

(11th Notice)

WhatsApp Notice given on December 22, 2020.

Agenda for the Meeting of the IQAC (with Chairpersons, & Conveners of the Sub-committees) to be held on December 30, 2020 at 11 a.m. 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 Coordinator

Agenda Item No. 4:

To ^{read out and} confirm the minutes of the last meeting of IQAC held on June 17, 2020

Agenda Item No. 5:

Discussion on the activities already carried out by the IQAC and its Sub-committees (from 18/06/2020 to 29/12/2020)

Agenda Item No. 6:

Criteria-wise discussion on AQAR 2019-20 submission

(Period: July 1st, 2019 to June 30th, 2020)

Curricular Aspects: Mr. Shobhan Saikia & Dr. Kironmoy Chetia

Teaching Learning & Evaluation: Dr. Raju Roy & Mrs. Rupasree Dutta

Student Support & Progression: Dr. Purabi Borthakur & Dr. Nitu Konwar

Infrastructure & Learning Resources: Dr. Sanjib Baruah & Mr. Rupam Sarmah

Governance Leadership & Management: Dr. Sarat Borah

Innovations & Best Practices: Dr. Horeswar Das & Mrs. Mallika Das

Research Innovations & Extension: Dr. G. K. Bordoloi

Agenda Item No. 7:

Upcoming Plans for the remaining period of 2020-21 by the respective Sub-committees

National/International Seminar on IPR

Agenda Item No. 8:

Briefing (Next Step after 4th Year AQAR Submission) from Dr. Nitu Konwar, Asstt.

Coordinator, IQAC-CKBCC

Agenda Item No. 9:

Any other matter

Agenda Item No. 10:

Vote of Thanks from the Coordinator.

Neeta Lagachu
30/12/2020

Dr. Neeta Lagachu Taye
Coordinator, IQAC-CKBCC

Coordinator
IQAC
CKB Commerce College, Jorhat



Meeting of the IQAC (with Chairpersons, & Conveners of the Sub-committees) held on December 30, 2020 at 11 a.m. in the Faculty Common Room:

Item No. 1: Signing in

QAC Steering Committee:

Chairperson: Dr. Ranjit Sarma, Principal

Coordinator: Dr. Neeta Lagachu Tave

Assistant Coordinator: Dr. Nitu Konwar

Members:

a) Dr. Umen Dutta (Vice-Principal)

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

c) Dr. Sarat Borah

d) Dr. Gobinda Deka

e) Mrs. Gitali Hazarika

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

g) Dr. Kiranmoy Chetia

h) Mr. Prosanto Mandal

Sub-committees:

CURRICULAR ASPECTS

Chairperson: Mr. Sobhan Saikia

Convener: Dr. K. Chetia

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TEACHING LEARNING & EVALUATION

Chairperson: Dr. B.S. Bhattacharyya

Conveners: Dr. Raju Roy

B.S. Bhattacharyya
30/12/2020

Mrs. Rupasree Dutta

Rupasree Dutta
30-12-2020

RESEARCH, INNOVATIONS & EXTENSION

Chairperson: Dr. G.K. Bordoloi

Conveners: Dr. Gobinda Deka

INFRASTRUCTURE & LEARNING RESOURCES

Chairperson: Dr. Ranjit Sarma, Principal

Vice-Chairperson: Dr. S.K. Baruah

Conveners: Mr. Rupam Sarmah

Rupam Sarmah
S.K. Baruah
30/12/2020
Rupam Sarmah
30/12/2020

STUDENT SUPPORT & PROGRESSION

Chairperson: Dr. Purabi Borthakur

Conveners: Dr. Nitu Konwar

Purabi Borthakur
Nitu Konwar
Boraha Borah
Boraha Borah
30/12/2020
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GOVERNANCE, LEADERSHIP & MANAGEMENT

Chairperson: Dr. Ranjit Sarma, Principal

Conveners: Dr. Sarat Borah

Ranjit Sarma
Sarat Borah

INSTITUTIONAL VALUES & BEST PRACTICES

Chairperson: Dr. Ranjit Sarma, Principal

Joint Conveners: Dr. Horeswar Das

Mrs. Mallika Das

Horeswar Das
Mallika Das
30/12/2020



Minutes of the 8th meeting of the IQAC (December 30, 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 IQAC Coordinator

The IQAC Coordinator welcomed all present in the meeting and handed over the agenda to the Chairperson, Dr. Ranjit Sarma and requested him to preside over the meeting.

