

(10th Notice)

WhatsApp Notice Given On June, 12, 2020.

Agenda for the Meeting of the IQAC (with Chairpersons, & Conveners of the Sub-committees) to be held on June 17, 2020 at 11.30 am in the Faculty Common Room:

Agenda Item No. 1:

Signing in.

Agenda Item No.2:

Taking of the Chair by the Chairperson

Agenda Item No.3:

Opening Remarks from the IQAC *Chairperson*

Agenda Item No. 4:

To confirm the minutes of the last meeting of IQAC held on September 16, 2019

Agenda Item No. 5:

Discussion on the activities already carried out by the IQAC and its Sub-committees (from 17/09/2019 to 16/06/2020)

Agenda Item No. 6:

Quality improvement strategies in the following areas for the year 2020-21 (Especially at this juncture of Covid-19 Pandemic):

a. Curriculum development

b. Teaching and learning:

To discuss the modalities for conducting the Student Satisfaction Survey (SSS): ✓

Under Criterion II (Teaching-Learning and Evaluation) of Part-B of the revised AQAR guidelines prescribed by NAAC, Student Satisfaction Survey on overall institutional performance is required to be conducted every year and the results and the details of the same to be provided as web link).

c. Examination and evaluation

d. Research and Development

e. Library

f. ICT

g. Physical Infrastructure

i. Human resource management

j. Industry interaction

k. Student admissions

Agenda Item No. 7:

To decide preparation and publication of code of conduct / handbooks for different stakeholders

Agenda Item No. 8:

Any other item with the permission of the Chair.

Agenda Item No. 9:

Vote of Thanks from the Coordinator.

Dr. Neeta Lagachu Taye
Coordinator, IQAC-CKBCC

Coordinator
IQAC
CKB Commerce College, Jorhat



Minutes of 7th Meeting of IQAC-CKBCC (17-6-20)

Internal Quality Assurance Cell, Chandra Karnal Bezbaruah Commerce College.

Subject: 7th Meeting of IQAC
Ref. No.: 07IQAC20
Date : 17-06-2020
Venue : Teachers' Common Room
Time : 11.30 am

Minutes of the 7th meeting of the IQAC (June 17, 2020)

Item No. 1:

Signing in

IQAC Steering Committee:

Chairperson:

Dr. Ranjit Sarma, Principal

Ranjit Sarma
17/06/2020

Coordinator:

Dr. Neeta Lagachu Taye

Neeta Lagachu Taye
17/06/2020

Assistant Coordinator:

Dr. Nitu Konwar

Members:

a) Dr. Umen Dutta (Vice-Principal)

Umen Dutta

17.6.2020

b) Dr. Purabi Borthakur (Academic Vice-Principal)

c) Dr. Sarat Borah

Sarat Borah
17/6/2020

d) Dr. Gobinda Deka



e) Mrs. Gitali Hazarika

f) Dr. Satya Deka (Past IQAC Co-ordinator)

g) Dr. Kironmoy Chetia

Chetia
17/6/2020

h) Mr. Prosanto Mandal

Sub-committees:

CURRICULAR ASPECTS

Chairperson: Mr. Sobhan Saikia

Sobhan
17/6/2020

Convener: Mr. K.M. Chetia

Chetia
17/6/2020

TEACHING LEARNING & EVALUATION

Chairperson: Dr. B.S. Bhattacharyya

Convener: Mrs. Rupasree Dutta

Dr. Raju Roy

Rupasree Dutta
17-06-2020

Raj Roy
17/06/20.

RESEARCH, INNOVATIONS & EXTENSION

Chairperson: Dr. G.K. Bordoloi

G.K. Bordoloi
17/6/20

Convener: Dr. Gobinda Deka



INFRASTRUCTURE & LEARNING RESOURCES

Chairperson: Dr. Ranjit Sarma, Principal

Ranjit Sarma
17/6/20

Vice-Chairperson: Dr. S.K. Baruah

[Signature] 17/6/2020

Convener: Mr. Rupam Sarmah

[Signature]
17/06/2020

STUDENT SUPPORT & PROGRESSION

Chairperson: Dr. Purabi Borthakur

Convener: Mr. Nitu Konwar

GOVERNANCE, LEADERSHIP & MANAGEMENT

Chairperson: Dr. Ranjit Sarma, Principal

Convener: Dr. Sarat Borah

INSTITUTION VALUES & BEST PRACTICES

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Chairperson: Dr. Ranjit Sarma, Principal

Joint Conveners: Mr. Horeswar Das

Mrs. Mallika Das



Internal Quality Assurance Cell

Chandra Kamal Bezbaruah Commerce College, Jorhat. Assam.

