Dhaka Commerce College
Institutional Annual Report
For the year of 2022

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1.1 Type of the institution

1.	**Name of the College**	DHAKA COMMERCE COLLEGE
2.	**Name of the Principal**	Professor Dr. Md. Abu Masud
3.	**Address of the College**	DHAKA COMMERCE COLLEGE ROAD, MIRPUR, DHAKA-1216
4.	**(a) Telephone Number of the College**	02-48033903, 02-48036942, 02-48037357
	(b) Cell No.of the Principal	01552351330
	(c) Cell No. of the Vice-Principal	01711181536
5.	**E-mail Address of College**	cdhakacommercecollege@yahoo.com
6.	**Ownership** (Please put tick mark)	Government ( ) / Non-government (√)
7.	**(a) Education Type** (Please put tick mark on appropriate place)	Co-Education(√) / Girls ( ) / Boys ( )
	(b) Degree offering	Honors ( )/Honors &Masters (√)

Chapter 1. Introduction

1.2 Background of the college

Dhaka Commerce College, self-financed and free from politics and smoking, officially began its journey in 1st July 1989 with the hoisting of its historical Signboard at King Khaled Institute at Lalmatia in Dhaka. Then the institution was housed in a rented house at Dhanmondi 8/A. After that it was shifted to its permanent campus at Chiriakhana Road in Mirpur in 22 January 1995. Mr Shamsul Huda FCA took the charge as the first Principal of the college. In August 1990 Professor Kazi Md Nurul Islam Faruky took up the charge of the Principal in deputation and continued up to September 2010. Then Mr ABM Abul Quashem became the Acting Principal. After ABM Abul Quashem, Professor Md. Abu Sayeed has been charged as Principal since March 2012. Current principal Prof. Dr. Md. Abu Masud has been working since February 2021.

Dhaka Commerce College project implementation committee was formed in 1986 with a view to founding a specialized institution of Business Studies. The initiator and founder of this college Mr Kazi Md Nurul Islam Faruky, Associate Professor, Department of Management, Dhaka College was the convener of Dhaka Commerce College project implementation committee. Mr ABM Abul Quashem, the then Education Inspector, Department of Inspection and Audit, was the co-convener. There were two members – Mr. M Helal, Editor, the monthly University Campus and Mr. SR Mojumdar, Lecturer, Department of Management, Dhaka College. Mr Mahfuzul Haque Shahin was the Member Secretary.

The founding members of the self-financed institution 'Dhaka Commerce College' were – Professor Shafayat Ahmad Siddiqi, Professor, Agrabad Women's College; Dr Md Habibullah, Professor, Department of Accounting, University of Dhaka; Mr Kazi Md Nurul Islam Faruky, Associate Professor, Department of Management, Dhaka College; Mr AFM Sarwar Kamal, Deputy Secretary, Cabinet Division; Mr Md Shamsul Huda, Director (Finance), Nawab Abdul Malek Jute Mills Ltd; Mr ABM Abul Quashem, Education Inspector, Department of Inspection and Audit; Mr Md Abul Bashar, Principal, Azam Khan Commerce College, Khulna; Mr M Helal, Editor, the monthly University Campus; Mr Md Shafiqul Islam Chunnu; Mr Mahfuzul Haque Shahin; Mr Md Nurul Islam Siddique; Mr ABM Shamsuddin Ahmed and Chittagong Govt Commerce College Alumni Association (Dhaka).

Mr Mohammad Toaha was the president of the Organizing Committee of Dhaka Commerce College. And Professor Abdur Rashid Chowdhury led the Executive Committee formed by Dhaka Board. Chairman of the first and the second Governing Body was Professor Dr Shahid Uddin Ahmed approved by National University. And Dr Shafiq Ahmed Siddique led the third Governing Body. The fourth Governing Body was headed by Mr. AFM Sarwar Kamal, former Secretary in the Ministry of Health and Family Welfare. The current Governing Body is led by Professor Dr. Shafiq Ahmed Siddique, Professor of the Department of Accounting and Information System, University of Dhaka and Chairman, Bureau of Business Research and Ex-chairman of BUBT Trust.