Agenda Item No. 4:

To read out and confirm the minutes of the last meeting of IQAC held on June 17, 2020.

As per the agenda, the proceeding of the 7th IQAC meeting was read out by Dr. K. Chetia, Department of English. In the discussion that followed, the members suggested to include the RUSA grant 2.0 in the proceedings. The minutes were accepted after discussion.

Agenda Item No. 5:

Discussion on the activities already carried out by the IQAC and its Committees (from 18/06/2020 to 29/12/2020)

- i. **On June 20, 2020 a National Webinar on “Perspectives on the Global Pandemic Scenario: Health, Education & Society”** was hosted by the Department of English, Chandra Kamal Bezbaruah Commerce College, Jorhat in association with Rotary Club of Jorhat. The Webinar was the first of its kind in the district. The panellists of the National Webinar included Mrs. Prabha Raghunandan of Giridih, Jharkhand, eloquent and articulate speaker, active social worker, and 41st President of Association of Inner Wheel Clubs of India; Dr. Dipyoti Borra, Registrar, Department of Psychiatry, Jorhat Medical College and Hospital; and Dr. Ranjit Sarma, Principal, Chandra Kamal Bezbaruah Commerce College. The Webinar attracted more than **200 participants** from different nooks and corners of India.

College Coordinator: Dr. Neeta Lagachau (Taye)



ii. **The Soft Skills & Communicative English Course**, generally conducted offline in March-April every year, was a little delayed due to the Covid-19 Pandemic. The Programme Co-ordinator of this year's Course, Mrs. Rupasree Dutta co-ordinated with NIELT and successfully conducted the course **ONLINE** from **June 24, 2020 to July 14, 2020. 60 students** of the college were accommodated for the course.

Programme Co-ordinator: Mrs. Rupasree Dutta

iii. On **August 8, 2020** a **National Webinar on "Women's Rights and COVID-19 Pandemic: Issues and Challenges"** was hosted by AASTHA, the Chandra Kamal Bezbaruah Commerce College Women Cell, Jorhat in collaboration with Department of Economics & HRM, and IQACCKBCC. The Webinar was conducted on Google Meet platform. The esteemed panelists of the National Webinar included Ms. B. R. Lyngdoh, active social worker and Assistant Prof, Department of English, Union Christian College, Meghalaya and Dr. Chandan Sharma, Professor & Head, Department of Social Work, Tezpur University. Professor Sharma spoke on Impact of COVID-19 on Women's Rights and Ms. B. R. Lyngdoh talked on Society's Paradigm of an Ideal Woman. The Webinar attracted **230 participants**.

Webinar Coordinators: Mrs. Gitali Hazarika & Mrs. Mallika Das, & NLT,
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iv. On **August 10, 2020** a **National Webinar on "Enhancement of Writing Skill of Theses and Research Papers: Some Tips"** was jointly organized by Department of Business Management & Department of Accountancy, Chandra Kamal Bezbaruah Commerce College, Jorhat at 2.00 pm. The esteemed panelists of the National Webinar were Prof. Prajnal Bezborah, Department of Commerce, Dibrugarh University, Dibrugarh and Professor Arup Barman, Department of Management, Assam University, Silchar. **209 Students and Teachers** attended the Webinar.

