

IQAC

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

(2006- 2007)

C.K.B. COMMERCE COLLEGE, JORHAT



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PART- A

The plan of action chalked out by the IQAC in the beginning of the year is detailed below.

1. To start three UGC sponsored Career oriented Add on Courses
2. To organize an awareness programme on cleanliness and use of pure drinking water among the common people.
3. To organize a blood donation and blood group testing camp among the students of the college.
4. To expedite the construction work of the Girls' common room.
5. To provide pure drinking water facility to the students.
6. To make arrangement for development of the college playground.
7. To make arrangement for computerisation of the administration process.

PART-B

1. Activities reflecting the goal and objectives of the institution :

Being a full-fledged commerce college, we have accepted the challenges of the society to produce marketable graduates as per need of the industrialized society. We are trying our level best to cope up with the changing environment by developing the potentialities of the students.

2. New academic programmes initiated (UG and PG) :

Add-on courses were introduced in the departments of Accountancy , Computer Applications and Business Management for the students at the undergraduate level.

The college has organized UGC sponsored Remedial Coaching for SC, ST and Minority Community students at the Undergraduate level.

3. Innovations in curricular design and transaction :

As the college is affiliated to Dibrugarh University, the college has limited scope of involvement in designing syllabi independently for different courses. However, the college has representation in the university Core Committee formed for designing course curriculum for different courses at the undergraduate level. Apart from this, the college has a continuous monitoring process of students' activities like Group Discussion, Seminar etc.

4. Inter-disciplinary programmes started :

Opinions of various departments of the college are invited by IQAC for sorting out problems and prospects of starting inter disciplinary programmes in the college.

5. Examination reforms implemented :

The college conducts two Sessional examinations in each Academic year to assess the performance of the students. Discussion on the performance of the students is held in the Staff Council meeting to determine the effective steps for further improvement of the results.

6. Candidates qualified: NET/SLET/GATE etc.: Not applicable.

7. Initiative towards faculty development programme :

(a) Neeta Lagachu , Deptt. Of English was awarded Ph.D degree by NEHU for her research topic "Queen Elizabeth-I in the poetry of Spenser and Raleigh – A Critical Study."

(b) Dimbeswar Borah, Dept. Of Hindi was awarded M.Phil degree by Madurai Kamaraj University, Madurai for his research topic " Benipuri Sahitya Main Lok Sanskrity."

(c) Seminar, workshop, refresher course, orientation course attended.

Sl. No.	Name of the Teacher	Refresher / Orientation Course/Workshops/Paper Presented/ Participated.	Name of the Topic	Place and Date
1	Dr. U Dutta	Presented	Problems of Rural Women Entrepreneur in Jorhat District	R G University AP
2	G Deka	Participated	Best Practices in HE with special references colleges of NE India	J B College, 4 th and 5 th Nov, 2006.

3	Pallavi Saikia	Presented/ International Seminar	Sankardeva's view on women based on the plays Parijat Haran and Rukmini Haran.	Pragjyotish College, Guwahati, 9 th to 11 th March.
4	G Hazarika	Presented/ International Seminar	Sankardeva's view on women based on the plays Parijat Haran and Rukmini Haran.	Pragjyotish College, Guwahati, 9 th to 11 th March 2007.
5	Sanjib Baruah	Participate/ Workshop	Common Education	Dibrugarh University, May 2006.
6	Sarat Borah	Presented	Infrastructure and economic development of N E India	28 th to 30 th Dec, 2006
7	M R Lahon	Participated	Best Practices in Higher Education with special References to Colleges of N E India.	4 th and 5 th Nov, 2006, J B College, Jorhat.
8	Purabi Borthakur	Workshop	Capacity Building for Women Manager	10 th to 14 th July, 2006, Dibrugarh University

8. **Total No. of Seminars / Workshop conducted:** Besides departmental seminars one lecture programme has been organized with ICA, Jorhat.

9. **Research projects:**

a) On-going Research Projects:(Minor)/Major :

Sl. No.	Name of the Teacher	Ongoing/completed Project	Topic	Nature of Project
1	P H Saikia	Completed	Dr. Bhabendra Nath Saikar Sahitya Kirti aru Teonr Rachanat Naree Manastatta.	Minor
2	S. Borah.		Performance of small scale industry – a case study of Jorhat District	Minor

10. **Patents generated, if any:** None

11. **New collaborative research programmes:** None

12. **Research grants received from various agencies :** None

13. **Details of research scholars:**

Completed: (i) Neeta Lagachu, Deptt of English was awarded the Ph.D degree by NEHU on the topic "Queen Elizabeth- I in the poetry of Spenser and Rayleigh : A Critical Study."

(ii) Dimbeswar Borah, Deptt of MIL was awarded the M.Phil degree by Madurai Kamaraj University, Madurai. His topic of research was “Benipuri Sahitya main Lok Sanskriti.”