The academic activities of the college began in 1989 with the teaching of the higher secondary and the B.Com (pass) courses. Then Honours and Masters Courses on different subjects have been introduced in the 1994-95 session with the approval of National University. The four year BBA Professional courses are being offered from the 1997-98 session.

1.3 Mission and Vision of the College

Vision : To make the students self-educated through a combination of theoretical and applied teaching in the field of Business Studies and Science.

Motto : A self-financed institution with an environment free from politics and smoking.

1.4 Situation

Land & Others	Quantity
Total Area in Acre	2.07
Size of Open Space	0.52 acre
Playing Field	1
Ponds/water body	NILL
Garden	Rooftop Garden
Boundary wall	Yes

1.5 Purpose and structure of the Annual Report

Statement of Overall Objectives

State the overall goals that your college aims to achieve through the proposed institutional development activities under the IDG program

> To prepare the students of the colleges under National University for the competitive job market through modern and quality teaching.

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Specific Objectives

Describe briefly expected improvements (specific objectives) to be achieved through the proposed institutional development activities according to activity categories of the IDG.

No.	Areas of Institutional Development	Description of Current Status	Benefits/Results to be Achieved through IDP Subproject Implementation
1	Enhancing Quality of Teaching and Learning Atmosphere	Current teaching-learning atmosphere is standard but not up to the standard level	-Teachers and Students will be enthusiastic in the classroom - Quality of teaching will be ensured -Attendance of students will increase
2	Enhancing Teaching and Managerial Skills of College Staff	Teaching and managerial skills of the college staff is not up to the expected level	-Teaching capacity will be enhanced -Managerial capacity will be improved -Teaching will be appealing
3	Providing Internet Facilities and Connectivity within the Campus	Existing internet facilities can fulfill one third of the requirement	-All teachers /students will get the convenience -Teaching materials will be improved -Using internet videos/animations will be updated for better demonstration in the classroom
4	Ensuring Institutional Self-Assessment and Quality Assurance	SA & QA activities are not available in the college	-SA & QA cell will be formed -Course curricula of specific subject will be studied & better guidelines will be prepared for the NU
5	Building up Industry Partnership and Career Development Support	There is no industry partnership and career Development support in the college	-Students will get scopes to perform internship as well as employment opportunities
6	Initiating on Soft Skills Programs and Other Inventive Academic	A very small number of programs are introduced to enhance the soft	-Students & staffs would be able to achieve soft skills and

		skills of the students & staffs. Some innovative academic programs are available but not sufficient	innovative academic programs will be launched
7	Development of cultural and club activities like Debating, General knowledge, IT, Science, Business, Recitation, Social welfare, Song, Art & Photography, Rotaract, Writers and Readers, Film, Acting, Dance and Nature Study club, BNCC and Scouting	More than 1100 students are involved in eighteen clubs including BNCC and Scouting functions and other activities throughout the year	-Cultural development of the Students -Leadership quality development -Development of social responsibilities of the students -Moral and ethical development of the students will be achieved
8	Development of Research & Writing skill	Research Journal, Annual magazine, Departmental and Club Souvenirs, Online Newspaper &online video portal	Research & Writing skill of the Teachers and Students will increase
9	Establishing digital notice board and online notice system	Manual Notice board and notice system	Students, teachers, staffs and guardians will get emergency notice with perfection and fast
10	Ensuring sound health, Hygiene and cleanliness by automation	Manual medical center with one physician, one nurse and one office stuff	Update information about health and consciousness building about hygiene and cleanliness

Chapter 2. Overview of the College

2.1 A. Governance and Teaching Structure

Designation	Name/ Number
Chairman	Professor Dr. Shafiq Ahmed Siddique
Member	7
Guardian Representatives	3
Teacher Representatives	3
Principal	Professor Dr. Md. Abu Masud
Vice Principal	Professor Md. Wali Uallah
Professor	2
Asso. Professor	44
Asst. Professor	42
Lecturer	80