Subject: 7th Meeting of IQAC

Ref. No.: 07IQAC20

Date : 17-06-2020

Venue: Teachers' Common Room

Time : 11.30 am

Minutes of the 7th meeting of the IQAC (with Chairpersons & Conveners of Sub-committees) held on June 17, 2020 in the Teachers' Common Room of the College at 11.30 am.

A. Members Present:

1. Dr. Ranjit Sarma (Principal & Chairperson, IQAC)
2. Dr. (Mrs) Neeta Lagachu Taye (Coordinator, IQAC)
3. Dr. Umen Dutta (Vice-Principal)
4. Dr. G.K. Bordoloi (Chairperson, **Research Innovations & Extension**)
5. Mr. Shobhan Saikia (Chairperson, **Curricular Aspects**)
6. Dr. S.K. Baruah (Vice- Chairperson, **Infrastructure & Learning Resources**)
7. Mr. Rupam Sarmah (Convenor, **Infrastructure & Learning Resources**)
8. Dr. Sarat Borah (Convener, **Governance Leadership & Management**)
9. Dr. Raju Roy (Joint Convenor, **Teaching Learning & Evaluation**)
10. Mrs. Rupasree Dutta (Joint Convenor, **Teaching Learning & Evaluation**)
11. Dr. Kironmoy Chetia (Convenor, **Curricular Aspects**)



Minutes of the 7th meeting of the IQAC (June 17, 2020)

Agenda Item No. 1:

Signing in

Agenda Item No.2:

Taking of the Chair by the Chairperson

Agenda Item No.3:

Opening Remarks from the Chairperson

The 7th IQAC meeting of Chandra Kamal Bezbaruah Commerce College held in the Teachers' Common Room on 17-06-2020 was brought to order by the Chairperson of the meeting, Dr. Ranjit Sarma, Principal of the college at 11.30 am. In his opening remark, he welcomed all present in the meeting and expressed his concern over the pandemic situation caused by the uncontrollable spread of Covid-19.

Agenda Item No. 4:

To read out and confirm the minutes of the last meeting of IQAC held on September 16, 2019.

As per the agenda, the proceeding of the 6th IQAC meeting was read out by Mrs. Rupasree Dutta, Department of English. The issues related to the proceeding of the last IQAC meeting such as the College Commerce Forum, the Course on Entrepreneurship Skills, etc. was discussed.

Regarding the Commerce Forum of the College, the members voiced concern over its existence and functioning. The house agreed that more activities should be taken up by this forum and record of activities should be carefully maintained. It was also pointed out that a committee for the Commerce Forum should be constituted in the Staff Meeting.

The course on Entrepreneurship Skills that was supposed to be held from 17-03-2020 in collaboration with Assam Agricultural University had to be postponed at the eleventh hour because of the declaration of lockdown by the government due to the outbreak of Covid-19. This was a second postponement as the first date that was



scheduled for the course was 15-12-2019 and this too was postponed due to the unprecedented CAA protest. The house therefore opined that arrangements can be made, if possible, to conduct the Entrepreneurship Skills Development course in the online mode.

Regarding the Spoken and Communicative English Course to be conducted online in collaboration with NIELIT, the Chairperson advised that dates and time be fixed as per convenience of both the parties and the expediency of the students.

The minutes of the last meeting was approved after the above discussion.

Agenda Item No. 5:

Discussion on the activities already carried out by the IQAC and its Sub-committees (from 17/09/2019 to 16/06/2020)

- I. On September 28, 2019 an Interactive cum Awareness Program on **Draft New Education Policy, Govt. of India** was jointly organized by North Jorhat Senior Citizens Association and IQAC, Chandra Kamal Bezbaruah Commerce College, Jorhat. The program was graced by well-known citizens, headmasters, teachers and students from various schools and colleges. (Total number of attendees: 90)

10 students of the college participated in the event.

