

8th NOTICE (IQAC-2019)

The 5th

meeting of the IQAC, CKB Commerce College, is convened on 15/06/2019 (Saturday) at 12.00 noon 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. Reading out and Confirmation (Approval) of the minutes of the last meeting held on 30/11/2018
5. Action Taken
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. Umen Dutta
Principal (i/c), & Chairperson (IQAC)
CKB Commerce College
Jorhat-785001

Principal
CKB Commerce College
Jorhat



07-06-2019

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


Coordinator
IQAC
CKB Commerce College, Jorhat

IQAC meeting convened on 15/06/2019 (Saturday) at 12.00 Noon in the Digital Room of the College.

A. Members Present:

Signature with Date

1. Dr. Umen Dutta (Principal i/c)


15.6.2019

2. Dr. (Mrs) P. Borthakur
(Chairperson, Student Support & Progression)

Absent (not well)

3. Mr. Shobhan Saikia
(Chairperson, Curricular Aspects)


15/6/19

4. Dr. G.K. Bordoloi
(Chairperson, Research Innovations & Extension)


15/6/19


5. Dr. S.K. Baruah
(Vice-Chairperson, Infrastructure & Learning Resources)

*Absent in conducting
G.NOU exams*

6. Dr. (Mrs.) B.S. Bhatta
(Chairperson, Teaching, Learning & Evaluation)


15/6/2019

7. Dr. Sarat Borah
(Convener, Governance Leadership & Management)


15/6/2019


8. Dr. Gobinda Deka
(Convener, Research Innovations & Extension)

General leave

9. Mr. Rupam Sarmah
(Convener, Infrastructure & Learning Resources)

Absent

10. Mrs. Gitali Hazarika (IQAC Member)


15/6/2019

11. Mr. Horeswar Das
(Jt. Convener, Institutional Values & Best Practices)

Absent



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

Subject: 5th Meeting of IQAC

Ref. No.: 05IQAC19

Date : 15-06-2019

Venue: Digital Room

Time : 12.20 PM

Minutes of the 5th meeting of the IQAC (along with sub-committee members) held on June 15, 2019 in the Digital Room at 12.20 PM.

A. Members Present:

1. Dr.Umen Dutta (Principal [i/c] & Chairperson, IQAC)
2. Mr.ShobhanSaikia
(Chairperson, Curricular Aspects)
3. Dr. G.K. Bordoloi
(Chairperson, Research Innovations & Extension)
4. Dr.(Mrs.) B.S. Bhatta
(Chairperson, Teaching, Learning & Evaluation)
5. Dr.Sarat Borah
(Convener, Governance Leadership & Management)
6. Mrs.GitaliHazarika (IQAC Member)
7. Mrs.Mallika Das
(Jt. Convener, Institutional Values & Best Practices)
8. Mr. D. Borah (Member)
9. Dr. (Mrs) Neeta LagachuTaye
(Coordinator, IQAC)
10. Dr.Raju Roy
(Jt. Convener, Teaching, Learning & Evaluation)
11. Mrs.Rupasree Dutta
(Jt. Convener, Teaching, Learning & Evaluation)
12. Mr.ProsantoMandal (Member)
13. Dr.KironmoyChetia
(IQAC Member& Convener, Curricular Aspects)
14. Mr.NituKonwar
(Convener, Student Support & Progression)



Minutes of the 5th meeting of the IQAC (June 15, 2019)

15. Mrs.Barsha Borah (Member)
16. Mrs. R. Borthakur (Librarian)

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

1. Dr. (Mrs) P. Borthakur(Taken ill)
(Chairperson, Student Support & Progression)
2. Dr. S.K. Baruah(Busy in IGNOU duty)
(Vice- Chairperson, Infrastructure & Learning Resources)
3. Dr.GobindaDeka(Casual Leave)
(Convener, Research Innovations & Extension)
4. Mr.RupamSarmah(Absent)
(Convener, Infrastructure & Learning Resources)
5. Mr.Horeswar Das (Absent)
(Jt. Convener, Institutional Values & Best Practices)
6. Dr.SatyaDeka(Casual Leave)
(Former IQAC Coordinator & IQAC Member)
7. Mr.RubulSaikia (Member) (Absent)



* The IQAC Coordinator, Dr. Neeta Lagachu Taye, informed the House that ARIARs of 2016-17 and 2017-18 were emailed to NAAC on 13.12.2018 & 29.12.2018 respectively after taking due permission from the College Management Body.

