**

year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
2	0	0	0	0

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 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:**

#### **Alumni Engagement**

Although the Alumni association of the college is not registered but it supports different academic and other activities of the college through active participation of the members. The Alumni Association has so far contributed to the college in terms of fresh painting of the whole college building. An Executive committee is formed through democratic process out of the alumni members of the college. many passed out students have been rendering their services at various positions both at government and private organizations . The Alumni participated in the book donation camp organized by Moran Commerce College Library and donated a huge no of books to the Library. They also provides help in the continuous evaluation and up gradation of the physical facilities of the campus by submission of their feedbacks . Their views are always considered for introspection of different activities conducted by the institution . The registration process of the alumni association has been initiated.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1

*The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.*

**Response:**

**Response:**

Moran Commerce College is a newly provincialized in 2021 under “The Assam Education (Provincialized of service of Teacher and reorganization of Educational Institutions) Amendment Act”, 2018. Since the college is functioning keeping in mind the mission and vision laid by the institution. The institution tried to promote a learning environment, by providing diversified academic programs. It happens to be foremost centre of higher education catering the needs of all rural deprive community specially to the socio-economically weaker students hailing from rural semi-rural and Tea-garden areas.

**Vision and Mission of the College:**

**Vision:** Imparting valuable knowledge to learners for enhancing and developing their capabilities to be able citizen of the society and strengthen the socio-economic set up of the locality through quality higher education.

**Mission:** To equip learners with knowledge of commerce education and providing necessary skills and ideas in order to develop entrepreneurial talent and self-development, as well as achieve academic excellence and secure a better future through adopting effective technique and involving students in practical works and societal activities.

The governance of Moran Commerce College is empowered with the college governing council and its secretary principal. The principal of the college is also the secretary of the Governing Body who act as an intermediary between management and different committees and ensure the implementation of various discussion in GB meetings. It follows the Participatory Management System and maintaining a hierarchy set up for smooth and effective functioning of the institution. The college Governing Body is actively involved in initiating plans and policy on the basis of mission.

The principal of the institution shares the visions and the decision taken by the GB of the college in regular meeting with the IQAC, HODs, Academics and administrative staff. The principal ensures academic planning like recruitment of faculty members, analysis and utilisation of classes, feedback of academic system and result analysis. She also motivates and promote research and other activities of HODs. Then the HODs of respective departments along with their member of faculty prepare time-table and allocate the workload. This gave faculty an enormous sense of belonging and bringing out the best in them.

Various committees are constituted by inclusion of administrative staff member so the administrative responsibilities and authorities can be decentralized. The administrative structure of institution is the evident of decentralisation of power and participative management. The institution encourages a culture of participative management by involving staff members in a number of administrative roles. The committees and cells manage different activities of college such as workshop, skill development programs, leadership camps and any other cultural programs.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1

*The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc*

**Response:**

**Response:**

The college strictly believe to implement the plans and programs as per the curriculum given by affiliated university i.e. Dibrugarh University. Dibrugarh University which has framed to enhance the quality for the implementation of NEP 2020, by introducing Multi-Disciplinary Course, Skill Enhancement Course, Value-Added Course and Add-On course. Being newly provincialized college, the college faces many problems regarding various policies due to lack of financial assistance. Despite of all these obstacles the college tries to give a transparent, time-bound and efficient grievance redressal mechanism relating to curriculum, Teaching-Learning and evaluation process which is a regular practise.

**Administrative Set-up:**

The organizational structure of the college is of two parts—

1. Administrative Organisation Structure: The Administrative organisation structure consist of:

- Governing Body of the college: The Governing Body (GB) has been constituted as per the provisions of the Assam college Management Rules 2001. And is headed by a President Nominated by the Government of Assam. The principal of the college is the Secretary of the Body.(The list of GB member is enclosed there with)
- Internal Quality Assurance Cell (IQAC): The IQAC is a vital part of the institutions system and work together towards realization of the goals of quality enhancement and sustenance. (The list of IQAC members is enclosed)

1. Academic Organisational Structure: The principal is the academic administrator of the college. There is an academic committee of the college. The committee consist of the principal as the chairman, Academic coordinator, IQAC coordinator, HODs and all the faculty as the member of the committees.