Webinar Coordinators: Dr. Sarat Borah & Dr. Horeswar Das.

v. On **August 16, 2020, 5 students** of B. Com. Sixth Semester were **selected for Internship** and Life Project Opportunity at Unschool, Hyderabad.
Coordinator: Mrs. Barsha Borah



vi. On August 28, 2020 a Students' Development Program on "Group Discussion & Personal Interview Techniques" was conducted in Virtual Platform (Zoom) at 1.00 pm. The program was jointly organized by IQAC, Chandra Kamal Bezbaruah Commerce College, Jorhat and IBS Business School. Dr. Ranjit Sarma, Principal of the College, was the Inaugural Speaker. The Keynote Speaker was Dr. Ajay Pathak, Director, IBS Kolkata and Prof. Sharbari Saha was the Guest Speaker. More than 100 students of the College enthusiastically participated in the program.

College Coordinator: Dr. Neeta Lagachu (Taye)

vii. On September 8, 2020 the College got the approval from KKHSSOU (Krishna Kanta Handique State Open University) to open a Study Centre. At present, 6 students have already registered:

M. Com-01,

B.A.-05

College Coordinator: Mr. Rupam Sarmah

viii. On October 31, 2020 a National Webinar on "Investor Awareness" was organized for the Faculty members, Administrative Staff & Students by the IQAC, Chandra Kamal Bezbaruah Commerce College, Jorhat at 3.00 pm in association with Ambition Learning Solutions, Mumbai (on behalf of Bombay Stock Exchange, Investor Protection Fund). The Webinar was conducted on Zoom platform. The Resource Person of the Webinar was Mr Raghunandan Pattnaik, Certified Career Counselor and National Trainer in the Banking & Financial fields. There were 70 participants in the Webinar.

College Coordinator: Dr. Neeta Lagachu (Taye)

ix. On November 5, 2020 the 9th Death Anniversary of Xudha Kontho Bhupen Hazarika was observed with great solemnity by the Faculty, Students and Non-Teaching Staff of the College.

x. On December 2, 2020 on the occasion of Axom Divas or Siu-Ka-Pha Divas, an Online Photography Competition based on the theme "Glorious Legacy of Siu-Ka-Pha" was jointly organized by Curricular Aspects Committee and DELVESS. 15 students participated in the Competition.

Coordinator : Dr. Kiemay Sletia



xi. On **December 5, 2020** an **Offline Parents-Teacher Meet** was held with the parents of the fresh batch of B. Com. First Semester students of Chandra Kamal Bezbaruah Commerce College, Jorhat.

xii. On **December 7, 2020** a **Webinar** on **"Fundamentals of Securities Market"** was organized by Training & Placement Cell, Chandra Kamal Bezbaruah Commerce College, Jorhat. The Webinar was conducted by SEBI (Securities and Exchange Board of India), Guwahati Local Office. The Resource Person of the Webinar was Mr. Kennedy Rina, Manager, SEBI, Guwahati Local Office. **25 students** participated in the Webinar.

Convener: Mrs. Barsha Borah

xiii. On **December 18, 2020** a **Seminar** on **"Career Prospect Post COVID-19"** was organized for the recently passed out students of the College, by the IQAC, Chandra Kamal Bezbaruah Commerce College, Jorhat in collaboration with AIMA (All India Management Association), North East Chapter, Guwahati at 2.00 pm. The Resource Person of the Webinar was Dr. Rupankar Gogoi, Regional Director, AIMA, North East. There were **07 participants** in the **Seminar**.

College Coordinator: Dr. Neeta Lagachhu (Taye)

Agenda Item No. 6:

Criteria-wise discussion on AQAR 2019-20 submission
(Period: July 1st, 2019 to June 30th, 2020)

The reports of the various Committees were then read out.

a) Dr. K. Chetia, Convener of **Curricular Aspects Committee** apprised the house about the contents of the report that he had submitted to the IQAC. He informed that **'Asom Divas'** was celebrated with a **'Photography Competition'** among the students that was organized by the committee. Regarding the **'Workshop on Entrepreneurship'** among students, earlier postponed twice due to unforeseen circumstances, the house was informed that the program will be started as soon as the green signal is received from the collaborators, i.e., Assam Agricultural University. They have already informed that they would be able to start the workshop in a couple of months as at present they are trying to deal with the technical difficulties arising from COVID-19 protocols.