Page | 3

Minutes of the 5th meeting of the IQAC (June 15, 2019)

Item No. 1: Signing in

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

Item No. 3: Opening Remarks from the Chair

The IQAC meeting held on 15-06-2019 was brought to order by the **Chairperson, Dr. Umen Dutta** at 12: 20 pm. In his opening remarks, Dr. Umen Dutta, who is also the Principal (i/c), requested for valuable advice and comments from the members present. He further added that IQAC meetings should be held more regularly. *

Item No. 4: Reading out and Confirmation of the Minutes of the 4th meeting held on November 30, 2018 and Action Taken

The proceeding of the 4th meeting held on **November 30, 2018** was read out by Dr. Kironmoy Chetia. It was accepted after minor modifications.

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, an **All Assam Inter-College Prize-Money Debate Competition** was organised by the college on **April 23, 2019** in association with Rotary Club of Jorhat. Ms. Rishikanya Batswa of Cotton University was adjudged the Best Debater while the Second and Third prizes went to Ms. Aliva Dutta of Assam Agricultural University, Jorhat and Ms. Suhana Tasneem of JB College (Autonomous) respectively.
- b) With regard to the second resolution, a **Skill Development Workshop on Flower Bouquet Making** was organised by Student Support and Progression Committee, IQAC, Chandra Kamal Bezbaruah Commerce College, in association with Pidilite, Jorhat on **March 15 and 16, 2019**. The Resource Person of the Workshop was Ms. Dulary Kotoky. 40 girl students of the college participated in the workshop.
- c) As per the third resolution of the last meeting, a **Workshop on Spoken English** was organised from **March 23, 2019 to April 5, 2019**. The workshop was conducted by the Department of English and co-ordinated by Dr. Kironmoy Chetia. The Resource Persons in the Workshop were Ms. Mithumani Barman (Communicative & Spoken English Specialist), Mr. Angshuman Baruah, (Co-owner, Track & Trail), and Mr. Siddharth Boruah (Soft Skills & Spoken English Expert). 50 students actively participated in the workshop.
- d) In pursuance of the fourth resolution on Faculty Development and Research
 - i. Two teachers of the college, Mrs. Gitali Hazarika & Dr. Neeta Lagachu Taye attended the **NAAC Sponsored One-Day Workshop on Revised Assessment and Accreditation Framework (RAF)** organized by IQAC, Kakojan College on January 18, 2019.
 - ii. Two teachers of the college, Dr. Neeta Lagachu Taye and Dr. Kironmoy Chetia attended a one-day workshop on **Preparation of Self Study Report - NAAC** organized by IQAC, CBG Girls' College on 15th December 2018.
 - iii) Eight Teachers of the college, Dr. S. Barua, Dr. G. Debra, Dr. G. K. Bordoloi, Sri S. Saikia, Sri R. Sarma, Dr. R. Roy, Dr. R. Chetia and Sri N. Konwar participated in a one day district level workshop on **Implementation of Choice Based Credit System (CBCS)** in the undergraduate



- ii. Three teachers from the college namely, Mr. Prosanto Mandal, Mr. Rubul Saikia & Dr. Raju Roy attended the **Ten-Day Faculty Development Program on Entrepreneurship Development** in Kaziranga University from March 18, 2019 to March 29, 2019.

