

9th NOTICE (IQAC-2019)

The 6th meeting of the IQAC, Chandra Kamal Bezbaruah Commerce College, is convened on 16/09/2019 (Monday) at 2.00 pm in the Teachers' Common Room. The members of the IQAC core committee are requested to attend the aforesaid meeting. *Digital*

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 15/06/2019
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.

Ranjit
02/09/19
Dr. Ranjit Sarma
Principal, & Chairperson (IQAC)
CKB Commerce College
Jorhat-785001

Neeta Lagachu
02/09/19
Dr. Neeta Lagachu Teye
Coordinator (IQAC)
CKB Commerce College
Jorhat-785001

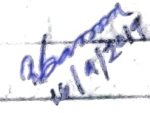
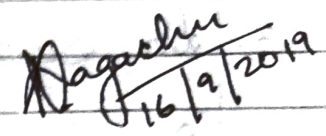
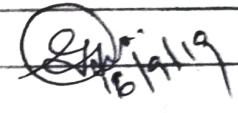

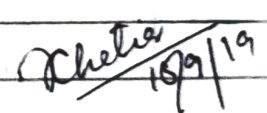
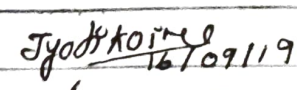
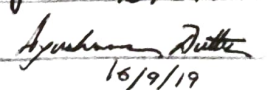
Coordinator
IQAC
CKB Commerce College, Jorhat



6th Meeting of the IOAC (Core Committee):
Dated: September 16, 2019. Time: 2.00 PM.

IOAC Members

Signature

1. Dr. Ranjit Sarma
(Principal & Chairperson) P

2. Dr. Neeta Lagachu Taje
(IOAC Coordinator) P

3. Dr. Sarat Borah (Member) P
4. Dr. Gobindo Deka (Member) P

5. Mrs. Gitali Hazarika (Member) P
6. Dr. Satya Deka (Member)
Former Coordinator P

7. Dr. Kironmoy Chetia (Member) P

8. Mr. D. P. Gattani
(Industrialist Member)
9. Mr. B. C. Saikia (Alumni Member)
10. Ms. Tindisha Mahanta
(Administrative Staff)
11. Ayfad Ahmed (Vice-President, CKBCCSU)
* JYOTI KOIRI (Girls COMMON ROOM secretary) P

12. Ayushman Dutta (G.S., CKBCCSU) P




Advisory Members

Signature

1. Dr. Umen Dutta
(Vice Principal)

2. Dr. P. Borthakur
(Academic V-P)

[Signature]
16/9/19

3. Dr. Sanjib Baruah

4. Dr. G. K. Bordoloi

[Signature]
16/9/19



Internal Quality Assurance Cell, Chandra Kamal Bezbaruah Commerce College.

Subject : 6th Meeting of the IQAC (Core Committee)

Ref. No.: 06IQAC19

Date : 16-09-2019

Venue : Digital Room

Time : 2.00 pm

Minutes of the 6th meeting of the IQAC held on September 16, 2019 in the Digital Room of the College at 2.00 pm.

A. Members Present:

1. Dr. Ranjit Sarma (Principal & Chairperson, IQAC)
2. Dr. (Mrs) Neeta Lagachu Taye (Coordinator, IQAC)
3. Dr. (Mrs) Purabi. Borthakur (Member & Academic Vice Principal)
4. Dr. G.K. Bordoloi (Member)
5. Dr. Sarat Borah (Member)
6. Dr. Gobindo Deka (Member)
7. Mrs. Gitali Hazarika (Member)
8. Dr. Satya Deka (Member & Past IQAC Coordinator)
9. Dr. Kironmoy Chetia (Member)
10. Mr. Arfad Ahmed (Vice President, CKBCCSU 2018-19)
11. Mr. Ayushman Dutta (General Secretary, CKBCCSU 2018-19)
12. Miss Jyoti Koire (Girls' Common Room Secretary, CKBCCSU 2018-19)



Minutes of the 6th meeting of the IQAC (September 16, 2019)

Item No. 1: Signing in

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

Item No. 3: Opening Remarks from the IQAC Coordinator

The 6th IQAC meeting of Chandra Kamal Bezbaruah Commerce College held on 16-09-2019 started with the welcome address given by the IQAC Coordinator, Dr. Neeta Lagachu Taye. Taking the chair, the new Principal of the College, who is also the Chairperson of IQAC, welcomed the members and spoke about the need of Feedback Analysis, a separate room for IQAC and a Master Plan of the college.

Item No. 4: Reading out, and Confirmation of the Minutes of the 5th meeting held on June 15, 2019 and Action Taken.

The proceeding of the 5th meeting held on June 15, 2019 was read out by Dr. Kironmoy Chetia and it was approved after discussion.

Item No. 5: Discussion on the activities already carried out by the Committees and Sub-committees (from 16/06/2019 to 15/09/2019)

- a) 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.
- b) On **June 26, 2019** a **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.
- c) On **June 29, 2019** an **Awareness cum Interaction Program on Cyber Crime and Cyber Security** was organized in the College.
- d) On **August 08, 2019** four teachers from the college attended the **Faculty Knowledge Sharing Program** hosted by ICFAI Business School in The Manor, Jorhat.