Faculty Coordinator:

Dr. Neeta Lagachu Taye

Faculty Participants:

- (i) Dr. Ranjit Sarma (Principal)
- (ii) Dr. GK Bordoloi
- (iii) Mrs. Gitali Hazarika
- (iv) Mr. Dimbeswar Bora
- (v) Dr. Raju Roy



- II. On October 02, 2019 the 150th Birth Anniversary of Mahatma Gandhi was observed with a *Fit India Plogging Run* by Students & Teachers. Spearheaded by the CKBCCSU leaders, 40 students joined in the cleaning cum jogging drive covering about 2kms.

Faculty Coordinators:

- a) Dr. Sarat Borah
- b) Mr. Dimbeswar Bora
- c) Mr. Prosanto Mandal

Faculty Participants:

- (i) Dr. Ranjit Sarma (Principal)
- (ii) Dr. Sanjib Baruah
- (iii) Mr. Sobhan Saikia
- (iv) Dr. Horeswar Das
- (v) Dr. Neeta Lagachu Taye

- III. On October 16, 2019 Dr. Purabi Borthakur & Dr. Neeta Lagachu Taye attended the TEQIP III Sponsored **One-Day Talk Cum Workshop** on **“Gender Sensitization & Women’s Empowerment”** organized by EAP Cell & Women Cell of Jorhat Engineering College, Jorhat. The Resource Person of the Workshop was renowned feminist, Kamla Bhasin of South Asian Feminist Network.

- IV. *A Talk on Gender Sensitization and Sexual Harassment* was organized on October 21, 2019 by Student Support and Progression Committee, IQAC, Chandra Kamal Bezbaruah Commerce College, Jorhat. Mrs. Chandana Kaushik Baruah, Asstt. Public Prosecutor, Jorhat Bar Association, was the Resource Person.
100 students participated in the event.



Faculty Coordinators:

- a) Dr. Purabi Borthakur
- b) Dr. Nitu Konwar

Faculty Participants:

- (i) Dr. Ranjit Sarma (Principal)
- (ii) Mrs. Gitali Hazarika
- (iii) Mr. Prosanto Mandal
- (iv) Dr. Neeta Lagachu Taye

- V. On October 22 & 23, 2019 a Two-Day National Level Training & Championship Program cum Personality Development & Career Planning Workshop was organized by IQAC, Chandra Kamal Bezbaruah Commerce College in association with Entrepreneurship Cell, IIT Kanpur & DC Crackers, Gurgaon. Mr. Niyaz Qureishi, Personality Development Trainer and Motivational Speaker, was the Resource Person. Certificates were awarded to the 100 participating students at the end of the workshop.

Faculty Coordinators:

- a) Dr. Neeta Lagachu Taye
- b) Dr. Kironmoy Chetia
- c) Mr. Prosanto Mandal

- VI. A 15-Day Faculty Development Program on *'E-Content Development and Use of ICT'* was organized by IQAC, Chandra Kamal Bezbaruah Commerce College, and conducted by NIELIT (National Institute of Electronics and Information Technology), Jorhat from October 25, 2019 to November 14, 2019. Teachers from various colleges also participated in the FDP.

Faculty Coordinator:

Dr. Neeta Lagachu Taye

Total Participants: 40



- VII. On November 05, 2019 a ***Youth Camp for Inner Awareness & Personal Growth*** was organized by Sri Aurobindo Society, Jorhat Centre in collaboration with Chandra Kamal Bezbaruah Commerce College. 70 students participated in the event.

Faculty Coordinators:

- a) Mr. Dimbeswar Bora
- b) Mr. Prosanto Mandal

- VIII. On November 5, 2019 a Street Play on AIDS Awareness was organized by Majuli-based organization, ***Replica*** (an organization promoting folk artists in Assam) in the premises of Chandra Kamal Bezbaruah Commerce College, Jorhat. A brilliant performance was enacted by the artists in the presence of Faculty, students and non-teaching staff.

- IX. On November 5, 2019 the English Department Wall Magazine. ***The Quill*** was unveiled for public view in the presence of the Principal, students and a few faculty members. ***The Quill*** was unveiled by Dr. Adil- Ul Yasin(?) of ...University and member of Aurobindo Society.