### **The functions of various body:**

The principal of the institution together with the GB maintain the policy of decentralisation and distributes different responsibilities to different bodies from the authority. All bodies are formed under the convenorship of the faculties for the efficient functioning of the college.

The primary task of the IQAC is to develop a system for conscious, consistent and catalytic improvement bin the overall performance of the institution and as a nodal agency for coordinating quality related activities.

There are academic and admission committee to look after the functioning like admission, preparation of class routine, conduct of in semester examination etc.

There is a library committee which look after the development of the library and monitor facilities provided to the students.

There is a Grievance Redressal cell ready to take up the grievance of the students and counsel them and solve their complaints.

### **Service rules, Procedures, and Promotion policies:**

- Being a provincialized college, the service rules and procedures are guided by the Department of Higher Education, Assam Government as amended from time to time and UGC.
- The recruitment of teaching and non-teaching is made by the Government of Assam under its recruitments rules and regulations following the UGC guidelines.
- The recruitment of the contractual faculty is appointed purely on their merit and as per the requirement of the department.

### **Code of Conduct:**

The college has a code of conduct book which shows the duties and responsibilities of the GB, Teachers, Students, Library and Non-teaching staff.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Institutional perspective Plan and deployment documents on the website	<a href="#">View Document</a>

### 6.2.2

*Institution implements e-governance in its operations*

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

**Response:** C. 2 of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

### 6.3.1

**The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression**

**Response:**

**Response:**

**Welfare Measures:**

- The college has a fund named “Employees Welfare Fund”, which has been created with the monthly contribution of both teachers and employees.
- The college has some welfare schemes for teaching and non-teaching staff like medical leave, maternity leave, childcare leave as per provision of government of Assam.
- The principal of the college grants academic leave when the faculty members intend to participate



in Seminars, Workshops, FDPs, etc. for developing their academic and professional skills.

- The institution provides the basic facilities to all the employees like drinking water, canteen, sports amenities, Wi-Fi, First aid box etc.
- The college has a noble tradition of sharing the sorrow and grief of families of both teaching and non-teaching staff members and extending financial assistance to the extent possible.
- A lottery game is organized every year at the time of Diwali where all teaching and non-teaching staff participate for raising unity is built.
- Farewell parties are organized for the teaching and non-teaching staff as a recognition of their services.

#### **Performance Appraisal system for teaching and non-teaching staff:**

- To make the teaching and non-teaching staff aware of their academic and non-academic achievements, feedback is collected annually from the stakeholders.
- In respect of performance appraisal of the faculty for promotion, the college follows the UGC guidelines along three categories namely, teaching-learning Evaluation Related activities, Research and Academic Contribution.
- Librarian of the college is treated as Non-Teaching Academic staff. Performance appraisal and promotion of Librarian is carried out following UGC guidelines.

The appraisal system of non-teaching staff is based on the annual performance of the employees on the basis of different criteria like regularity, punctuality, performance of duties, leadership skill, interpersonal skills, job knowledge and understanding. The performance of non-teaching staff is evaluated by the principal whenever necessary.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

#### **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**

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>

**6.3.3**

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

**Response:** 12.5

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

2022-23	2021-22	2020-21	2019-20	2018-19
10	0	0	0	0

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

2022-23	2021-22	2020-21	2019-20	2018-19
8	8	8	8	8

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Copy of the certificates of the program attended by teachers.	<a href="#">View Document</a>

**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:**

**Response:**

- Moran Commerce College is a newly provincialized college. The college had not received any Government fund and RUSA grants for its infrastructure development. The audit is done annually. President of Governing Body appoints a CA as an internal auditor.
- Generally, the funds are collected through the fees received from the students in the form of admission fees, examination fees etc. has remained a major source of resource mobilization. Of course, with the introduction of Fee Waiver scheme by government providing free admission to economically backward students, the admission fees come from the government to the college.
- All the payments are made through cheques or Demand Draft (DD) or by fund transfer through NEFT by the DDO (Principal) of the college with approval from the Governing Body. In case of an emergency, cash payment is also made following the standard norms of payments.
- For different activities of the college the Convenors/ Coordinators of the committees or the HODs are provided with fund and the record of expenditure along with evidences are submitted to the accountant who after a scrutiny get the bill passed by the principal.
- Donation Funds:
  1. Moran Commerce College Library was donated by MP Sri Kuldip Nayar from MPLAD Fund in the year 2001-2002.
  2. Fund from OIL INDIA LTD, Duliajan for construction of the boundary wall of the college.
  3. Fund from MLA Mr Chakradhar Gogoi (untied fund) for construction of one building with two classrooms.
  4. Funds from MLA Mr Chakradhar Gogoi for construction of college Auditorium.