Item No. 6: Suggestions & Views of Members

Dr. Umen Dutta, Vice-Principal of the College queried about the existing Commerce Forum and its functioning. The Principal gave his assurance that he would look into the matter.

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

In the discussion of **Curricular Aspects Committee**, the importance of taking feedback from employers like Brijesh Poddar (CA), Assam Agricultural University, State Bank of India, etc., (who has alumni from the college in their payroll), was suggested by the Coordinator. Principal, Dr. Ranjit Sarma, stressed on making the feedback simple and bilingual (both English & Assamese). He further suggested taking of online feedback of teachers and students. The house agreed on the display of name and face of Faculty members on a board/banner for proper identification by students. A consensus was arrived that the feedback of teachers and students is to be done and collected by the TLE Committee, Curriculum & Employer by the Curricular Aspects Committee, and of Parents & Alumni by the Student Support & Progression Committee.

Teaching Learning & Evaluation Committee (TLE): Members opined that the Felicitation Program for the meritorious students should be organised soon. The house accepted that Field Projects & Study should be conducted yearly. Student members present in the meeting suggested about conducting sessional exams in the morning hours and continuation of classes in the afternoon. The Principal said that the Faculty should start creating e-content of teaching materials such as soft copies of lectures, modules, and recording of lectures. He suggested that teachers should record their lectures in a phased manner before going on leave so that classes are not hampered during their absence. The house suggested that the Facebook account of the college should be made official and Mr. Prosanto Mandal is entrusted with this responsibility. The Principal, Dr. Ranjit Sarma, further stated that starting of an e-journal with RUSA grant from next year is also of utmost requirement of the college.

Research Innovation & Extension Committee:

The formation of a separate Research Committee in the college was discussed. It was also suggested that economic assistance should be given to faculty members for research activities like financing one publication of a teacher, etc. The Principal told that earlier an amount of Rs. 1 lakh was provided to colleges to aid teachers in attending seminars and conferences. He also stated that from next year, teachers will be advised to attend Refresher / Orientation Courses during the semester breaks. The Principal informed about starting an Incubation Centre



where there would be high speed internet computer facility and experts. The discussion also revolved around the proposed support to be offered by SIDBI for organising programs for developing entrepreneur skills.

Infrastructure & Learning Resources Committee: The house discussed about the lack of budget for infrastructure and learning resources. It was suggested that the budget be prepared earlier from the next year. The Principal asked everyone present to contact Prodip Dutta, office staff, for details of budget vis-à-vis infrastructure.

Student Support & Progression Committee: The house agreed that to accelerate the rate of Campus Placement, an active Career Counsellor is required. Along with the Placement Cell, the Student Support & Progression Committee should take up this responsibility on a war footing from the current session.

Governance, Leadership & Management Committee: The procedure of working of the IQAC was also discussed. Any plan or decision of any undertaking is to be taken by the IQAC. The latter can place before the Principal for suggestion and implementation. If needed, IQAC can place its proposal(s) directly before the GB. The Principal further said that Academic Audit is to be done at the earliest.

Regarding **Institutional Values & Best Practices Committee;** Members agreed that Green Audit of the college is to be done immediately. Both the common and botanical names of the various plants in the college campus should be displayed. The house decided to entrust the responsibility of naming the trees in the college campus to Associate Prof. Mr. Rupam Sarmah. The need for planting more medicinal plants in the campus was also articulated in the meeting.

Item No. 8: Any Other Matter

The house opined that the Grievance Redressal Cell needs to be revamped and a new committee formed. Signing of an MOU with NIELIT for a course in e-content, module software and other services was also discussed. The house also deliberated on the induction of new members to the IQAC core committee because of vacancy due to retirement, etc. A unanimous decision was arrived to induct Dr. Nitu Konwar as Assistant Coordinator, IQAC.

The following resolutions were taken in the meeting:

Resolution No. 1: It is resolved to start an E-Journal from the next academic session.

Resolution No. 2: The house resolved to entrust the responsibility of naming the plants/trees in the college campus to Mr. Rupom Sarmah, Associate Prof., Department of Statistics & Maths.



Resolution No. 3: It is resolved that the following will be members of the Grievance Redressal Cell:

- a) Dr. Ranjit Sarma (Principal)- Chairperson
- b) Dr. Beauty Bhatta (Member)
- c) Dr. Raju Roy (Member)

Resolution No. 4: It is resolved to instate Dr. Nitu Konwar as Assistant Coordinator, IQAC-CKBCC.

Resolution No. 5: It is resolved to publish a book with ISBN.

Resolution No. 6: It is resolved to organise a National Seminar.

Resolution No. 7: It is resolved to organise Awareness Programs & Activities relevant to Society.

Resolution No. 8: It is resolved to organise more Student Development Programs.

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

Accepted

Ranjit Sarma
17-06-2020

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

Neeta Lagachu
17/06/2020

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

Principal
CKB Commerce College
JORHAT

Coordinator
IQAC
CKB Commerce College, Jorhat