- X. On November 06, 2019 on the occasion of Vigilance Awareness Week, an ***Essay Writing Competition*** on the topic "***Corruption in Public Life: A Menace***" was organized in the college under the sponsorship and management of UCO Bank, Jorhat Zonal Office. 20 students participated in the competition.

Faculty Coordinator: Mrs. Rupasree Dutta

- XI. On November 14, 2019 Chandra Kamal Bezbaruah Commerce College, Jorhat observed Children's Day on November 14, 2019 at Kahar Gaon Senior Basic School under N0. 50 South-East Charaibahi Gaon Panchayat. A day-long programme was organised collaboratively by the Village Adoption Committee and NSS wing of the college under the supervision of Mr. D. Borah and Dr. Nitu Konwar, faculty members of the college. Speaking on the occasion, Dr. Ranjit Sarma, Principal of the college,



stressed the importance of character formation with positive attitude. Prizes were distributed to the winners of various competitions where five schools from the above-mentioned Panchayat participated. 25 students of the college also participated in the program.

Faculty Coordinators:

- a) Mr. Dimbeswar Bora
- b) Dr. Nitu Konwar

Faculty Participants:

- i) Dr. Ranjit Sarma (Principal)
- ii) Dr. Satya Deka
- iii) Dr. Beauty Bhattacharyya
- iv) Mrs. Gitali Hazarika
- v) Dr. Neeta Lagachu Taye
- vi) Mrs. Rupasree Dutta

XII. A 10-Day Training on '*Office Automation and Soft Skills*' for Office Staff was organized by IQAC, Chandra Kamal Bezbaruah Commerce College, and conducted by NIELIT (National Institute of Electronics and Information Technology), Jorhat from November 25, 2019 to December 6, 2019.

Faculty Coordinator: Dr. Neeta Lagachu Taye

Total Participants: 06

XIII. On December 8, 2019 a Mega Free Medical Camp was conducted in 2 No. Chowdang Chetia Gaon, Baghchung for the benefit of the adopted villages of the College. The camp was jointly organized by Rotary Club of Jorhat and IQAC, Chandra Kamal Bezbaruah Commerce College in partnership with Red Cross Society, Jorhat, Niramoy Hospital & Research Centre, Jorhat and Sanjivani Hospital, Jorhat. More than hundred beneficiaries took advantage of the medical facilities provided which included Blood Sugar Test, Blood Grouping, BP Test, etc. Free medicines were also distributed to the needy patients.



5 students of the College participated in the Mega Free Medical Camp.

The Doctors and Nurses who provided exemplary service were:

- a) Dr. Nabaneeta Baruah (Medicine)
- b) Dr. Dhruvajyoti Bora (Paediatrics)
- c) Dr. Pranab J. Kurmi (Dental)
- d) Dr. Banamita Baruah (Ophthalmologist)
- e) Dr. Gautam Hazarika (Orthopaedics)
- f) Dr. Rahi Dutta (Gynaecologist)
- g) Dr. Dipak Chakraborty (Red Cross Society, Jorhat)
- h) Ms Rekha Sen (Nurse, Red Cross Society, Jorhat)
- i) Ms Pompei Dutta (Nurse, Sanjivani Hospital)
- j) Ms Hima Deori (Nurse, Sanjivani Hospital)

Faculty Coordinators:

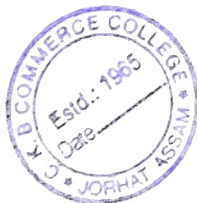
- a) Dr. Satya Deka
- b) Mr. Dimbeswar Bora
- c) Dr. Neeta Lagachu Taye
- d) Dr. Nitu Konwar

Faculty Participants:

- i) Dr. Ranjit Sarma (Principal)
- ii) Dr. Purab iBorthakur
- iii) Dr. Sanjib Baruah
- iv) Dr. GK Bordoloi
- v) Mr. Sobhan Saikia
- vi) Mrs. Gital iHazarika

XIV. On February 1 & 2, 2020 the Teachers of the College enthusiastically participated in the 35th Jorhat Teachers' Meet organized by AAU, Jorhat.

