

7th NOTICE (IQAC, CKBCC-2018)

The 4th meeting of the IQAC, CKB Commerce College, is convened on 30/11/2018 (Friday) at 11.30 a.m. in the Teachers' Common Room. The Chairpersons, Conveners and Members of the respective committees are requested to attend the aforesaid meeting.

Agenda:

1. Signing in
2. Taking of the Chair by the Chairperson
3. Opening Remarks from the Chairperson
4. (a) Reading out and Confirmation (Approval) of the minutes of the last meeting held on 29/05/2018
(b) Matters arising out of the above
5. Action Taken Report on the decisions of the 3rd meeting of the IQAC.
6. Committee-wise discussion on activities already carried out
7. Committee-wise discussion on future activities to be implemented
8. Any other matter with the permission of the Chair
9. Vote of Thanks from the Coordinator.

Dr. P.C. Borah
Principal, & Chairperson (IQAC)
CKB Commerce College
Jorhat-785001



Lagachu
27.11.2018

Dr. Neeta Lagachu Teye
Coordinator (IQAC)
CKB Commerce College
Jorhat-785001

Coordinator
IQAC
CKB Commerce College, Jorhat


Namma


IQAC meeting convened on 30/11/2018 (Friday) at 11.30 a.m. in the Teachers' Common Room.

Members present:

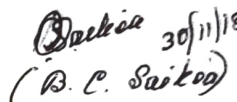
Signature with Date

1. Dr. P.C. Borah
(Principal & Chairperson, IQAC)
2. Mr. Om Prakash Gattani
(Industrialist Member, IQAC)
3. Dr. Gojen Bordoloi
(Management Member, IQAC)
4. Mr. B.C. Saikia
(Alumni Member, IQAC)
5. Mr. R.K. Bezbaruah
(Guardian Member, IQAC)
6. Ms. Tridisha Mahanta
(Administrative Staff, IQAC)
7. Ms. Simran Borthakur
(President, CKBCCSU, 2018-19)
8. Mr. Ayushman Dutta
(G.S., CKBCCSU, 2018-19)
9. Dr. Umen Dutta (Vice-Principal)
10. Dr. (Mrs) P. Borthakur
(Chairperson, Student Support & Progression)
11. Mr. ^hSobhan Saikia
(Chairperson, Curricular Aspects)
12. Dr. G.K. Bordoloi
(Chairperson, Research Innovations & Extension)
13. Dr. S.K. Baruah
(Vice- Chairperson, Infrastructure & Learning Resources)

 30/11/18



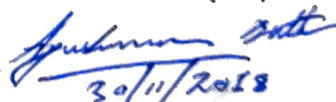




30/11/18
(B. C. Saikia)

Absent
(due to official work)

Tridisha Mahanta
30/11/18

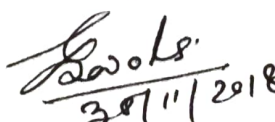
Simran Borthakur
30/11/2018

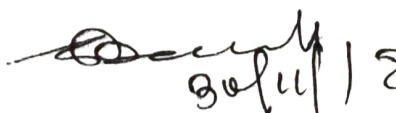

30/11/2018


30.11.2018


30/11/18


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30/11/2018


30/11/18





IQAC meeting convened on 30/11/2018 (Friday) at 11.30 a.m. in the Teachers' Common Room.

Members present:

Signature with Date

14. Dr. (Mrs) B.S. Bhatta.
(Chairperson, Teaching, Learning & Evaluation)
15. Dr. Sarat Borah
(Convener, Governance Leadership & Management)
16. Dr. Gobinda Deka
(Convener, Research Innovations & Extension)
17. Mr. Rupam Sarmah
(Convener, Infrastructure & Learning Resources)
18. Mrs. Gitali Hazarika (IQAC Member)
19. Mr. Horeswar Das
(Jt. Convener, Institutional Values & Best Practices)
20. Mrs. Mallika Das
(Jt. Convener, Institutional Values & Best Practices)
21. Mr. Satya Deka
(Former Coordinator & IQAC Member)
22. Mr. D. Borah (Member)
23. Dr. (Mrs) Neeta Lagachu Taye
(Coordinator, IQAC)
24. Mr. Rubul Saikia (Member)
25. Dr. Raju Roy
(Jt. Convener, Teaching, Learning & Evaluation)
26. Mrs. Rupasree Dutta
(Jt. Convener, Teaching, Learning & Evaluation)

B. S. Bhatta
30/11/18

Sarat Borah
30/11/2018

Gobinda Deka
30/11/18

Rupam Sarmah
30/11/18

Gitali Hazarika
30/11/18

Absent

On leave (CCL)

Satya Deka
30/11/18

D. Borah
30/11/18

Neeta Lagachu Taye
30.11.18

Absent for medical reasons

Rubul Saikia
30.11.18

Rupasree Dutta
30-11-2018



Rupam

IQAC meeting convened on 30/11/2018 (Friday) at 11.30 a.m. in the Teachers' Common Room.