(The funds have been directly utilizing in the construction by the own builders of the Doners).

#### **Procedures for resource mobilizations:**

The types and methods of resource mobilization are discussed in IQAC meetings, Teacher Units meetings, and are approved by the Governing Body of the college.

- The funds of the college have been utilized in the following Heads:
  1. Staff salary.
  2. Electricity bill payment and repairing.
  3. Building repairing.
  4. Green campus maintenance.
  5. Arranging meeting, workshop, cleanliness programme etc.
  6. Book and Stationary items purchasing.
  7. Xerox, Printing and computer items.
  8. Sports week, cultural events, festivals etc.
- The institution keeps a very systematic and careful record of all the financial matters and dealings and conducts regular audit.

The audit of the accounts of the college is done every year. In order to examine the proper utilization of the financial resources of the college the authority appoints experienced auditor of the college for conducting internal audit and accordingly it checks thoroughly the financial transaction of the college and prepares a report every year. The auditors take into consideration evaluation of all the financial statements, banks and cash transactions, scrutiny of ledger, analysis of stock register, cash book and all the evidences relating to purchase of different assets by the college within a given period. The report is then placed before the GB for approval. If there is any objection in the report then it is settled by the Governing Body through discussion.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 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) was established at Moran Commerce College on 11th January, 2023. Since quality enhancement is a continuous process, the IQAC should be a part of the institution's system and work towards realizing the goals of quality enhancement and sustenance. The IQAC has taken necessary steps to improve the quality of the students.

**Objective:**

- To promote a quality system and undertaking various programmes to improve the academic and administrative performance of the College.
- To support measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

**Institutional Strategies of IQAC:**

- Prepare professional Ethics and Code of Conduct of the institution.
- Prepare Annual Academic Plan of the institution.

- Prepare Handbook of Institutional Usage and Maintenance Policy.
- Record keeping of Annual PBAS of the teachers.
- Green Audit and energy audits are conducted on the campus.
- Feedback Mechanism is done for the stakeholders of the institution i.e. students, alumni, teaching staff.

### Formulating Quality Strategy:

- Prepare college academic calendar in accordance with the academic calendar of Dibrugarh University.
- Monitor the preparation of class routine and proper allotment of class as per the credit of each paper.
- Maintenance of Teachers' Academic Diary.
- Organises Student Induction or Orientation Programme in the eve of each academic session.
- The IQAC suggests introduction of Best Practices by all Departments.
- The Principal as the chairperson of IQAC monitors implementation of Annual Teaching Plans of Departments and all curricular and co-curricular activities of the colleges.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

### 6.5.2

#### Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

**Response:** C. Any 2 of the above

File Description	Document
NIRF report, AAA report and details on follow up actions	<a href="#">View Document</a>
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	<a href="#">View Document</a>
Link to Minute of IQAC meetings, hosted on HEI website	<a href="#">View Document</a>

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1

**Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.**

*Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words*

#### **Response:**

**Response:** During the last five years, different measures have been taken by the institution for promotion of gender equity in the campus:

- International Women's Day has been celebrated every year with different activities.
- Workshop on Yoga, Health Camps and different awareness programmes are conducted to sensitize the students.
- The girl students are provided scope for equal participation in all the activities of the institution including representation in Students' Union, Co-Curricular and Extension Activities etc.
- The college has various cells like Women's Cell, Anti Ragging Cell, Grievance Redressal Cell, RTI Cell and Internal Complaint Committee to look into complaints received in this regard.
- The female students are provided with counselling in the gender issues through curriculum and also provided with assistance whenever they need it by the female teachers.
- The College provides separate common rooms for girls with sanitary amenities such as Sanitary Pads, Sanitizers and First Aid Box along with Indoor Games, Drinking Water and Toilet Facilities.