Item No. 5: Discussion on the activities already carried out by the Committees and Sub-committees (From 01/12/2018 to 14/09/2019) → should have been 14/06/2019

- a) On December 16, 2018 NCC students of the college took part in a Seminar on **Water and Waterways Management** hosted by Rotary Club of Jorhat in the Conference Hall of Jorhat Planetarium. Retd. Prof Dr. JN Sharma of Dibrugarh University, Retd. Chief Engineer of PHE, Guwahati AK Pal, and Retd. Prof of POWIET and alert citizen of Jorhat, Mr. Bhobho Chetia were amongst the Resource Persons.
- b) On **January 17, 2019** an on-the-spot **Essay Writing Competition** was organised in the college on the occasion of **Sitpi Divas** where 32 students took part. Students were asked to write on *any one* of the following two topics:
 - i. Life history of Jyoti Prasad Agarwala.
 - ii. Jyoti Sangeet.
- c) On **January 28, 2019** an **Awareness Program on "Pre and Post Natal Child Care" and "Hygiene and Sanitation"** was organised by Aashta, the Women Cellof Chandra Kamal Bezbaruah Commerce College for the women of PangiryaGaon, the adopted village of the college. The Resource Persons invited for the program were Dr. Jinamoni Saikia, Principal Scientist, Faculty of Community Science, Assam Agricultural University, Jorhat and Dr. Juliana Samrah, Professor, Faculty of Community Science, Assam Agricultural University, Jorhat respectively. About 50 women of PangiryaGaon were present along with their children.
- d) On **January 29, 2019** Chandra Kamal Bezbaruah Commerce College organised a **Campus Interview** which was conducted by Chennai-based Company **India Filings**. Ms Daphne Anand was the official representative for the campus drive. 45 graduates from Chandra Kamal Bezbaruah Commerce College, JB College (Autonomous), Jorhat, DKD College, Dergaon and Dhemaji College took part in the recruitment. 20 students were selected, out of which 15 were from the college and 5 were from the other colleges. The **Campus Interview** was held from 1.30 pm to 7.30 pm and was co-ordinated by Dr. Kiranmoy Chetia and Dr. Neeta Lagachu Teye.
- e) From **January 2019 till date, Coaching Classes** for SSC, Banking, Railway and other Govt. Competitive Exams is being conducted in Chandra Kamal Bezbaruah Commerce College by Mr. Navneet NK, New Delhi, who is a Specialist in Reasoning, General Studies and Arithmetic. Ex-student of the college, Subharrayan Gupta also takes a few classes. Many students and ex-students from the college and other colleges are taking advantage of the coaching.



On Feb. 2, 2019, a meeting was held with the members of the college collected a sum of ₹ 500/- and handed over the amount to the father of the student who was killed in the accident. On February 26, 2019, the Student Support and Progression Cell, IQAC, Chandra Kamal Bezbaruah Commerce College organised a **Workshop on Interview Skills** in collaboration with **Downtown University, NE Campus and Career Choice, Jorhat**. The Resource Persons were Prañjal Borbora and Joydev Mahanta, both Directors of Downtown University, NE Campus and Career Choice respectively.

g) The 55th Foundation Day of the College took place on **February 6, 2019. Founder Principal Madhab Chandra Chakraborty Memorial Lecture** on the burning issue of **“Big River Dams, Flood, Erosion and Assam”** was delivered by Dr. Bhupendra Nath Goswami, Department of Geography, Mariani College.

h) On March 06, 2019, Jio Reliance conducted a **Campus Drive** which was organized by Placement Cell and Training Sub-Committee, IQAC, Chandra Kamal Bezbaruah Commerce College, Jorhat. 19 passed out students of 2017 and 2018 of the college participated in the drive. 3 students were disqualified in the pre-assessment while the remaining 16 faced the PI (Personal Interview). Finally, the following 6 students were selected for the Training:

- i. Bipul Sharma
- ii. Chandan Saikia
- iii. Partha Bordoloi
- iv. Priyankush Bhuyan
- v. Subhmarayan Gupta
- vi. Abhishek Ghosh

i) On March 08, 2019 the college observed **International Women’s Day** in association with Assam Film Society (AFS), Chandra Kamal Bezbaruah Commerce College Cine Club and Chandra Kamal Bezbaruah Commerce College Women Cell. The Assamese film *Akhaki Torar Kohare* which won the Rajat Kamal Award in 2003 was screened for the girl students and faculty. An interaction on the meaning and nuances of the film followed the screening with interesting inputs from Dr. Jayanta Madhav Dutta, Secretary, Assam Film Society, Dr. Poran Boruah, Writer and Scientist of NEIST, Jorhat and Dr. Mouchumi Mahanta, Executive Member of Assam Film Society who were present on the occasion.