In the discussion that ensued, the house conferred Dr. Raju Roy the task of collecting all available records/data of the CMA course conducted under the tutelage of the college, by February, 2021. The members also put forward the view that NCC can be included as a Value Added Course. Further, the inclusion of a Yoga Course in the Time-Table for the benefit of the students was also discussed.

- b) The **Teaching, Learning & Evaluation Committee** next gave their update on activities carried out by them. Joint Convener, Mrs. Rupasree Dutta informed the house about the **Motivational Seminar** for students organized in college in collaboration with Kaziranga University. An **Essay Competition** was also organized on November 6, 2019 for the students. Mrs. Rupasree Dutta coordinated with NIELIT and successfully conducted the **Soft Skills & Communicative English Course ONLINE** from **June 24, 2020 to July 14, 2020**. **60 students** of the college were accommodated for the course. Moreover, an **Online Student Satisfaction Survey** was also conducted. Mrs. Rupasree Dutta further informed the house that there are students who are not satisfied with the Mentoring. According to the students, Teacher-Mentors are not able to find out their weaknesses. Besides, this year, only one credit fulfillment exam (Sessional) has been conducted so far.

Adding to the report presented by the **Teaching, Learning & Evaluation Committee**, Principal Dr. Ranjit Sarma stated that free Wi-Fi will be installed shortly. He further added that teaching through Moodle will be enabled soon and this will aid the institute to hold MCQ based Sessional Exams from January 2021. In these exams, students will be allowed to use their mobiles and laptops. This may turn out to be an innovative practice for the college. The Principal indicated the possibility of conducting the Second Sessional Exam for the Odd Semesters through the Moodle mode.

The discussion then ensued on the important area of conducting special classes for students, especially of 5th & 6th Semester, to prepare them for the **Competitive Examinations** they will face once they leave college. They should be motivated to practice 10th standard Mathematics, Social Science, GK, Aptitude and Reasoning as these are very important in entry-into-service exams. This can also be made a Best Practice of the College. Further, the house also gave their suggestion to the Teaching, Learning &



Evaluation Committee to include the total number of pass students in their report.

- c) The report of **Student Support & Progression Committee** was presented by its Convener, Dr. Nitu Konwar. He informed the house that the scholarship amount given to students has been hiked. He also added that the number of passed-out students enrolled in M. Com. has also increased. He also mentioned that any contribution (in cash or kind) from Alumni that brings about progress and development to the institution results in gaining points in NAAC assessment. He therefore requested a helping hand from all faculty members so that Alumni Meet can be held regularly. The discussion then veered towards the three awards that are given annually to the meritorious students of the college:
- i. **Teachers' Inspiration Award** which carries cash prize of Rupees 10.000/- (5.000 X 2 to Best Graduate: General & Major).
 - ii. **Chinmoy Saikia Memorial Award** which carries cash prize of Rupees 10.000/- (Awarded to the highest scorer in Accountancy).
 - iii. **Rupak Dutta Memorial Award** which carries cash prize of Rupees 5.000/- (Awarded to the highest scorer in Business Management).

But the award distribution of the last two years is yet to be done due to unavoidable circumstances like the disturbances caused due to CAA and the ongoing COVID-19 pandemic. The house unanimously agreed that the program to felicitate the meritorious students should be conducted very soon.

Moreover, the house further resolved to give a Motivational Award to Dasrath Kumar, a student of B. Com. 3rd Sem. for his outstanding performance in Cricket and for his inclusion in the under-19 Indian Cricket Team. In this regard, it was suggested that Sports Equipment like a good Cricket Bat or Shoes could be given. Mr. Rupam Sarmah is entrusted with the responsibility of getting in touch with Dasrath Kumar.