#### **Initiatives to celebrate/ organize National and International Commemorative Days, Events and Festivals**

- The institution celebrates Republic Day (26th January), International Women's Day (8th March), World Environment Day (5th June), International Yoga Day (21st June), National Librarian's Day (12th August), National Sports Day (29th August), Independence Day (15th August), Gandhi Jayanti (2nd October), National Service Scheme Day (24th September).
- Significant local days like Rabha Divas(20 June), Death anniversary of Dr.Bhupen Hazarika(5th November), Chatra Divas(31st March) etc. are observed in a befitting manner.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

#### 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:** D.1 of the above

<b>File Description</b>	<b>Document</b>
Geo-tagged photographs/videos of the facilities.	<a href="#">View Document</a>
Bills for the purchase of equipment's for the facilities created under this metric	<a href="#">View Document</a>

**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:** D. Any 1 of the above

<b>File Description</b>	<b>Document</b>
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	<a href="#">View Document</a>

**7.1.4**

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

**Response:**

Moran Commerce College shows respect to all culture and tradition of different groups. The college organizes and conducts different events to build and promote cultural and spiritual values among the students which develop tolerance and harmony among students hailing from different cultures.



The college is responsive to community development initiatives and social awareness. As a social responsibility the college has adopted a village and has endeavoured for all round development for the same. Again the college has conducted awareness programme on plastic pollution, cleanliness and plantation drive not only on the campus but beyond the campus which reflect the colleges' commitment towards building a conducive environment.

To develop the emotional and religious feelings among the students and the faculty, significant days relating to culture of different groups living in and around Moran Commerce College are celebrated on the campus with the initiative and support of the management for not only recreation and amusement but also to generate the feeling of oneness and social harmony. This thereby promotes the sense of harmony and social integrity amongst students from the various cultures and different language speaking communities. Cultural, linguistic, emotional and religious identities are thus respected and efforts are made to bridge the gap among all these in the better interest of the college, the state and the nation.

The college celebrates the cultural and religious festivals like Freshers Day, Teachers' Day, Womens' day, Yoga Day, Bihu, Raksha Bandhan, Independence Day etc which appeal to the teachers and students from different linguistic, religious and cultural backgrounds. The college also wants to instill the sense of other forms of accountability into the minds of students such as political and nation building, good health sustenance and environmental accountability by engaging the students in conduction of rallies, health camps, cleanliness and plantation drives, Yoga session, These activities have been promoted by the authority in collaboration with different pro-development wings like NSS, IQAC, Teachers' Unit , Women Cell, OBC and Minority Cell, Youth Club etc both inside and outside the college campus .These aptly reveal the college's sincere effort to contribute towards nation building.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## 7.2 Best Practices

### 7.2.1

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

**Response:**

#### **BEST PRACTICES UNDERTAKEN BY MORAN COMMERCE COLLEGE- 2023**

**Introduction :** Best Practices are one of the integral part of any college. It gives an insight of the college

about its accountability toward the betterment of its surroundings by contributing to their level best. These practices give an opportunity to the college to connect with the nearest community and create a cordial relationship

### **BEST PRACTICE NO: 01**

#### **Title of the Practice:**

**Free Health Camp in Collaboration with NSS, MCC Unit and Gaon Pradhan Chakalia Gaon.  
Dated:- 21/02/2023 (Tuesday)**

#### **Objectives:**

1. To promote awareness among the happy-go-lucky villagers for a healthy life.
2. To provide a free health check up to all the nearby villagers under the Chakalia Gaon and the college students of our college.
3. To maintain a cordial relationship with the nearby community and the surrounding schools.
4. To inculcate the habit of to be selfless among our students by observing such society benefitted social works.

**Context:** The College is concerned and very much aware about creating awareness among the villagers for having benefits of a healthy life style and following a healthy diet for the overall development of the body. And trying to go for regular health checkups for themselves and their family as a whole. The Students of our college will come to know about getting engaged in, how to conduct such society oriented social service. The programme was initiated by NSS, MCC Unit and Gaon Pradhan, Chakalia Gaon and all the college staff participated and provided a helping-hand for the successful implementation of the same..

**The Practice:** All the Staff of the college contributed their best for the successful implementation of the camp. And pledged altogether to conduct such programmes further for the benefit of the society as a whole.

**Evidence of Success:** The success of the programme can be measured in following ways—

1. The programme created awareness among the easy-going villagers of the surroundings as well as the college students about a healthy life style.
2. The programme has assisted the students in knowing how to socialize and conduct such medical camps.
3. It inculcated the students with a sense of helping nature.
4. It created a positive and a cordial relationship and environment with the surrounding people.