B. Administration, Accounts & Technician

Sl.	Staff	No.
1	Head Clerk/ Administrative Officer	1
2	Deputy Administrative Officer	1
3	Assistant Administrative Officer	1
4	Office Assistant	3
5	Accountant	1
6	Deputy Accountant	1
7	Account Assistant	3
8	Number of lab technicians/assistants	8
9	Number of workshop engineers/technical staff	5
10	Number of computer technicians/operators	5

2.2 List of Departments and others Academic Programme

Number of Students in Honours Courses by Subjects in 2019

Sl.	Subjects	Annual intake capacity	1st		2nd		3rd		4th		Total	
			Male	Fem	Male	Fem	Male	Fem	Male	Fem	Male	Fem
1	Bangla	20	-	-	-	-	5	1	2	-	7	1
2	English	150	15	16	10	14	14	15	40	17	79	62
3	Management	200	35	29	44	18	44	24	48	10	171	81
4	Accounting	200	44	30	45	18	49	22	64	18	202	88
5	Finance & Banking	130	35	16	23	12	32	12	40	8	130	48
6	Marketing	200	55	19	53	13	47	14	52	13	207	59
7	Economics	130	14	12	12	2	9	6	20	6	55	26
8	BBA Professional	250	78	40	58	30	68	51	60	32	264	153
9	CSE	50	30	12	15	17	11	6	10	11	66	46
Total		**1330**	**306**	**174**	**260**	**124**	**274**	**150**	**334**	**115**	**1181**	**564**

Number of Students in Master's Courses by Subjects in 2022

Sl. No.	Subjects	Annual intake capacity	No. of Student Enrolment in Preliminary		No. of Student Enrolment in Masters Final Year		Total	
		Masters Final Year	Male	Female	Male	Female	Male	Female
1	Bangla	-	-	-	-	-	-	-
2	English	75	-	-	8	18	8	18
3	Management	75	-	-	18	13	18	13
4	Accounting	75	-	-	28	14	28	14
5	Finance & Banking	100	-	-	37	25	37	25
6	Marketing	75	-	-	16	24	16	24
7	Economics	75	-	-	9	2	9	2
8	MBA Professional	50	-	-	54	33	54	33
		299	**-**	-	**170**	**129**	**170**	**129**

2.2 List of Departments and others Academic Programme

2.3 Key Academic Statistics

Information about Pass out Students in Honors Course in 2020

Sl. No.	Subject	No. of students attended in the final exam of the honors			No. of pass out students			Pass rate (%) of students	Total no. of dropout students	% dropout rate
		Male	Female	Total	Male	Female	Total			
1.	Management			81			66	81.48	-	-
2.	Accounting			79			65	82.28	-	-
3.	Marketing			89			81	91.01	-	-
4.	Finance & Banking			60			51	85	-	-
5.	Economics			32			26	81.25	-	-
6.	English			71			33	46.48	-	-
7.	BBA (Prof)			176			170	96.59		
8.	CSE(Prof)			12			12	100		

Information about Pass out Students in Masters Course in 2022

Sl. No.	Subject	No. of students attended in the final exam of the masters			No. of pass out students			Pass rate (%) of students	Total no. of dropout students	% dropout rate
		Male	Female	Total	Male	Female	Total			
1.	Management			30			30	100	-	-
2.	Accounting			49			49	100	-	-
3.	Marketing			48			46	95.83	-	-
4.	Finance & Banking			70			67	95.71	-	-
5.	Economics			5			5	100	-	-
6.	English			10			8	80	-	-
7.	MBA(2018)			45			45	100		

2.4 Infrastructure and Facility profile of the College

At present academic activities are going on in an eleven storied and a 15 storied building, both are fully air conditioned. There is also an individual administrative building here. There is a hostel for the female students providing accommodation of 72 students. Here are two Teachers' Quarters for 66 families. A well-decorated about 1600 seated Multipurpose Auditorium and a Playground is inside the campus. For Male Students a Student Dormitory is available on the Ground floor in Building 2.