- d) The **Infrastructure & Learning Resources** Convener, Mr. Rupam Sarmah informed the house that the collection of text-books, reference books, journals and computers in the library has augmented with utilization from the RUSA grant. In addition, the RUSA grant was used to purchase and install a new Transformer, a new Generator and LED / Street lights and Almirahs.



no. of students getting scholarship. has increased.

e) In his report on **Governance, Leadership and Management Committee**, Convener Dr. Sarat Borah stated that both Academic and Administrative Audit are to be done. He suggested that Employee of the Month should be declared regularly and the name should be displayed on a board. He also opined that teachers, who have been undergoing research from 2018 onwards, should be motivated for their research works through cash or kind incentives. For the purpose, a list has to be prepared.

f) Then followed the report of **Institutional Values & Best Practices Committee** presented by Joint Convener, Mrs. Mallika Das. She referred to the Self-defence Training being given to the students (both girls and boys) of the college and the publication of *Tejaswini* - an ISBN Volume by the Women Cell. She informed the members present in the meeting that the Student Clubs could not be formed this year due to the COVID-19 pandemic. Because of the lockdown, no meetings of students could be arranged.

She restated that her committee can take up

- i. Environmental Awareness through Tree Plantation, No Tobacco Zone, Low Pollution Level, Use of Jute/ Cotton Bags by students, and PM Modi's program on "No Plastic",
- ii. Fruit Garden,
- iii. Green Auditing,
- iv. Use of two kinds of dustbins-degradable & non-degradable,
- v. Renewable Energy Resources by using Solar Panels, and
- vi. Rain-water Harvesting.

In the discussion that followed, the members pointed to the advantage the college can offer in terms of location. The College premise is already a venue for Muaythai, BBA (under Dibrugarh University), IGNOU Study Centre (for UG, PG studies, etc), KKHSSOU (for UG, PG studies), DODLDU (for PG studies), CMA, etc. Various Government & Bank Examinations are also conducted in the College Campus. The only glaring disadvantage that the college has is the high tension wire that passes through the campus.

Taking active part in the discussion, the Principal enlightened the gathering that there are plans afoot to set up a Badminton Academy in the newly-constructed Indoor Stadium. Another possible venture would be the setting up of a Water Treatment Project.



The Muaythai Academy located in the college campus provides institutional distinctiveness to the institution. Further, members also referred to the financial help (on medical grounds, etc) given to needy stakeholders like Ria Das, a B. Com. 3rd Sem. Student.

Members also mentioned about other best practices that are being practiced by the College; the publication of “Aantorik” for the retired employees (that is released on the day of superannuation of the concerned employee), Teachers’ Inspiration Award to brilliant students, and the existence of Employees’ Welfare Fund.

- g) **The Research, Innovation & Extension Committee** could not submit its report as its Convener, Dr. G. Deka has resigned to take up a new post in KKHSSOU as Associate Professor. The members agreed that a new committee has to be formed. The house further approved the suggestion of Dr. Satya Deka taking on the responsibility of Convener of the IECGC sub-committee.

Agenda Item No. 7:

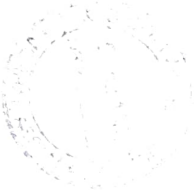
National/International Seminar on IPR

Then the matter of organizing a National Seminar on Intellectual Property Rights again cropped up. It was stated that the responsibility of organising it was entrusted to Dr. Raju Roy and Dr. K. Chetta since 18-01-2020. Dr. Neeta Lagachu Teye, IQAC Coordinator, had advised them both through phone calls, during the lockdown, to organise an IPR Webinar instead.

