Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**DM COLLEGE OF COMMERCE**
Name of the head of the Institution	**Asem Nabachandra Singh**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**0385-2446805**
Mobile no.	**8258861090**
Registered Email	**dmccprincipal@gmail.com**
Alternate Email	**ancsingh@yahoo.co.in**
Address	**DM College of Commerce**
City/Town	**Imphal West**
State/UT	**Manipur**
Pincode	**795001**

2. Institutional Status

Affiliated / Constituent	**Constituent**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. L. Sanatomba Meetei**
Phone no/Alternate Phone no.	**03852446805**
Mobile no.	**9856375996**
Registered Email	**lstmeetei@gmail.com**
Alternate Email	**dmccprincipal@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://dmccommerce.edu.in/

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://dmccommerce.edu.in/

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.03**	**2019**	**20-May-2019**	**19-May-2024**

6. Date of Establishment of IQAC	**08-Apr-2014**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Analysis of Feedback	**04-Jan-2019** **5**	**20**
Feedback from Students, Parents	**05-Nov-2018** **20**	**300**

Meeting of the IQAC	04-Mar-2019 1	7
Meeting of the IQAC	05-Jan-2019 1	7
Meeting of the IQAC	19-Nov-2018 1	7
Meeting of the IQAC Members	06-Apr-2018 1	7
[View File]()		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File]()
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File]()
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

1. The college was just accredited by NAAC in the month of May, 2019 with B degree. 2. Preparation for National Institute Ranking Framework (NIRF) 3.. Timely submission of AQAR 4. Preparation for AISHE Report

[View File]()

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

Plan of Action	Achivements/Outcomes
Preparation of Students' Database	Students' database has been prepared incorporating gender, phone no. & e-mail etc
Making the teaching ,Non teaching Staffs, students and all stakeholders about the new methodology of NAAC assessment	The stakeholders have become aware of the new changes
Sending important information, notifications etc to all teaching non Teaching staffs	Better and faster knowledge to the stakeholders
[View File](#)	

14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	03-May-2019
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	22-Feb-2019
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

• The Annual Academic Calendar is prepared according to the University Calendar, specifying dates and duration for significant activities to ensure proper teaching -learning process and continuous evaluation and it is displayed in the Notice Board & College Website. • Meeting is held in each department at the beginning and end of the academic year to discuss about the course distribution for the next academic session. The Head of the Department allots different papers to different professors considering their specialisation. Every department prepares teaching plan, allotting semester wise topics to be taught. • Syllabus for the academic session is provided to the students at the beginning of the semester. HoDs maintain a personal diary for each department for effective academic planning and implementation. • Classes as well as tutorials are conducted according to the Time-Table which is published in

Notice Board & College website. • Classroom teaching is done using ICT whenever required to make the teaching learning process more effective. • Classroom teaching is complemented with seminars, workshops, special lectures, group discussions, Tutorials, Quiz, Power Point Presentation by the students, projects, group assignments, educational tours, field trips and industrial visits for effective delivery of curriculum. Records are maintained by each department and information is provided to IQAC for documentation. • The College Library provides teachers and students with necessary teaching-learning materials for proper completion of curriculum. Library related information are well maintained and are provided to IQAC for documentation. • All Internal Examinations like Unit Test and terminal examination are conducted to test the knowledge of the students as per the objectives of the curriculum. All examinations are conducted according to the Academic Calendar. Tutorials are held regularly to monitor the progress of the students. Remedial / Special classes are conducted from time to time for low achievers. Record of the regular attendance, mark lists and progress of the students are maintained and preserved by the respective teachers. • The college encourages faculty members to attend Orientation/Refresher courses, workshops and present papers in seminars conducted by other colleges and Universities for acquiring necessary skills for effective delivery of the curriculum. Photo copies of the Certificates of the above courses