Members present:

Signature with Date

27. Mr. Prosanto Mandal (Member)

Prodl
30/11/18

28. Dr. Kironmoy Chetia
(Convener, Curricular Aspects)

Chetia
30/11/18

29. Mr. Nitu Konwar
(Convener, Student Support & Progression)

Nitu
30/11/18

30. Mrs. Barsha Borah (Member)

On leave

31. Mrs. R. Borthakur (Librarian)

Leave On Duty

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Rborthakur

**Internal Quality Assurance Cell,
Chandra Kamal Bezbaruah Commerce College.**

Subject: 4th Meeting of IQAC

Ref. No.: 04IQAC18

Date : 30-11-2018

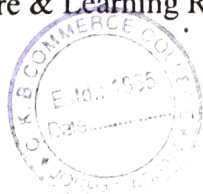
Venue: Teachers' Common Room

Time : 11.30 AM

Minutes of the 4th meeting of the IQAC (along with sub-committee members) held on November 30, 2018 in the Teachers' Common Room at 11.30 AM.

A. Members Present:

1. Dr. P.C. Borah
(Principal & Chairperson, IQAC)
2. Mr. Om Prakash Gattani
(Industrialist Member, IQAC)
3. Dr. Gojen Bordoloi
(Management Member, IQAC)
4. Mr. B.C. Saikia
(Alumni Member, IQAC)
5. Ms. Tridisha Mahanta
(Administrative Staff, IQAC)
6. Ms. Simran Borthakur
(President, CKBCCSU, 2018-19)
7. Mr. Ayushman Dutta
(G.S, CKBCCSU, 2018-19)
8. Dr. Umen Dutta (Vice-Principal)
9. Dr. (Mrs) P. Borthakur
(Chairperson, Student Support & Progression)
10. Mr. Shobhan Saikia
(Chairperson, Curricular Aspects)
11. Dr. G.K. Bordoloi
(Chairperson, Research Innovations & Extension)
12. Dr. S.K. Baruah
(Vice- Chairperson, Infrastructure & Learning Resources)



R. Baruah

Minutes of the 4th meeting of the IQAC (November 30, 2018)

13. Dr. (Mrs.) B.S. Bhatta
(Chairperson, Teaching, Learning & Evaluation)
14. Dr. Sarat Borah
(Convener, Governance Leadership & Management)
15. Dr. Gobinda Deka
(Convener, Research Innovations & Extension)
16. Mr. Rupam Sarmah
(Convener, Infrastructure & Learning Resources)
17. Mrs. Gitali Hazarika (IQAC Member)
18. Mr. Satya Deka
(Former Coordinator & IQAC Member)
19. Mr. D. Borah (Member)
20. Dr. (Mrs) Neeta Lagachu Taye
(Coordinator, IQAC)
21. Dr. Raju Roy
(Jt. Convener, Teaching, Learning & Evaluation)
22. Mrs. Rupasree Dutta
(Jt. Convener, Teaching, Learning & Evaluation)
23. Mr. Prosanto Mandal (Member)
24. Dr. Kironmoy Chetia
(IQAC Member & Convener, Curricular Aspects)
25. Mr. Nitu Konwar
(Convener, Student Support & Progression)

B. Following members could not attend the meeting due to their pre-occupations.

1. Mr. R.K. Bezbaruah (Guardian Member, IQAC)
2. Mr. Horeswar Das (Absent)
(Jt. Convener, Institutional Values & Best Practices)
3. Mrs. Mallika Das (On Child Care Leave)
(Jt. Convener, Institutional Values & Best Practices)
4. Mr. Rubul Saikia (Member) (Absent due to medical reasons)
5. Mrs. Barsha Borah (Member) (On Leave)
6. Mrs. R. Borthakur (Librarian) (Leave on Duty)