#### **Problems Encountered and Resources Required:**

1. As the enrolment of students in our college is less, their participation in such events gets

hampered due to excess burden of classes.

2. Lack of sufficient funds limits the budget to conduct the programme smoothly.

## BEST PRACTICE NO: 02

### Title of the Practice:

**Awareness Programme on Menstruation Hygiene and Sanitary Pad Distribution at Lengeri Balika Uchcha Madhyamik Vidyalaya, Lengeri.**

**Dated:- 28/02/2023 (Tuesday)**

### Objectives:

1. To make them aware about the Menstruation cycle (which may vary from girl to girl between 21 days, 28, 30, even 35 days) among the girls students' of Lengeri Balika Uchcha Madhyamik Vidyalaya.
2. Making them aware about the importance of maintaining proper hygiene during that period and proper usage and disposal of sanitary pads.
3. Let them prepare for the situation if their younger sibling (sister) gets their first menstruation cycle in the absence of their guardian.

**Context:** The College is striving to address the need and importance of maintaining a proper hygiene during the entire menstruation cycle of a girl child till reaching of the menopause. To cater the same, an awareness programme was conducted among the girl students' along with girl students of Moran Commerce College at Lengeri Balika Uchcha Madhyamik Vidyalaya. The programme will assist the girl students' of both the institutions.

**The Practice:** As menstruation cycle is a natural phenomenon, thereby it becomes crucial to educate the young girl child and discuss it with their guardian or female teacher' for guiding them to handle this phenomenon. In line with the same, Women Cell of Moran Commerce College initiated this programme.

**Evidence of Success:** The consequence of the programme clearly reflected the consciousness created among the girl students' of both the institutions for maintaining proper hygiene during their menstruation cycle.

### Problems Encountered and Resources Required:

As a newly provincialized college, Moran Commerce College always faces financial crises as no financial support is yet provided by UGC. The financial resources of the college are limited to only collection of admission fees of the students. As such, college always runs short of funds for conducting such programmes.

Despite these hurdles, the motivated college staff and passionate students come together and feel

committed to organize such best practices and contributing their best toward the betterment of the society as a whole.

File Description	Document
Best practices as hosted on the Institutional website	<a href="#">View Document</a>

## 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:**

Moran Commerce College is the Higher Education Institution of Commerce established on 25th August 1993. Overall students' performance in Commerce stream has been satisfactory. The Teaching- Learning process in the college is exclusively Learner Centric. The college also provides regular career counselling programmes for the benefit of the students to cope up with the present globalised era. The college practices a special concern for the slow and under-performed learners. Remedial classes for the slow and under- performed learners are regularly conducted. Since 2023, the college has also introduced a range of add-on courses aimed at enhancing students' skills and employability. The departments have regularly been publishing Wall Magazines showcasing the literary and creative skills/talents of the students. The Departments organize Departmental Workshops, Interactive Lectures, Quiz, Group Discussion etc among the students supervised by the faculty members of the college. The entire college environment can be regarded as Complete Ragging Free Institution. The College organizes educational trip for the students. The college practices the habit of preserving the Question papers of previous examinations kept well in the college library for the benefits of the students. Due to covid-19 pandemic, regular classes as well as examinations were held online.

The institution makes all efforts to maintain transparency in its financial, academic, administrative and auxiliary functions.

#### **Transparency in Financial Functions**

Moran Commerce College follows a meticulous budgeting process that involves key stakeholders, including faculty, staff, and student representatives. The finance committee prepares the budget based on the needs and priorities of the two departments. This participatory approach ensures that the institution maintains systematic accounts on utilization of financial resources of the college. All payments of the college are carried out through cheques and online (Net Banking) mode. The Accounts Department

maintains the Receipts and Payments with supporting documents and provides all the necessary books of accounts for the purpose of audit. Governing Body appoints an Auditor who conducts internal audits of the college. The appointed Internal Auditor audits all the financial statements, bank and cash transactions, and verifies the Ledger, Stock Register, Cash Book, supporting Vouchers and all other evidences relating to purchase of different assets by the college within a given period of time. After the audit, a detailed Report is prepared by Internal Auditor along with Receipts and Payments Accounts of all funds of the college and the said Report is placed before the Governing Body by the Principal and Secretary for approval.