Information about physical facilities of the college

Sl. No.	Particulars	Number
1	The number of rooms devoted to administration, including Principal's Office	15
2	The number of classrooms	120
3	The number of science laboratories	4
4	The number of language laboratories	0
5	The number of computer laboratories	5
6	The number of engineering workshops	1
7	The number of libraries	1
8	The number of hostel buildings for girls	1
9	Hostel capacity for girls	120
10	The number of hostel buildings for boys	0

11	Hostel capacity for boys	0
12	Number of washrooms/toilets in the college	130
13	The number of washrooms/toilets for girls	17
14	Condition of washrooms/toilets [very good, good, somewhat poor, very poor]	Good
15	Condition of electricity supply [very stable/ mostly stable/ somewhat unstable/ unstable/ very limited]	Mostly Stable
16	Whether own generator for power back up exists [Yes/No]	Yes
17	Number of functional Computers for students	120
18	Number of functional Computers for administrators and teachers	200
19	Number of Printers	50
20	Number of Photocopiers	5
21	Number of Multimedia Projectors	69
22	Approximate number of functional science laboratory equipment	520

Information about laboratory equipment and instruments of the college

Sl. No.	Name of laboratory	Quantity	Currently	Remarks
1	Equipments of Physics	100 of each	Yes	-
2	Equipment & Chemical of	100 of each	Yes	-
3	Equipment & Chemical of	100 of each	Yes	-
4	Equipments of	100 of each	Yes	-
5	Equipments of ICT Lab	120	Yes	-

Information about ICT Equipment of the college

Sl. No.	Description of Equipment	No. of Equipment	Remarks
1	Desktop Computers	320	-
2	Laptop Computers	32	-
3	Software	1	-
4	Server Computers	2	-
5	Multimedia Projectors	69	-
6	Interactive/White/Smart boards	20	-
7	Cameras (SLR/Video etc.)	-	-
8	LED/LCD Television	2	-
9	Video Player/Home Theater	-	-
10	Public Speaker System/Micrphone	-	-
11	Printers	50	-
12	Scanner	10	-
13	Photocopier	5	-
14	Specialized Computer Software	1	-

15	High speed broadband internet connection	200 mbps	-
16	Router/Wifi system	44	-
17	Others, specify:		-

Library Materials

Sl. No.	Description of Equipment	No. of Equipment	Remarks
1	Books	44862	-
2	Journals	375	-
3	Online journal subscription (Digital Library)	-	-
4	Others, specify:	-	-

Publications made during last 3 years

Publication	Number of Publication		Remarks (e.g., paper title, conference name, etc.)
	In preparation	**Completed / Published**	
Master's Thesis			
Journal Publications	**1**	**5**	**-**
Other Articles	**-**	**-**	**-**
Academic Conference/Seminar/Workshop Proceedings	**-**	**2**	**-**
Academic Conference Presentations	**-**	**-**	**-**
Annual Report	**-**	**-**	**-**
Books	**-**	**10**	**-**
Other, *please specify:*	**-**	**-**	**-**

Information about internet connectivity of the college

Sl. No.	Particulars	
1	Availability of Internet access for teachers [Yes/No]	**Yes**
2	Availability of Internet access for students [Yes/No]	No
3	Capacity of Internet connectivity [in Mbps]	200
4	Coverage of Internet on campus [only in computer labs/ computer labs and classrooms/ wifi for anywhere in campus]	120
5	Name of of Internet service Provider	ISN
6	Monthly service charge for Internet	120000
7	Source of funding for monthly Internet service charge	College revenue

Information about institution's facilities of the college

Sl. No.	Organization	
1	Whether the college has job placement/employment cell [Yes/No]	No
2	Main activities of job placement/employment employment cell	-
3	Whether the college has industry partners [Yes/No]	Yes
4	Number of industry partners	1
5	Main areas of collaboration with industry partners [1.Teacher Professional Development; 2. Student Internship, 3. Industry Guest lecture; 4. Curriculum Development etc]	2