Rammi

Minutes of the 4th meeting of the IQAC (November 30, 2018)

Item No. 1: Signing in

Item No. 2: Taking of the Chair by the Chairperson

Item No. 3: Opening Remarks from the Chair

The Chairperson of the IQAC, Dr. P.C. Borah welcomed Dr. Gojen Bordoloi (Management Representative), Shri Bimal Chandra Saikia (Alumni Representative), Shri O.P. Gattani (Industrialist Member), Student Representatives and the Teachers present in the meeting. In his address he apprised the house that the AQAR is to be submitted within 31st December, 2018. He entrusted the members to expedite matters regarding submission of their respective committee reports since it has to be sent on-line to NAAC.

Item No. 4: Reading out and Confirmation of the Minutes of the 3rd meeting held on May 29, 2018 and Action Taken

The proceeding of the 3rd meeting held on **May 29, 2018** was read out by Mrs. Rupasree Dutta. The latest mandatory letter received from NAAC with reference to AQAR & SSR was also read out. After a short discussion, necessary changes were made consequent upon which the House confirmed the proceedings of the last meeting.

In pursuance of the resolutions taken in the previous meeting, the following steps were taken:

- a) As per the first resolution of the last meeting, a Health & Sanitation Club was formed with Asstt Prof. Nitu Konwar as the Nodal Officer.
- b) With regard to the second resolution adopted in the previous meeting, the three committees-Village Adoption Committee, Health & Sanitation Club, and the NSS had organised the following programme.

➤ On November 14, 2018, teachers of the college celebrated Children's Day along with the children of 130 No. Namoni Gaon Primary School, in the adopted village of the college, Paangiria Gaon, Jorhat. All the children of the school participated and recited rhymes, sang songs and performed dances for the audience. Each child was given stationery items like colour pencils and copies as gifts. The inaugural speech was delivered by Shri Binoy Kr. Saikia, founder teacher of the primary school. Associate Prof. Dr. Beauty Bhattacharya of Chandra Kamal Bezbaruah Commerce College, the keynote speaker on the occasion, gave a succinct speech on personal hygiene, sanitation and how to maintain cleanliness of one's neighbourhood. Parents, especially mothers of the school children, also took part in the programme. Two young boys from Maharishi Ram Raj Trust, who gave classes on peace and meditation to the young students of the primary school, were also present. The programme, arranged by Mr. D. Borah (NSS Coordinator) and Mr. Nitu Konwar (Nodal Officer, Health & Sanitation Club), concluded with lunch for all.

* Asst. Prof., Dr. G.K. Bordoloi spoke about the benefits of Village Adoption Scheme. He further highlighted about the different aspects to be covered under the programme.



Item No. 5: Discussion on the activities already carried out by the Committees and Sub-committees (from 29/05/2018 to 29/11/2018)