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	
Alumni	Yes
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
Feedback on Teaching Learning Process in the institution is done through a structured questionnaire framed and approved by the IQAC of the college. The feedback is collected from the students, teachers and the alumni. Three different sets of questionnaire are prepared for each set of respondents. The questionnaire are printed and distributed to the respondents to be collected within a stipulated schedule of time. Responses obtained are then analysed and necessary actions to be incorporated are handed over to the principal of the college.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MCom	Commerce	50	100	50
BBA	Management	50	110	50
BCom	Commerce	370	400	370
View File				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	420	50	20	17	17

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used

| 37 | 18 | 89 | 3 | 2 | 0 |

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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring system is there for students where teachers undertake personal mentoring of the students. Teachers discuss academic difficulties with students personally and figure out remedial measures. This practice helps to ensure maximum success rate and minimize failure. Mentoring is defined as "a mutually beneficial relationship which involves a more experienced person helping a less experienced person to identify and achieve their goals". Mentoring relationships is developed through the mentor- mentee programme of the college. Career mentoring can provide some of the most sought after attributes that teachers look for: industry awareness and firsthand knowledge of the challenges of life. A mentor provides support, a sounding board, knowledge, encouragement, guidance, and constructive feedback to the mentee by developing a genuine interest in the growth of their abilities and talents. A mentee actively seeks support and guidance in their career and professional development from an experienced planner. A mentee always has ultimate responsibility for their career and professional development. The relationship is based upon encouragement, constructive feedback, openness, mutual trust, respect and a willingness to learn and share. For effective implementation of the mentor- mentee programme in the college, a total of 8 faculty members are chosen as mentors of their respective semesters of BBA, B.Com. and M.com. assigned to them.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1158	37	1:31

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
2	2	2	2	1

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
No file uploaded.			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MCom	PC-3	2nd 4th	22/08/2019	18/11/2019
BCom	PC-1	2nd, 4th 6th	20/05/2019	05/07/2019
BBA	PC-2	2nd,4th 6th	03/06/2019	12/08/2019

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Transparency initiatives at college level: Basic eligibility for evaluation process is made known to students through Prospectus, notice boards and class counselling. This includes distribution of marks and schedule of internal evaluation and university evaluation. Institute also notifies the criteria for allocation of Project Work and dissertation where students are allocated supervisors. Robustness in terms of Frequency Continuous assessment report for all the courses is displayed in respective Notice Boards. Staff meetings are conducted periodically to review the evaluation process. Unit tests marks are made available to the students and feedback given. Semester wise marks are made accessible at the end of each semester for students information. Robustness in terms of Variety Solving grievances of students if any. Internal examiners are appointed for Project work evaluation. The Principal verifies the internal marks for all the students at the end of each semester.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Preparation of Academic Calendar : Manipur University and Dhanamanjuri University publish academic calendar for every year. Contents of Academic Calendar: Induction programme Commencement of teaching College Week : Sports, Literary , Cultural Management Programmes Conclusion of Teaching Theory Examination/ Viva Voce dates Result declaration dates Submission dates Holidays This university calendar is used as a reference point to prepare academic calendar of the institution. Academic calendar is prepared and circulated well in advance to all concerned. The calendar is uploaded in the University and college website. It mainly consists of start and end dates of the teaching, examination, wresult declaration and submission dates, Holidays, etc.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.dmccommerce.edu.in

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
PC-3	MCom	Commerce	24	23	95.8
PC-2	BBA	Management	19	6	31.6
PC-1	BCom	Commerce	316	194	61.4
View File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://www.dmccommerce.edu.in

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year

No Data Entered/Not Applicable !!!

No file uploaded.

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Law Auditing	1	1.4
International	Accounting	1	1.4
International	Management	1	1.4
[View File](#)			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Department of Auditing Law	1
[View File](#)	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation

| Role of Sericulture in Entrepreneurship Development in Manipur | Dr. Geeta Thangjam | IJRS (International Journal of Research Studies) | 2019 | 1 | DM College of Commerce | 1 |
| Sustainable Livelihood of Loktak Lake Inhabitants- An Assessement of Karang Island of Manipur | Dr. A. Victoria Chanu, Raibirola Koijam O. Sandhyarani Devi | IJRS (International Journal of Research Studies) | 2019 | 1 | DM College of Commerce | 1 |

View File

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	4	2	0	0
Presented papers	7	0	0	0

View File

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
11	9.26

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
No Data Entered/Not Applicable !!!			