Transparency in fund utilization is a hallmark of Moran Commerce College. Detailed reports on fund utilization are prepared and shared with stakeholders, including government bodies, donors, and the college community. This practice promotes accountability and encourages the effective and efficient use of resources.

### **Transparency in Academic Functions:**

Information on academic functions of the college is provided through the college website. Admission Committee carries out the entire process of new admission under the direct supervision of the Principal. List of selected candidates are displayed on the college notice board and college website for admission. The Academic Committee of the college prepares class routine, oversees running of classes and takes stock of progress of courses and gives suggestions for improvement.

The Examination Monitoring Committee conducts sessional examinations and keeps all records of examinations and displays all internal marks of students on the notice board. The attendance of the students in the classes is recorded.

### **Transparency in Administrative Functions:**

For maintaining transparency in administrative function of the college; a system of office automation has been adopted which facilitates students' data base admission process and fund management. E-mail ID and phone numbers of the students are collected at the time of admission for notifying students the dates of events, examination and filling up of forms through mobile SMS. Students are provided facilities for open access to e-resources in the library through NDLI.

The students' grievances are redressed by the Grievance Redressal Cell. Feedbacks are collected from stakeholders, i.e. students, teachers, guardians and alumni and after feedback analysis; steps are taken for improvement in the necessary areas. Biometric machine has been installed for recording daily attendance of teachers and office staff. The Governing Body is the highest decision-making authority of the college and recruitments and promotions are transparently done as per Govt. and UGC guidelines. Different Committees and Cells are constituted to assist the administration.

Moran Commerce College's distinctiveness lies in its unwavering commitment to transparency in

financial, academic, and administrative functions. The college's best practices in budgeting, auditing, curriculum design, assessment, decision-making, and communication have set a benchmark for transparency and accountability. Through its ongoing efforts and future plans, the college continues to uphold its values of integrity, inclusiveness, and excellence, ensuring a bright and promising future for its students and the broader community.

File Description	Document
Appropriate web in the Institutional website	<a href="#">View Document</a>

## 5. CONCLUSION

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### Additional Information :

Moran Commerce College is situated in an eco-friendly rural area under Dibrugarh District. Dibrugarh is known as the "Tea City of India" because it's the gateway to the tea-producing districts of Dibrugarh. Its economy thrives on 3 business viz., tea, oil and tourism. With several tourist attractions in Dibrugarh that touch one's religious and spiritual soul, one has the chance to enhance his cultural knowledge and experience its beautiful heritage and landscapes. Jokai Botanical Garden, Joypore Rainforest, Dehing Patkai Wildlife Sanctuaries, Shrikshetra Dhaam and the Lord Jagannath Temple are some of the worth watching sites of this place. The majority of the population in Dibrugarh are farmers who grow rice, sugarcane, pulses, and fish. The College has conducted Academic and Administrative Audit by the members of NAAC Monitoring Committee. The college implemented NEP from the academic session 2023-24. It has added two new subjects from the academic session 2024-25, viz., Banking and Insurance and Human Resource Management. The college has undertaken necessary steps from time to time within its capacity to upgrade its technological infrastructure and provide digital education facilities to students.

### Concluding Remarks :

Moran Commerce College stands as a beacon of hope and empowerment for Students from Economically Disadvantaged Backgrounds and Tea Garden Areas. By implementing a culturally relevant and inclusive curriculum, the college bridges educational gaps and provides a robust foundation in commerce discipline. Its commitment to practical application, financial literacy, and entrepreneurial skills ensures that students are not only well-prepared for the business world but are also equipped to improve their own economic conditions and uplift their communities. The college's dedication to continuous student support services which helps to create a nurturing and dynamic learning environment. Through active learning, experiential projects, and real-world problem-solving, students develop critical thinking, technological proficiency, and leadership abilities, making them competitive and adaptable in a rapidly changing economic landscape. By fostering a culture of ethical awareness, social responsibility, and community engagement, the college ensures that its graduates are not only successful professionals but also conscientious citizens committed to driving social and economic development. With a focus on lifelong learning, resilience, and a global perspective with local relevance, the college prepares its students to be agents of change, capable of transforming their communities and contributing meaningfully to society.