- a) On June 04, 2018, Aastha, the Women Cell of the college observed its foundation day by arranging a **Lecture on Coping with Stress-Do's and Don'ts**, for the teachers and girl students of the college. The Resource Person invited for the talk was Dr. Anuja Baruah, Department of Community Medicine, Jorhat Medical College and Hospital. Mrs. R. Borthakur, Librarian of the college and Aastha Co-ordinator, supervised the event.
- b) A **Workshop on Yoga for Health** was organised from June 18, 2018 to June 21, 2018 by the NSS Wing of the college in association with Vivekananda Kendra, Kanyakumari, Jorhat Chapter. Mr. Nolin Sarma of Vivekananda Kendra, and his team led the Yoga Workshop. The Principal, Dr. P.C. Borah, students, teachers and retired teachers were among those who participated in the workshop. Mr. D. Borah of the Hindi Department was the Workshop Co-ordinator.
- c) From June 19, 2018 to June 25, 2018, a week-long **Workshop on Soft Skills and Effective Communication** was organised by the Department of English and co-ordinated by Dr. Kironmoy Chetia. About 60 students of the college participated in the workshop. The Resource Persons in the workshop were Mr. Prasun Kumar (Manager, HR, ONGCL), Mr. M.K. Taye (Manager, MM, ONGCL), Mr. Angshuman Baruah, (Co-owner, Track & Trail), Mr. Nitul Kumar Phukan, (Area Head, Aviva) and Mr. Bitupon Phukan (Partner Training, Aviva).
- d) From July 01, 2018 to July 07, 2018, the week-long **4th Film Appreciation Course** was held in Chandra Kamal Bezbaruah Commerce College (CKBCC). It was organised by Assam Film Society in association with Federation of Film Societies of India and Chandra Kamal Bezbaruah Commerce College Cine Club. About 30 Film enthusiasts from all over the country participated in the course. All the Resource Persons belonged to the world of films and film-making, particularly to the Assam film arena. They were Gautam Borah, Manoj Borpujari, Pranjal Borah, Manabiyoti Borah and Sourav Das, who covered the technical side. They talked on the History of Cinema, Film Criticism, World Cinema Today, and Sounds (Audiography). A few foreign, regional and local films were also screened during the week-long course. The participants were also lucky to meet Mr. Himiyoti Talukdar, the story-writer, co-producer and director of the Assamese film, *Calendar*, a film, with just four characters. *Calendar* touched a chord with the public due to the superb cinematography on the theme of post-retirement and old age home.
- e) On August 14, 2018, commemorating the 72nd Independence Day Celebration, an **Inter-class Quiz Competition** was organised by Chandra Kamal Bezbaruah Commerce College with Dr. Neeta Lagachu Taye of the Dept of English, acting as Quizmaster. The quiz competition was based on the theme of India's Independence.
- f) On August 20, 2018, an **NSE-IFT Investor Awareness Programme** was organised by the IQAC, Chandra Kamal Bezbaruah Commerce College in collaboration with National Stock Exchange, Bombay. The Resource Persons were Mr. Aritra Mahapatra



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and Mr. Pratyush Bhaskar. Students of B. Com and BBA 5th Semester of the college participated in this motivational and awareness programme.

g) On September 07, 2018, **Universal Brotherhood Day** was observed by the college in collaboration with ACTA (Assam College Teachers' Association) and Vivekananda Kendra, Kanyakumari. On the occasion, Mananiya Pravin Dabholkar, All India Joint General Secretary, Vivekananda Kendra, Kanyakumari, gave a valuable speech on the essence of maintaining universal peace and brotherhood, especially in today's fast-paced life. Both teachers and students attended the programme.

h) On September 18, 2018, going with the motto **Swachhata Hi Sewa**, students and teachers of the college enthusiastically took part in a cleanliness drive of the classrooms and college campus.

i) On October 01, 2018, the Student Support and Progression Committee organised a **Student Development Program** in association with ICFAI Foundation for Higher Education, on the theme 'College to Corporate'. The Resource Person in the programme was Mr. Surjyabrot Buragohain from ICFAI Business School, Bangalore. About 70 students took active part in the program.

Item No. 6: Suggestions & Views of IQAC Members:

Dr. Gojen Bordoloi, Management Member, IQAC, CKBCC and Retd. Principal, Kamargaon College, spoke on the responsibility of IQAC and opined that success of IQAC is the result of Teamwork. Based on his first-hand experience, he talked of the need of proper documentation, keeping records, holding at least one seminar in a year, student-support in terms of sports, culture, etc, straightforwardness in presentation, and avoidance of ornamentation. He further suggested that IQAC should sit daily, and refrain from taking up many activities at a time. He stressed on the need of maintaining detail record of expenditure.

Shri B.C. Saikia, Alumni Member, IQAC, CKBCC and Retd. Vice-Principal of the college opined that the Alumni Association needs to be rejuvenated. He appreciated the support of the Alumni Association in the previous NAAC visits and further apprised the House the following names of the office-bearers:

Chairman: Shri Sadhan Chakraborty
Vice-President: Dr. Bijoy Sharma
General Secretary: Shri Prabir Dutta
Treasurer: Shri Dipak Bhattacharjee

Shri B.C. Saikia expressed his willingness to participate in all college-related activities.

Shri O.P. Gaitani, Industrialist Member, IQAC, CKBCC and an alumnus of the college, assured the house of all possible help from his side whenever required. He also informed that some ex-students are also employed by him.

The President of CKBCC Students' Union, Miss Simran Borthakur spoke of the need of organising student-related seminars. At this juncture, Dr. G.K. Bordoloi pertinently stated



that the students themselves should be entrusted with the responsibility of organising inter-college or inter-department seminars. Miss Borthakur also suggested that Spoken English Classes should be conducted regularly. Dr. Neeta Lagachu Taya, Co-ordinator, IQAC, CKBCC asked the Students' Union Body to immediately submit the names of students interested in Spoken English Classes. The IQAC Co-ordinator stressed the need for conducting Value-Added/Skill Development Courses.