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Reference Books	685	685000	48	33570	733	718570
Journals	6	6780	6	6780	12	13560
Text Books	8120	2027000	179	125300	8299	2152300
[View File](#)						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	80	1	2	1	1	1	1	50	0
Added	0	0	0	0	0	0	0	0	0
Total	80	1	2	1	1	1	1	50	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
7	7	4	4

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college has Development Committee with the Principal as the Convenor and some senior faculty as members that oversees the construction and maintenance of buildings, classrooms and laboratories. Proposal for construction and maintenance of physical infrastructure are forwarded to the concerned higher authority for approval and sanction. Non teaching staff is employed to maintain hygiene, cleanliness and infrastructure on the campus. Classrooms, Staffrooms, Seminar halls and Laboratories, etc are cleaned and maintained regularly by Non - teaching staff assigned for each Block- Eastern Western Blocks. Wash rooms , rest rooms and garden are well maintained. Dustbins are placed at desired places. Working condition of all properties/ equipment on the campus is ensured through outsource Contractors. The Contract work includes maintenance of Generator, Water Purifiers, Electricity, Plumber, Road repairs and maintenance, retaining walls, parking, furniture repairs, masonry, plaster works, painting, carpentry, house-keeping, etc. Computer Lab assistants under the supervision of the Principal maintain the efficiency of the college computers and accessories. Pest control of library books and records is done every year by the library staff.

http://www.dmccommerce.edu.in

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	0	0	0
Financial Support from Other Sources			
a) National	ISHAN UDAY (NER),Post Matric Scholarship (ST/OBC/SC)Central Sector Scheme,	264	4702400
b)International	0	0	0
View File		

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
No Data Entered/Not Applicable !!!		

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Freshers Meet	Institutional Level	600
Cultural Activities	Institutional Level	200
Debate Extension	Institutional Level	150
Games And Sports	Institutional Level	350
View File		

5.3 – Student Participation and Activities

5.3.1 – 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	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students' Union is constituted by election from among the eligible candidates through ballot system. The tenure of the elected members is 1 (one) year. Constitution Principal as President A Senior Faculty is nominated as Vice President Functionaries of the Union: General Secretary Finance Secretary Games Sports Secretary Debate Extension Secretary Magazine Secretary Social Culture Secretary Boys' Common Room Secretary Girls' Common Room Secretary Each Secretary except General Secretary works under a Teacher in charge appointed by the President. The Students' Union organizes various activities from time to time during their tenure. General Secretary takes the role of supervision of activities undertaken by other Secretaries. Finance Secretary is responsible for organizing or arranging internal as well as external excursions. Games Sports Secretary is in charge of organizing annual Games Sports events, selection of college representative for participation in Inter- College Sports Events. Debate Extension Secretary has a duty of organizing Annual College Literary Meet. Magazine Secretary takes the responsibility of publishing annual College Magazine. Annual Social Freshers' Meet is organized in the college with Social Culture Secretary taking the leading role. It also take charge for selection and sending of college representative for participation in Inter- College Cultural Meet organized by University. Boys' Girls' Common Room Secretaries organize indoor sports events during College Week.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

270

5.4.3 – Alumni contribution during the year (in Rupees) :

200000

5.4.4 – Meetings/activities organized by Alumni Association :