XV. College Week was conducted in the College from February 3, 2020 to February 8, 2020. The College saw an unprecedented participation of



students and teachers in the various events organized by the CKBCCSU & Teachers-in-Charge.

XVI. Founder Principal Madhav Chandra Chakraborty Memorial Lecture was organized on February 6, 2020 the 56th Foundation Day of the College. The topic of the lecture was **“Role of Students in the Uplift of the Present Society with Special Reference to Assam”** and the Speaker invited on the occasion was Dr. Apurba Borah, Associate Prof., Department of Assamese, Jorhat Kendriya Mahavidyalay, Jorhat. The more than 1000 participants in the event consisted of retired Principals of the College, retired Faculty, invited guests, alumni of the college and current students and teachers.

XVII. On February 6, 2020 itself, Aastha, the Women Cell of the College, published its first book with ISBN named *Tejaswani*. The theme of the book was **“The Contribution of Indian Women in Making New India”**. The Chief Editor of the maiden publication was the Coordinator of Aastha (2019-20), Mrs Gitali Hazarika.

XVIII. On February 19, 2020, Department of Accountancy invited Dr. Chimun Kumar Nath of Dibrugarh University for a Counselling Session on ‘Job Preparedness’ for the benefit of its B. Com.VI Semester students.

Faculty Coordinator: Dr. Horeswar Das

XIX. In March, B &A Ltd. offered a one-time scholarship of Rs. 60,000/- each (5,000/- each for 12 months), to two bright students of the college studying in B. Com. 2nd & 4th Sem. namely Miss Rita Das & Mr. Nishan Kumar Bhattacharjee respectively.

XX. On March 3, 2020 a Motivational Seminar on “Personal Development” was organized by The Assam Kaziranga University in collaboration with TLEC (IQAC) of the College. The Speaker was Kula Prasad Bora, Deputy Manager (Admissions). Ms. Rumi Devi of KU was also present as facilitator.

30 students actively participated and interacted in the program.



Faculty Coordinator: Mrs. Rupasree Dutta

XXI. On March 7, 2020 an **Inter College Poster Competition on “Gender Sensitization”** was conducted by the Women’s Cell of JB College (Autonomous), Jorhat. The College got a special prize in this competition. 16 BBA & B.Com students of the College participated in the Competition.

XXII. On March 8, 2020 International Women’s Day was observed in the college on the theme: Each to Equal. The girl students actively participated in the program and a few spoke out their innermost thoughts on the theme.

34 girl students were present.

Faculty Co-ordinator:

Mr. Dimbeswar Bora (Welcome Speech motivating the girl students)

Faculty Participants:

- a) Dr. Purabi Borthakur (Gave a Speech on Significance of Women’s Day)
- b) Dr. Neeta Lagachu Taye (Recited a Hindi poem composed by an acclaimed poet, Dr. Anu Goyal of Panchkula, Haryana on the occasion of Women’s Day).

XXIII. On March 14, 2020 a **Workshop on Interview Skills** was conducted by Assam Down Town University for the BBA students. 30 students participated in the Workshop.

Faculty Coordinators:

- a) Mr. Sarangapani Phookan.
- b) Mrs. Munmi Bordoloi



XXIV. On March 15, 2020 the IQAC, Chandra Kamal Bezbaruah Commerce College finally submitted ONLINE the AQAR of 2018-19 after due permission from the Management.

XXV. The **Soft Skills & Communicative English Course**, generally conducted in March-April every year, has been delayed due to the Covid-19 Pandemic. The Programme Co-ordinator of this year's Course, Mrs. Rupasree Dutta had earlier co-ordinated with NIELIT for conducting the course from March 16, 2020 to April 01, 2020.

XXVI. On March 18, 2020 two teams of College Faculty went to two different areas of Jorhat to disseminate awareness on Covid-19. One team went to Puronimati area in the outskirts of Jorhat while the other team went to the adopted villages of the college to spread awareness on Covid-19 and also distributed soaps and advisory leaflets to individual households.