Agenda Item No. 8:

Briefing (Next Step after 4th Year AQAR Submission) from Dr. Nitu Konwar, Asstt. Coordinator, IQAC-CKBCC

Dr. Nitu Konwar, Assistant Coordinator of IQAC, informed the members present about the issues related to the submission of reports and SSR to NAAC. He started by saying that from 2017, the database has changed. Before the peer team visit, 70% of the Quantitative Analysis is done beforehand, and after the visit, the remaining Qualitative Analysis is made. Now, dates and numbers are accurately required. ICT use has to be increased by using projectors in the classroom. The members opined that in BBA, more use of ICT is necessary. Dr. Satya Deka suggested that at least two classes per week should be conducted for B.Com. Speciality



Students, by using the ICT mode. The Principal informed that very soon Moodle would be used in the college.

Dr. Nitu Konwar also informed the members that the submission of AQAR is only the basic step. The IIQA has to be made ready and uploaded in the website. A time limit of 45 days is given to submit Soft copy of the SSR from the date of IIQA acceptance. Soft copy of the SSR must be kept ready. If the IIQA is rejected, the institution will be given two more chances with a single fee. After the submission of SSR, Student Satisfaction Survey will commence. When 10% students respond, and 25% of data validation is done, the institution reaches the prequalifying stage. Within 30 days, data validation is to be completed. In case of submission of false data, legal action would be taken and the institution may have to pay penalty. Only when all papers are in order, and everything is found correct, the Peer Team will visit the institution.

He also pointed out that the IQAC would need the data of the accurate number of library books and its value, and the total number of journals currently subscribed. The house was also informed that publication in SCOPUS and Web of Science Journals will fetch more points in the NAAC Assessment.

The Assistant Coordinator further enlightened the house about the expenditure involved in the NAAC Accreditation Process. Rupees 29,500/- approximately is required for registration; Rupees 1, 47,500/- is required for Assessment and Accreditation; and for logistics of Peer Team, an amount of Rupees 1, 77,000/- will be required.

Principal Dr. Ranjit Sarma advised the IQAC to prepare a list of the activities that is yet to be completed so that it can be implemented as soon as possible. He remarked about the importance and relatedness of the AQARs and the SSR. He insisted that documents should be collected systematically and every faculty should lend a helping hand to the IQAC in the online AQAR submission process.

Agenda Item No. 9:

Any other matter

Finally, in the discussion on 'any other matter', Dr. Sanjib Baruah brought to the notice of the house that the Chinnoy Saikia & Rupak Dutta Memorial Award function for meritorious students should be continued along with the Teachers' Inspiration Award. The function was stalled due to the CAA unrest and COVID-19 pandemic.



The following resolutions were taken in the meeting:

Resolution No. 1: It is resolved to make Yoga Course compulsory for the holistic development of the students by including it in the Time-Table of the coming academic session.

Resolution No. 2: It is resolved to distribute the last two years' pending awards to the meritorious students of the college.

Resolution No. 3: It is resolved to give a Motivational Award (in cash or kind) to Dasrath Kumar, a student of B. Com. 3rd Sem. for his outstanding performance in Cricket and for his inclusion in the under-19 Indian Cricket Team.

Resolution No. 4: It is resolved to conduct a Short Term Course in Tally ERP 9 with GST for B.Com & BBA students.

Resolution No. 5: It is resolved to sign MOU with other institutions for knowledge exchange (for students as well as faculty), sharing of technological knowhow and academic collaboration.

Resolution No. 6: It is resolved to organize innovative activities to develop creativity in students.

Resolution No. 7: It is resolved to initiate an Expression of Interest with NIELIT for running courses that would help in building employability in ST/SC students of the college.

The meeting concluded with the IQAC Coordinator thanking all present in the meeting for their active participation and cooperation.

N Sarma
03/04/2021

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

Aragachan
03/04/2021

Dr. Neela Lagachan Taye
Coordinator (IQAC)
CKB Commerce College
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for
IQAC



Principal,
CKB Commerce College
JORHAT

CKB Commerce College, Jorhat