Blood Donation Camp, Tree Plantation, Free Medical Camp, Social Service etc

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Decentralization : Institute has a mechanism for delegating authority and providing operational autonomy to the College Committees like IQAC, Research Committee, College Development Committee, Examination Committee etc to work towards decentralized governance system. Principal Level : The Principal as the Convener of all the Committees delegates the academic and operational decisions to the concerned Committees in order to fulfil the vision and mission of the institution. Executive members of the Committees formulate common working procedures and entrusts the implementation with the faculty members. Faculty Level : Faculty members involve in various committees and are allowed to conduct various programs to contribute in their respective fields. They are encouraged to develop leadership skills by being in charge of various academic, co-curricular, and extracurricular activities. They are given authority to conduct industrial tours and to have tie-up with industry experts and appointed as coordinator and convener for organizing seminars, workshops, conferences, FDPs. Student Level : Students are empowered to play an active role in co- curricular and extracurricular activities through Students' Union. They also

take active part in NSS activities. Participative Management: The institute promotes a culture of participative management by involving staff and students in various activities. Both students and faculties are allowed to express their views ,opinions and suggestions to improve the excellence in any aspect of the Institution. Strategic Level: The concerned authority along with the Principal , HoDs and staff members are involved in defining the policies/procedures, framing guidelines and rules/regulations pertaining to admission,discipline, grievance, counseling, training development, and library services etc., and effectively implementing the same to ensure smooth and systematic functioning of the institution. For the various programs to be conducted by the institution staff members meet, discuss, share their opinion and plan for the event and form various committees. Staff members are also involved in deciding academic activities and examinations to be conducted in institution. Functional Level: At functional level the faculty members participate in sharing the knowledge by discussing on latest market trends, emerging issues concerning trade commerce and IT developments etc during faculty meeting. Faculty members also write joint research papers and share their knowledge. Operational level : The Principal of the institution is the Convener of the College Committees. The Principal and HoDs in consultation with the concerned higher authorities give suggestions and monitor the procurement, introduction of new programs and welfare activities. The Principal is responsible for academic, non academic and administrative activities of the institution. On behalf of the institution, he interacts and corresponds with UGC, Govt. of Manipur, Affiliating University, etc. The budget is earmarked for students to participate in various programmes organized by the institution. All the staff members actively participate in implementing the policies, procedures, and framework designed by the management in order to maintain and achieve the quality standards. Office staff is involved in executing day to day support services for both students and faculties.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The college principal nominates eight experienced teachers to participate in setting university curriculum development. Curriculum development has a broad scope because it is not only about the college, the learners, and the teachers but also about the development of society in general. In today's knowledge economy, curriculum development plays a vital role in improving the economy of a country. It also provides answers or solutions to the world's pressing conditions and problems, such as environment, politics, socio-economics, and other issues of poverty, climate change, and sustainable development.
Teaching and Learning	All the faculty members are involved in improving the teaching learning process by framing Mentor- Mentee Programme.

	Regular assessment in the form of Unit Test, Quiz, Presentation etc are done. Field Trips and Industrial Tours are organised to make the students have first hand knowledge.
Examination and Evaluation	Apart of semester exams conducted by the concerned university, the college also arrange Mid Term and Seasonal Examinations. the faculty members also involve in examination confidential and evaluation.
Research and Development	All the faculty members are encouraged to take up research works and projects. they are also encouraged to participate in various workshops, conference and seminars related to their concerned subjects and specialisations.
Human Resource Management	The college administration from time to time takes up different techniques for better human relations in the college and improvement of their efficiencies.
Industry Interaction / Collaboration	The college has developed some industrial partners from reputed business houses and industries of the state to give the students first hand knowledge of how the business houses and industries are functioning. the partners collaborating with the college are JCRE, Lecosto, Hotel Classic etc
Admission of Students	The admission process is done through proper advertisement, entrance test and interview of the applicants. In doing so, the college adheres to the state government reservation rules strictly.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
No Data Entered/Not Applicable !!!	

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development	Title of the administrative training	From date	To Date	Number of participants (Teaching	Number of participants (non-teaching

programme organised for teaching staff	programme organised for non-teaching staff			staff)	staff)
No Data Entered/Not Applicable !!!
No file uploaded.

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Prograame	3	15/11/2018	15/12/2018	30
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
No Data Entered/Not Applicable !!!