Faculty Participants: (Puronimati)

- a) Dr. Sanjib Baruah
- b) Mr. Sobhan Saikia
- c) Dr. Sarat Borah
- d) Dr. Horeswar Das
- e) Mr. Rubul Saikia
- f) Dr. Raju Roy

Faculty Participants: (Chetia Gaon)

- i) Dr. Satya Deka
- ii) Mr. Dimbeswar Bora
- iii) Dr. Neeta Lagachu Taye
- iv) Mrs. Rupasree Dutta
- v) Dr. Nitu Konwar



XXVII. On April 06, 2020 food items were distributed by Teaching Faculty of the College in association with HELP (an NGO) in Panichukwa area in the wake of Covid-19.

Faculty Participants:

- a) Dr. Horeswar Das
- b) Dr. Sanjib Baruah
- c) Mr. Shobhan Saikia
- d) Dr. Raju Roy
- e) Mr. Rubul Saikia
- f) Mr. Prosanto Mandal

XXVIII. On April 27, 2020 under the leadership of the Principal of the College, and in association with AASU, Jorhat; food items were distributed to 70 households affected by the Covid-19. The households belonged to Pangiriya, Bezgaon, & Uttuliya -all adopted Villages of the college. 10 Students of the college also participated in the benevolent service.

Faculty Participants:

- a) Dr. Ranjit Sarma (Principal)
- b) Dr. Sanjib Baruah
- c) Dr. Purabi Borthakur
- d) Dr. Beauty Bhattacharyya
- e) Dr. Sarat Borah
- f) Mr. Gitali Hazarika
- g) Dr. Satya Deka
- h) Mr. Dimbeswar Borah
- i) Dr. Neeta Lagachu Taye

XXIX. In the month of May, the IQAC, Chandra Kamal Bezbaruah Commerce College in collaboration with Rotary Jorhat organized a National level Prize Money Online Essay Competition (in English & Assamese) for Higher Secondary and Graduate Level students. The topic



of the essay competition was **“Post Covid-19 Life: Will the World be the Same Again”**. The competition attracted an overwhelming 100 participants from different colleges of India. 3 prizes each were given to both the English and Assamese categories. The results were made public on June 5, 2020 (World Environment Day)

Faculty Co-ordinators:

- a) Mrs. Gitali Hazarika
- b) Dr. Neeta Lagachu Taye

XXX. On June 4, 2020 on the occasion of 12th Foundation Day of Aastha, the Women Cell organized a prize money intra-college **Lockdown Photography Competition** for the students. The theme of the competition was **“Today’s World through Your Window”**. The winners were-
 First prize (Rupees 1500/-): Paran Hazarika (B. Com. 2nd Semester)
 Second prize (Rupees 1200/-): Abhisek Borah (B.B.A. 2nd Semester)

Faculty Co-ordinator:

Mrs. Gitali Hazarika

Agenda Item No. 6:

Quality improvement strategies in the following areas for the year 2020-21 (Especially at this juncture of Covid-19 Pandemic):

a. Curriculum Development:

In the discussion, it was opined that the college authorities have little to do with the curricular aspects since the curriculum of different courses are designed and developed by Dibrugarh University under which the college is affiliated to.

b. Teaching and Learning:

The house decided to continue with online classes. Moreover, the Chairperson commented that LMS (Learning Management System) should be used to the optimum.

To discuss the modalities for conducting the Student Satisfaction Survey (SSS): For the purpose, the online method of survey is to be adopted. The Chairperson

suggested seeking the services of Mr. Himangshu Bharali, office staff of the college on this matter. The data thus generated can be accessed through Excel-sheet. The students can then send their responses through the College App.

c. Examination and Evaluation:

As per Dibrugarh University guidelines and directives, the end semester examination of B.Com & BBA VI Semester will be conducted online and the dates will be finalized soon.

d. Research and Development: On February 6, 2020 itself, Aastha, the Women Cell of the College, published its first book with ISBN named *Tejaswani*. The theme of the book was “**The Contribution of Indian Women in Making New India**”. The Chief Editor of the maiden publication was the Coordinator of Aastha (2019-20), Mrs Gitali Hazarika.

e. Library:

Books worth rupees 3 lakhs have been purchased for the Library. A set of computer and server has also been newly added. The chairperson further informed that a few steel almirahs /book shelves will be bought soon. The members present in the meeting opined that INFLIBNET services should be provided and regular checking done to ensure that students have accessed it.

f. ICT:

For systematic and error-free maintenance of Income Tax records, software integration is done. A server is brought for LAN in the office.