j) On March 09, 2019 luminaries from the Assam Film Industry like Singer-Lyricist-Social Worker Jayanta Nath visited the college to participate in the **promotion of the Assamese film, Kaneen** which was slated to be released on March 22, 2019. The film is based on a novel by Rita Choudhury. About 100 students were present in the event.

k) On March 09, 2019 Amity University conducted a **Student Development Program** on the topic *Basic Professional Skills for a Beginner & Career Options after Graduation*. 25 students of the college participated in the program.



l) On **March 13 & 14, 2019** under the umbrella of National Skill Development Corporation, ICT Academy of Tamil Nadu, Chennai conducted the Skill Saathi Nationwide Career Counselling Program on **Personal Career Profiling** for 800 students of the college. The officials who represented the ICT Academy of Tamil Nadu, Chennai were Mr. Sunil Borah and Mr. Deep SekharSapkota.

m) On **March 15 and 16, 2019** a **Skill Development Workshop on Flower Bouquet Making** was organised by Student Support and Progression Committee, IQAC,Chandra Kamal Bezbaruah Commerce College, in association with Pidilite, Jorhat. The Resource Person of the Workshop was Ms DularyKotoky. 40 girl students of the college participated in the workshop.

n) From **March 23, 2019 to April 5, 2019** a **Workshop on Spoken English** was organised in the college. The workshop was conducted by the Department of English and co-ordinated by Dr.KironmoyCheta. The Resource Persons in the Workshop were Ms.Mithumani Barman (Communicative & Spoken English Specialist), Mr.AngshumanBaruah, (Co-owner, Track & Trail), and Mr.SiddharthBaruah (Soft Skills & Spoken English Expert). 50 students actively participated in the workshop.

o) An **All Assam Inter-College Prize-Money Debate Competition** was organised by the college on **April 23, 2019** in association with Rotary Club of Jorhat. Ms.RishikanyaBatswa of Cotton University was adjudged the Best Debater while the Second and Third prizes went to Ms.Aliya Dutta of Assam Agricultural University, Jorhat and Ms.SuhanaTasneem of JB College (Autonomous) respectively.

p) On **June 05, 2019**, the College observed **World Environment Day** in association with the NSS Wing of the college.

q) On**June 17, 2019** the College organised an **Induction and Orientation Programme** for the newly admitted 300 students of B.Com. 1st Sem. After according them a warm welcome, the Freshers' were briefed about the rules and regulations to be followed in the college.

r) A **Workshop on Yoga for Health** was organised from **June 18, 2019 to June 21, 2019** by the NSS Wing of the college in association with Vivekananda Kendra, Kanyakumari, Jorhat Chapter. Mr. Nolin Sarma of Vivekananda Kendra, and his team ledthe Yoga Workshop. The Principal (i/c), Dr.Umen Dutta, students, and teachers were among those who participated in the workshop. Mr. D. Borah, NSS Programme Officer of the college was the Co-ordinator of the Workshop.

s) On**June 20, 2019****Bishnu Prasad Rabha Divas** was observed in the college commemorating the death anniversary of cultural icon, Bishnu Prasad Rabha. About 50 students participated in the function.



t) On **June 26, 2019** Legal Awareness Program was organized by District Legal Services Authority (DLSA) in association with T.I In Tandem, Jorhat under Assam State AIDS Control Society (ASACS) on the occasion of **International Day Against Drug Abuse & Illicit Trafficking** in Chandra Kamal Bezbaruah Commerce College, Jorhat. The program highlighted on NALSA (Legal Services to Victims of Drug Abuse and Eradication of Drug Menace) Scheme, 2015. 60 students were present in the program. The Resource Persons/Guests present on the occasion were:

- i. Dr.Ajoy Borah, Demonstrator, Pharmacology, Jorhat Medical College and Hospital.
- ii. MayurponkhiBaruah, Advocate, Jorhat.
- iii. Kasturi T. Baruah, Advocate, Jorhat.
- iv. ParinitaDeka, DLSA, Jorhat.
- v. TridipHazarika, DLSA, Jorhat.
- vi. Pinku Borah, Counsellor, In Tandem, Jorhat.
- vii. Siamoni Dutta, Project Director, In Tandem, Jorhat.
- viii. TulikaGogoi, Project Manager, In Tandem, Jorhat.
- ix. Siddharth S. Borah, In Tandem, Jorhat.
- x. Bulbul Das, In Tandem, Jorhat.
- xi. Nilutpall Bora, In Tandem, Jorhat.

u) On **June 29, 2019**an Awareness cum Interaction Program on **Cyber Crime and Cyber Security** was organized by Aastha, the Women Cellof Chandra Kamal Bezbaruah Commerce College. Lecturer and Publisher, Mr.Devolyoti Borah was invited as the Resource Person. He enlightened the audience about plagiarism, how to avoid phishing attacks, and ways to protect passwords, etc. There was a lively interaction from the students and faculty present on the occasion.

v) On **July 1, 2019**students ofChandra Kamal Bezbaruah Commerce College joined hands with students ofIagannathB. ~~College~~ College (Autonomous) in a Voluntary Blood Donation Camp organized by Rotary Club of Jorhat in collaboration with Jorhat Medical College and Hospital.

w) On **August 8, 2019**four teachers of the college attended a **Faculty Knowledge Sharing Programme (FKSP)** on the theme, *Beyond Professorship- The 21st Century Academician*, organised by ICFAI Business School in Hotel Manor. Teachers from various colleges and technical institutes participated in the Programme. The teachers of the college who attended the FKSP were:

- i. Dr. GK Bordoloi
- ii. Mr. D. Borah
- iii. Dr. N. LagachuTaye
- iv. Dr. K. Chetia



Item No. 6: Suggestions & Views of Members:

Dr. GK Bordoloi expressed his satisfaction at the enthusiasm shown by the people of Pangiriyagaon, the adopted village of the college during the Children's Day program.

Mrs Rupasree Dutta spoke on the need of speeding up the Student Mentoring process. She suggested that students should be informed about the Mentoring in the Induction program. Dr. B. S. Bhatta stated the need of stressing on Personality Development in Mentoring. Dr. Umen Dutta, Principal (i/c) asked the faculty members to take immediate steps to start the Mentoring Process for 2019-20.

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

The Curricular Aspects	Committee	Chairperson	&	Convener
Mr.SobhanSaikia&Dr.KironmoyChetia informed that the syllabus regarding starting of a Certificate Course in developing Entrepreneurship Skills is almost ready, and the courses will start soon.				

Dr. R. Roy & Mrs Rupasree Dutta, Joint Coordinators of **Teaching Learning & Evaluation Committee (TLE)** proposed to the House that a day-long training workshop for the Office Staff will be organized during the 3rd week of July, which falls in the Summer Vacation of the college. Mrs Rupasree Dutta suggested that the GB President of the college, Dr. JCS Kotoky and former Principal, Dr. P.C Borah may be invited as Resource Persons. Following a discussion on conducting a Seminar as stated in the last meeting, Dr.Raju Roy remarked that we cannot depend on UGC for funds. It is better if seminars are organised with available funds of the college. Dr.Sarat Borah suggested about pooling funds from the Commerce Forum. The House also agreed that, if the need arises, funds can be generated from individual contributions. Dr. Neeta Lagachutaye opined that a National Seminar or Workshop on Intellectual Property Rights should be organized by the college as early as possible. The House understands that the Teaching Learning aspects requires more attention as it carries the maximum marks.

The **Research Innovation & Extension Committee** Chairman, Dr. G.K. Bordoloi put forward that seminars are not fruitful nowadays. Dr. B.S. Bhattacharya stated that conducting workshops will be more beneficial. The House decided to organize a National Seminar on Intellectual Property Rights. Dr.Sarat Borah and Dr. R. Roy was entrusted with the responsibility of organising the seminar.

Matters of **Infrastructure & Learning Resources Committee** couldnot be discussed in details both the Chairman and Convener were absent in the meeting.Dr.Umen Dutta, Principal (i/c) offered the suggestion of conducting Unit Test every month. Dr. N.Lagachutaye stressed on giving actual figure of number of books in the library. Mrs.RunjumBorthakur, Librarian of the college, said that the suggestion will be kept in mind in the future.