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The college is a government institution. Financial Audit is conducted by the Accountant General, Manipur and State Local Audit.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!
No file uploaded.

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Dhanamanjuri University	Yes	Principal Head of Departments
Administrative	Yes	Directorate of Hr. Technical Education,	Yes	Principal

	Govt. of Manipur			

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The college does not have a formally registered Parent Teacher Association. However, there is interaction between teachers and parents from time to time in Parent Teacher Interaction Programmes. Each department of the college maintain attendance record of students. Parents are informed about the poor attendance of the students to discuss the necessary line of action. The college has been able to communicate with parents and guardians to discuss some of the existing problems in the state such as drug addiction, unemployment etc .

6.5.3 – Development programmes for support staff (at least three)

NIL

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Construction of new building for academic purposes is undergoing. 2. Renovation and addition of physical and IT infrastructure 3. Renovation of Library

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Preparation of students database and analyzing the department-wise category distribution (General/SC/ST/OBC), gender distribution of students and other details followed by uploading the statistics in the college website	09/07/2018	09/07/2018	13/08/2018	7
2018	Meeting of IQAC to analyse	22/10/2018	22/10/2018	22/10/2018	7

| 2019 | Scrutiny and forwarding the applications for promotion under career advancement scheme of full time teachers to the competent authority | 04/02/2019 | 04/02/2019 | 04/03/2019 | 7 |

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
No Data Entered/Not Applicable !!!				

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
No Data Entered/Not Applicable !!!

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
No Data Entered/Not Applicable !!!		

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadva ntages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
World Environment Day	05/06/2018	05/06/2018	300
Independence Day	15/08/2018	15/08/2018	200
NSS Day	24/09/2018	24/09/2018	150
Irabot Day	30/10/2018	30/10/2018	250
Voters Day	25/01/2019	25/01/2019	200
Republic Day	26/01/2019	26/01/2019	35

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1.Bicycles: The College has a separate parking shed for bicycles used by students and staff. 2.Pedestrian Friendly Roads 3. Plastic -free campus 4. Paperless Office 5. Green landscaping with trees and plants

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. One Week Residential NSS Camp combining Units 1 2: It was conducted between 10 and 17 December 2018. Altogether 110 NSS Volunteers took part in the camp. The camp witnessed different creative sessions and activities such as Life Skills, Road Awareness, Effective Business Communication, Entrepreneurship skills etc. Resource Persons were invited to give awareness lectures to the volunteers in the above mentioned areas. 2. State Level Open Accountancy Competition on 28 April 2019: It was organised by the College in collaboration College Alumni. A total of 100 competitors from all over the state took part in the competition. Prizes and certificates were given to the top 3 competitors based on the MCQ Test. Another 10 participants were also given consolation prizes and certificates.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://www.dmccommerce.edu.in

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The college is affiliated to Manipur University since its inception in 1996 and from this year onwards, it has become one of the constituent colleges of the Dhanamanjuri University The college ensures to impart quality commerce and management education to all of its students not only through enhancing their intellectual ability but also by nurturing their entrepreneurship talents. The institution is only the full fledged government college in the field of commerce and management. The college shapes the learners into better citizen enriched with self confidence, perseverance, patriotism and humanity. The ambition of the college is to empower the future generation of students with authority and position in the world of commerce and business. This is well evidenced by the success of our alumni in the field of their choice .

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

1. Completion of the ongoing construction of new college buiding. 2. Upgradation of existing departments and purchase of equipment to promote student projects and research activities of faculty members. 3. Organization of seminar and workshop by the IQAC to promote the quality improvement strategies in teaching-learning, research, extension related and co-and extracurricular activities. 4. Maintaining an updated database of research articles, books, book chapters, conference proceedings and seminar abstracts published by students and faculty members. 5. Promoting undergraduate and post-graduate students to undertake paper projects and research activities. 6. Construction of rain water harvesting system in the college campus 7. Encouraging faculty members to complete their doctoral degrees and to continue research activities through quality publications and research projects