In conclusion, Moran Commerce College is a transformative institution that empowers students from economically disadvantaged backgrounds and tea garden areas to achieve academic excellence, professional success, and socially active. Through its holistic approach to education, the college is making significant strides towards creating a more equitable and prosperous future for its students and their communities. The College believes in marching ahead for a prosperous future despite of many hurdles and we are optimistic, that the College can fulfil its goal with the help of the stakeholders. We hope, the entire process of 1st Cycle accreditation will throw light towards our journey of progress.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																								
1.3.2	<b>Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)</b>  <b>1.3.2.1. Number of students undertaking project work/field work / internships</b> Answer before DVV Verification : 35 Answer after DVV Verification: 10  Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.																								
2.4.1	<b>Percentage of full-time teachers against sanctioned posts during the last five years</b>  <b>2.4.1.1. Number of sanctioned posts year wise during the last five years</b> Answer before DVV Verification: <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>6</td><td>6</td><td>6</td><td>6</td><td>6</td></tr></table> Answer After DVV Verification : <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>8</td><td>8</td><td>8</td><td>8</td><td>8</td></tr></table> Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.					2022-23	2021-22	2020-21	2019-20	2018-19	6	6	6	6	6	2022-23	2021-22	2020-21	2019-20	2018-19	8	8	8	8	8
2022-23	2021-22	2020-21	2019-20	2018-19																					
6	6	6	6	6																					
2022-23	2021-22	2020-21	2019-20	2018-19																					
8	8	8	8	8																					
3.2.2	<b><i>Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years</i></b>  <b>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</b> Answer before DVV Verification: <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>1</td><td>0</td><td>0</td><td>1</td><td>4</td></tr></table> Answer After DVV Verification : <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>0</td><td>0</td><td>0</td><td>1</td><td>4</td></tr></table>					2022-23	2021-22	2020-21	2019-20	2018-19	1	0	0	1	4	2022-23	2021-22	2020-21	2019-20	2018-19	0	0	0	1	4
2022-23	2021-22	2020-21	2019-20	2018-19																					
1	0	0	1	4																					
2022-23	2021-22	2020-21	2019-20	2018-19																					
0	0	0	1	4																					



Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

**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**

**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:

2022-23	2021-22	2020-21	2019-20	2018-19
13	0	0	1	0

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
1	0	0	0	0

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

**3.4.3 Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community 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 etc., year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
19	05	04	01	05

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
04	02	01	01	02

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

**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 : 8

Answer after DVV Verification: 6

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

**4.4.1 Percentage expenditure incurred on maintenance of physical facilities 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:

2022-23	2021-22	2020-21	2019-20	2018-19
1.60175	1.26691	2.02267	4.73104	3.55161

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
0.02	00	00	0.23	0.44

Remark : As per the heads provided in Audit statement based on that DVV input is recommended.

**5.1.1 Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years**

**5.1.1.1. Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	2	2	1

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	1	2	1

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

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

**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**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	3	0

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
00	00	00	01	00

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

## 6.2.2 *Institution implements e-governance in its operations*

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

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: C. 2 of the above

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
10	0	0	0	0

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
10	0	0	0	0

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
3	0	0	0	0

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
8	8	8	8	8

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

6.5.2

**Quality assurance initiatives of the institution include:**

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
2. **Academic and Administrative Audit (AAA) and follow-up action taken**
3. **Collaborative quality initiatives with other institution(s)**
4. **Participation in NIRF and other recognized rankings**
5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

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

Answer After DVV Verification: C. Any 2 of the above

Remark : As per the supporting documents provided by HEI, based on that DVV input is recommended.

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**

Answer before DVV Verification : C. Any 2 of the above

Answer After DVV Verification: D. Any 1 of the above

Remark : As per the supporting documents provided by HEI, based on that DVV input is recommended.

## 2.Extended Profile Deviations

ID	Extended Questions				
1.1	<b>Number of teaching staff / full time teachers during the last five years (Without repeat count):</b> Answer before DVV Verification : 6 Answer after DVV Verification : 11				
1.2	<b>Number of teaching staff / full time teachers year wise during the last five years</b>  Answer before DVV Verification:				
	2022-23	2021-22	2020-21	2019-20	2018-19

6	6	6	6	6
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Answer After DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
8	8	8	8	8