Information about machinery & other equipment of the college

Sl. No.	Name of	Quantity	Currently	Remarks
1	Generator- 50 KVA	1	Yes	-
2	Generator- 300 KVA	1	Yes	-
3	Generator- 450 KVA	1	Yes	-
4	Sub-Station 2000 KVA	1	Yes	-
5	Passenger Lift	8	Yes	-
6	Sub Mrbsible Motor- 28	2	Yes	-
7	Motor Pump Set	7	Yes	-
8	Air Compresser	1	Yes	-
9	Fire Protection Plant	1	Yes	-

Information about furniture's & fixtures of the college

Sl. No.	Name of furniture's/	Quantity	Currently	Remarks
1	Students Desk	8000	Yes	-
2	Students Chair	8000	Yes	-
3	Secretary Table	30	Yes	-
4	Teacher's Sitting Chair	400	Yes	-
5	Teacher's Long Table	40	Yes	-
6	Dining Table	10	Yes	-

Chapter 3. Highlights of the Year

Key Achievement and Highlights of the year of the College/Department/Students Activities

After Pandemic Situation the activities of Cultural and Sports are now in full swing. Various Local game and Cultural Competition are held on the National and victory Day Celebration by the order of education Ministry. Apart from this all national and significant days are celebrated by Dhaka Commerce College.

Chapter 4. Teachers Development

4.1 Overview of teaching force of the College (Number of teachers by subject and by gender)

Subject-wise Number of Teachers: 2022

Sl.	Subject	Regular		Part-time		Total		Ph. D. Holder	
		M	F	M	F	M	F	M	F
1	Bangla	9	3	1	0	10	3	1	1
2	English	13	4	1	-	14	4	-	-
3	Management	9	7	-	-	9	7	-	-
4	Accounting	10	4	-	-	10	4	-	-
5	Finance & Banking	7	6	1	-	8	6	-	-
6	Marketing	3	6	1	1	4	7	-	-
7	Economics	5	2	-	1	5	3	-	1
8	BBA (Professional)	5	5	-	-	5	5	2	-
9	CSE	8	6	-	-	8	6	1	-
10	Statistics	4	-	-	-	4	-		-
12	Physics	8	2	-	-	8	2	-	-
13	Chemistry	8	1	-	-	8	1	-	-
14	Biology	6	4	-	-	6	4	-	1
15	Mathematics	11	3	-	-	11	3	-	-
16	Home Science	-	-	-	2	-	2	-	-
17	Physical	1	-	-	-	1	-	-	-
Total		107	53	4	4	111	57	4	3

4.2 Teachers Professional Development Programme (Programmes, Number of Teachers Trained)
Information about teachers and staff who have received trainings during the last 3 years

Sl. N	Subject	Teachers training						Non-Teaching		
		In	In	In	Offered by	Total	%	Tot	Train	%
1	Bangla	10	0	11	NU/NAE	11	95%			
2	English	10	2	16	NU/NAE	16	96%			
3	Mgt	15	0	18	NU/NAE	18	90%			

4	Acct	15	0	19	NU/NAE	19	95%				
5	Mkt	6	0	12	NU/NAE	12	96%				
6	F & B	6	0	16	NA/NAE	16	90%	120	40		33%
7	Eco	6	0	6	NU/NAE	6	95%				
8	Socio	4	0	4	NU/NAE	4	96%				
9	Stat	6	0	7	NU/NAE	7	90%				
10	BBA	5	1	8	Gov. of	8	97%				
11	CSE	4	1	6	NU/NAE	6	94%				
Total		87	4	122	NU/NAE	122		2			

Chapter 5. Budget and Finance

Information about budget and financial status in last three years (2019-2022)

Year	Non-development fund received	Development fund received	Source of budget allocation (Gov./Private Donation)	Revenue earned by the college (Tuition fee/ rent/service)	Amount of annual expenditures	Amount of bank balance
2020-21	37.76	3.79	Private	-	38.21	-
2021-22	42.24	4.08	Private	-	40.13	-
2022-23	43.01	4.18	Private	-	38.96	-