The **Student Support & Progression Committee** Convener, Mr.NitukKonwar spoke of conducting a Talk on Sexual Harassment as future plan of the committee. He further remarked that there are other plans and projects they are thinking of which will be made known once it is finalized.

Regarding the works done by the **Governance, Leadership & Management Committee**, Mr. D. Borah pointed out that the construction of the Auditorium and Indoor Stadium needs to be completed immediately. He also insisted on the punctuality of the office staff. Dr.Umen Dutta, Principal (i/c) informed the House that Mr.RanjitBezbaruah is still given the responsibility of maintaining the UGC file. The House unanimously agreed that the responsibility be transferred to Mr.BikironBorthakur as a retired employee is not accountable for such works. The IQAC Co-ordinator, Dr. N.LagachuTaye, suggested that the committee should take the help of Mr.ProsantoMandal in E-governance matters. She further emphasised on the need of reading the AQAR reports by everyone in the House before onward submission to NAAC. She sought for complete cooperation from everyone in this regard. Dr.Sarat Borah, Convener, Governance, Leadership & Management Committee, reiterated his suggestion of nominating Employee of the Year from amongst the teaching and non-teaching staff respectively. He also proposed that teachers undertaking research work could be given financial help as a mark of encouragement.

Regarding **Institutional Values & Best Practices Committee**, Dr. N.LagachuTayeremarked that records of activities carried out by the committee should be maintained. The Bokul trees that are planted (a Best Practice) need proper tending and care. Mrs. M. Das, Convener of the committee, stated that more trees will be planted for beautification of the college. She specified about using vermim compost to the newly planted trees. The IQAC Co-ordinator suggested taking the help of students in this regard by forming an Eco Club.

Mrs. M. Das presented before the House her plans for forming different clubs. For example: Nature Club in the name of JadavPayeng; Music Club in the name of Sudhakontho; Literary Club (already formed by the English Department, named DEL VESS), and Fun Club in the name of Rasaraj or Charlie Chaplin. Mrs. R. Dutta suggested about forming a Debating Club as students of our college have often been winners in Debating Competitions.

Mrs. M. Das also proposed to organise a program on 'Gurupujan' during Parent-Teacher Meet. She further suggested that Teachers should be in uniform one day a week. Dr. N. LagachuTaye indicated that NAAC gives importance to new and innovative practices and that it is necessary to file at least two best practices of the college.



Item No. 8: Any Other Matter:

The IQAC Co-ordinator reminded that a Blood Donation Camp should be organised by the college immediately as it has not been done since the last NAAC visit. She sought the co-operation of Mr. D. Borah in this. She further talked about the importance of holding student-related seminars in the college. The House requested Mrs.M. Das and Mrs. R. Dutta to take initiative for organizing a student-level Inter-college seminar based on an inter-disciplinary theme.

Mrs. G. Hazarika was entrusted with the responsibility of holding an inter-departmental Wall Magazine and Hand-Written Magazine Competition. In addition, Mr. D. Borah and Mrs. G. Hazarika were also assigned the task of overseeing the activities of the Dramatic Society.

The following resolutions were taken in the meeting:

Resolution No. 1:

It is resolved to start a Certificate Course in developing Entrepreneurship Skills in students.

Resolution No. 2:

It is resolved to hold a Training Workshop for the Office Staff *FDP/Students.*

Resolution No. 3:

It is resolved to organise a Talk on Sexual Harassment.

The meeting concluded with a vote of thanks from the IQAC Co-ordinator, Dr. Neeta LagachuTaye.

Accepted

Dr. Sarmma
16/09/19

Dr. Neeta LagachuTaye
16/09/2019

Dr. Ranjitsarma
Principal, & Chairperson (IQAC)
CKB Commerce College
Jorhat-785001

Dr. Neeta LagachuTaye
Coordinator (IQAC)
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Principal
CKB Commerce College
Jorhat

Coordinator
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CKB Commerce College, Jorhat