g. Physical Infrastructure:

An update was given to the house by the Chairperson that the **RUSA- approved building** which is under construction has progressed up to the plinth level. Regarding other construction works, it was stated that the construction of the **dining room of the Girls' Hostel** is in progress and the **Indoor Stadium** is nearing completion with the floor and white-washing done. The house was further informed that a **new toilet block** has been constructed for the students, and the construction of the **Auditorium** will also resume soon for completion of the acoustic works. He also appraised the house that a new generator/ transformer have been purchased for the college and the



old one has been given for use in the Girls' Hostel. New ACs was purchased for the Teachers' Common Room and the office. The IGNOU & Women Cell rooms have been modified. The departments of Bengali & Hindi have been given a makeshift space in the balcony of the first floor of the Administrative Block for their academic works. Last but not the least, the playground is cleaned, leveled and a mowing machine purchased for its regular maintenance. The college garden is beautified by growing new plants and plantations. A considerable number of saplings are purchased for this beautification. *Most of the above development in infrastructure was possible because of RUSA grant of 2.0.*

i. Human Resource Management:

The roster for filling up the four vacant posts in the respective Teaching departments has been approved by the government. The advertisements for these four posts can be given in the Newspapers after completion of the necessary formalities.

j. Industry Interaction:

In March, B & A Ltd. offered a one-time scholarship of Rs. 60,000/- each (5,000/- each for 12 months), to two bright students of the college studying in B. Com. 2nd & 4th Sem. namely Miss Rita Das & Mr. Nishan Kumar Bhattacharjee respectively.

k. Student Admissions:

The house was told that the online process of admission to B. Com. First Sem. had already started. The admissions were to be given free as per the directives of the government. Fees and details of admissions into the Girls' Hostel are still unclear as the world is still in the throes of the pandemic. All other details of the college, prospectus, admission form, etc. would be available in the website from this year.

Agenda Item No. 7:

To decide preparation and publication of code of conduct / handbooks for different stakeholders:

The responsibility for preparing the code of conduct / handbooks for different stakeholders was entrusted to the Coordinator, IQAC.



Agenda Item No. 8:

Any other item with the permission of the Chair:

The IQAC Coordinator suggested that an association of ex-teachers of the college can be formed and a get-together event for the retired employees of the college can be organized annually. The house welcomed the suggestion. With many teachers having retired and some on the verge of superannuation, the Coordinator expressed that the IQAC committee will need a revamp soon.

The members expressed grave concern over the mental health of the students in the midst of the COVID-19 pandemic. Discussions were afoot on inviting psychologists like Dr. Dipjyoti Borah, Dr. Adi Sharma, etc. to hold sessions for students on Google Meet. This will ensure their mental health to some extent. A Mental Health/ Counseling Cell, which will include the CKBCC Women Cell members, will be constituted as soon as possible so that counseling on a one-to-one basis with students can be started immediately.

The following resolutions were taken in the meeting:

Resolution No. 1: The house resolved to entrust the responsibility of preparing a code of conduct / handbooks for different stakeholders to the IQAC Coordinator, Dr. Neeta Lagachu Taye.

Resolution No. 2: It is resolved to constitute a Counseling Cell for the Mental Well-being of the students.

Resolution No. 3: It is resolved to publish a book with ISBN.

Resolution No. 4: It is resolved to organize National Seminars .

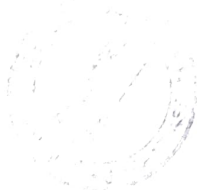
Resolution No. 5: It is resolved to organize more Student Development Programs.

Resolution No. 6: It is resolved to apply for B.A. & M.Com in Distance and Regular Mode .

The Coordinator expressed her sincere thanks to the Chairperson and members present in the meeting for their interactive and meaningful cooperation.

Ranjan
30.12.2020
Dr. Ranjit Sarma
Principal, & Chairperson (IQAC),
CKB Commerce College
Jorhat-785001

Principal
CKB Commerce College
JORHAT



Lagachu
30.12.2020
Dr. Neeta Lagachu Taye
Coordinator (IQAC)
CKB Commerce College
Jorhat-785001

Coordinator
IQAC
CKB Commerce College, Jorhat