Item No. 7: Committee-wise discussion on future activities to be implemented

The **Curricular Aspects Committee** Chairperson, Mr. Sobhan Saikia, has plans to organise a workshop on biodegradable disposable dish/plate making from the bark of Areca Nut Tree. He cited the example of Assam Agricultural University (AAU) and specified that it is very eco-friendly. He informed the House that he will be contacting Mrs. Leena Das of AAU soon. Dr. P.C. Borah, the Principal of the college offered the suggestion that Shri Saikia should first of all prepare a course syllabus for the purpose.

Dr. R. Roy, Joint Coordinator of **Teaching Learning & Evaluation Committee (TLE)** informed the House that Mentoring of Students in an enhanced manner will be done from the next academic session (2019-20). He assured that immediate steps will be taken to reduce the number of dis-collegiate students. He requested the IQAC Co-ordinator to fix a meeting with the single agenda on Student Mentoring. The Principal said that the college is ready to arrange such a meeting but it should be convened with a proper plan.

The Principal, who is also the Chairperson of the **Infrastructure & Learning Resources Committee** informed that the services and connectivity provided by BSNL was dismal. He assured that RAILNET services will be facilitated at the earliest to provide e-learning facilities to the students. The house suggested that Jammer could be used to prevent unfair means during exams.

Both the Joint Conveners of **Institutional Values & Best Practices Committee**, Mr. H. Das & Mrs. M. Das were unavailable due to their preoccupations on the day of the meeting.

The **Student Support & Progression Committee** Convener, Mr. Nitu Konwar spoke of providing Book Bank facilities to more students if applications for requirement are received. The committee also stated about the successful completion of programmes- one on Student Development and another on *Swachh Bharat* (in association with NSS). They had organised a Campus Cleanliness Drive and an Essay Competition on the theme of *Swachh Bharat*. Dr. P. Borthakur, Chairperson of the Committee, informed the house that they will be organising a skill-based workshop very soon.

The Convener of **Governance, Leadership & Management Committee**, Dr. S. Borah informed that Orientation in 'Office Management' for the Office Staff is going on. Mr. Ranjit Bezbaruah, ex- employee of the college, though retired, is working part-time, and giving hands-on training on 'Office Management' to the newly recruited office staff.

Dr. G. Deka, Convener of **Research Innovation & Extension Committee** apprised the house that a book with ISBN, titled *Corporate Social Responsibility*, and edited by himself was recently published by the Principal, Chandra Kamal Bezbaruah Commerce College, Jorhat. The house was also informed that a few members of the college faculty are in the final stages of their Ph. D research work.



Item No. 8: Any Other Matter:

The IQAC Co-ordinator proposed that an All Assam Inter-College Debate Competition can be organised by the college.

Dr. R. Roy & Mr. Nitu Konwar informed that our college will be signing an MOU (Memorandum of Understanding) soon with Assam Skill Development Corporation for training our students in Tally. The sub-committees of **Student Support & Progression**, **Teaching Learning & Evaluation** and **Curricular Aspects** are asked to coordinate and look into the programmes.

Dr. S. Borah proposed that some contribution should come from the college also for carrying out projects and for higher studies. He further put forward that in order to increase employee loyalty and enthusiasm, titles like 'Employee of the Year' can be given.

The following resolutions were taken in the meeting:

Resolution No. 1:

It is resolved to organize an All Assam Inter-College Debate Competition.

Resolution No. 2:

It is resolved to hold a Skill Development Workshop.

Resolution No. 3:

It is resolved to conduct a Spoken English Workshop.

Resolution No. 4:

It is resolved to encourage Faculty Development and Research.

Dr. Neeta Lagachu Taye, the IQAC Co-ordinator, thanked all for their cooperation and presence. She requested the support, encouragement and guidance of all faculty members and entreated them to come to college in December even though it will be semester break since the AQARs will have to be submitted within 31st of December, 2018.

Accepted _____
 15.6.2019



Dr. Umen Dutta
Principal (i/c) & Chairperson (IQAC),
Chandra Kamal Bezbaruah Commerce College,
Jorhat-785001

Principal
 CKB Commerce College
 JORHAT