Information About Budget and Expenditure for last 3 years

Particulars	FY 2020-2021			FY 2021-2022			FY 2022-2023		
	Govt. Fund	Donors Fund	Others (Self-Financed) In crore	Govt. Fund	Donors Fund	Others (Self-Financed) In crore	Govt. Fund	Donors Fund	Others (Self-Financed) In crore
Total Budget			41.55			46.32			47.19
Total Revenue Budget			37.76			42.24			43.01
Total Development Budget			3.79			4.08			4.18
Total Expenditure			38.21			40.13			38.96
Total Revenue Expenditure			34.66			36.46			35.97

Information about Audit for last 3 years

Period of Audit	Name of the Audit Firm	Date of submission of audit Report	Major findings/objections (No.)		Objections resolved (No.)		Remarks
			Govt. Fund	Donors Fund	Govt. Fund	Donors Fund	-
FY 2019-2020	Huda Hossain & Co.	30 June 2018	-	-	-	-	-
FY 2020-2021	Huda Hossain & Co.	30 June 2019	-	-	-	-	-
FY 2021-2022	Jayed & Co.	30 June 2020	-	-	-	-	-

Chapter 6. Concluding Remarks

6.1 Overall Assessment of Performance of the Last year and key Targets for the Next year

1. Description of Activities

Provide titles and detailed description of all the institutional development activities to be undertaken under the IDG. Provide as much details as possible, including information such as specific actions to be taken, timeframe, and expected quantities.

Also, fill out and attach a work plan and schedule of the activities as per the **Annexure 1 Activity Work Plan**.

No.	Activity Title and Description	Reference to Specific Objectives
1	Recruitment of staff for the subproject	1-6
2	Renovation of the classrooms, office rooms, washrooms etc.	1
3	Renovation and refurbishment of the laboratories	1
4	Renovation of the auditorium and central conference hall	1
5	Renovation and refurbishment of the library	1
6	Procurement of furniture for the classrooms, laboratories, library and office rooms	1
7	Procurement and installation of IT equipment	1
8	Procurement and installation of multimedia and sound systems for classrooms	1
9	Procurement and installation of language lab and club equipment	1

10	Development of cultural and club activities like Debate, General knowledge, IT, Science, Business, Recitation, Social welfare, Song, Art & Photography, Rotaract, Writers and Readers, Film, Acting, Dance and Natural study club, BNCC and Scouting	7
11	Procurement and commissioning of the state-of-the-art facilities, chemicals, glassware, etc. for the laboratories	1
12	Procurement and installation of equipment for AC and Acoustic system of the Auditorium	6
13	Procurement and installation of equipment for library automation	3
14	Procurement and installation of equipment for tracking and digital attendance for the students, teachers and staffs	6
15	Deployment of network backbone and IT infrastructure with hotspots in the campus	6
16	Training arrangement for the teachers to enhance teaching quality using modern digital equipment	2
17	Training arrangement for the teachers to enhance language & communication skills	1
18	Training arrangement for the teachers on ICT and management	2
19	Training arrangement for the office staff on ICT and office management	2
20	Establishment of Self-Assessment (SA) and Quality Assurance (QA) Cell	3
21	Arrangement of seminars & workshops for teachers and students	4
22	Establishing industry linkage by study tour and internship	5
23	Arrangement of job fair in collaboration with industries and companies	5
24	Career & entrepreneurship development of the students	5
25	Arrangement of Printing and Publication tools	8
26	Procurement of digital notice board and smart board	9

6.2 Key Challenges and Risks for the College

There are no binding or Risk to Complete the scheduled work. No Social or other obstacle can stay before it. It may delay sometimes for the pandemic situation only.

6.3 Recommendation

If we get the permission and sanction for the scheduled work we can start and complete by the time being. For this purpose, our proposal should be granted as early as possible.