Ongoing:

Sl. No.	Name of the Teacher	Research Topic	University
1	Mr. G. K. Bordoloi	Economic Analysis of replacement of Orchards and other crops by Tea Plantation- a case study of small tea growers of Tinsukia and Golaghat districts of Assam	Dibrugarh University
2	Mrs. P. Borthakur	Potentialities of PRI's in fastening rural development: a case study of Jorhat District.	Dibrugarh University
3	Mr. R. Saikia	Study of recent advances in Biometric Techniques	Madurai Kamaraj University, Madurai

14. Citation index of faculty members and impact factor : None

15. Honors/Awards to the faculty: National and International: None.

16. Internal resources generated: The College generates its internal resources from the following sources.

- a) Fee from the students
- b) College canteen
- c) Venue charge received from various organizations for holding examinations
- d) From Xerox

A total of **Rs.384320.00 (three lakh eighty four thousand three hundred and twenty)** only have been generated from these sources during the year.

17. Details of departments getting assistance/recognition under SAP, COSIST (ASSIST)/DST, FIST, and other programmes: None.

18. Community services:

- (i) Plantation and Cleanliness operation, Quiz competition, Fruits and Sweets distribution at Blind School, Jorhat on 3rd June, 2006 under the initiative of Sri Dimbeswar Borah, Programme Officer, NSS.

(ii) A Blood donation and Blood Group testing camp was organized in the College on 11th September 2006.

(iii) Birth Registration, Hand Wash and Water purification Awareness Programme was organized for tea garden labours at Kathalguri Tea Estate, Moriani from 8th to 14th Aug 2007.

iv) In collaboration with 'Gyandeeep', a leading NGO, the college organized a coaching programme for the students of the locality willing to sit in the Pre Entrance Test for admission into the Jawahar Navodaya Vidyalaya.

v) A 10 day coaching camp for entry into service was organized by the college for the SC/ST students from October 15, 2006 to October 24, 2006.

19 Teachers and officers newly recruited : Nil

20 Teaching – Non-teaching staff ratio: 28:13

21 Improvements in the library services: Library Committee decided in its meeting to purchase more reference books during the session.

22 New books and journals subscribed and their value :

Sl. No.	Item Purchased	Quantity	Amount
1	Books (Text/Reference)	280	20063.00
2	Journals & Newspapers	6+6	11386.00

23 Courses in which student assessment of teachers is introduced and the action taken on student feedback :

On the basis of the students' feedback on assessment of teachers in different subjects the authority meets the teachers individually and discusses the ways and means for improvement of teaching learning process.

24 Feedback from stakeholders :

a) Students: Students feedbacks on academic and other activities are analysed and views are discussed positively.

b) Governing Body: The Apex body of the college gives more stress on the quality improvement in the academic area. Several meetings were held with the faculty members for the same.

c) Parents and Guardians: Parents and guardians of slow learner and academically disadvantaged students have been invited for discussion. The meeting suggested for remedial coaching for them.

d) Alumni: Alumni of the college are maintaining a close touch with the college. They have also been invited to participate in various programmes organized during the year.

25 Unit cost of education :

(Unit Cost= total annual recurring expenditure(actual) divided by total number of students enrolled)

(a) Including the salary component=Rs 26,846.00

(b) Excluding the salary component=Rs. 4331.00

26 Computerization of administration and the process of admissions and Examination results, issue of certificates:

Three computers- two for college office and one for BBA department were purchased for computerizing administration process.

27 Increase in the infrastructural facilities :

- (i) Girls' common room was constructed and was inaugurated by the local Sjt Rana Goswami MLA.
- (ii) Play-ground partially developed.
- (iii) Car-shed is developed.
- (iv) Cycle stand is developed.
- (v) Renovation of the office room.
- (vi) New urinal for students with water tank is constructed.

28 Technology up-gradation : Internet facility in the college is upgraded.

29 Computer and internet access and training to teachers, non-teaching staff and students :

A one day, computer workshop was organized by the computer department on 18th August, 2007 for the B.Com 3rd year students to demonstrate how to access Internet.

30 Financial aid to students :

- i) The college granted an amount of Rs. 10,080 as financial aid to fourteen no. of students during the year.
- ii) The college "Book Bank" has the provision of lending books to the economically backward students.

31 Activities and support from the Alumni Association :

A meeting was organized with the alumni in the college campus to discuss various academic matters for the development of the institution. The meeting also discussed about the infrastructural development of the college. The alumni expressed their satisfaction on the completion of the Girls' common room. The alumni also stressed on the early completion of the incomplete boys' common room. They expressed their intents of offering a supporting hand towards the institution in near future.

32 Activities and support from the Parent-Teacher Association :

In the parent teachers association meet, the meeting resolved to implement the remedial classes for weaker section of the students. Performance of students is also discussed in the meeting.

33 Health services :

- (a) A Blood Donation & Group testing camp was organised in the college on 11th sept. 2006. Dr. Balin Khargharia delivered a valuable lecture regarding donation of blood. More than 10 students donated blood and about 200 students got tested their blood group for recording their name in blood donors list.

34 Performance in sports activities: The students of the college are encouraged to participate in various sports events organized by various institutions.

(a) Chiranjeeb Dutta secured 2nd position in 60 – 65 kg category in Inter-College Body-Building competition held in North Lakhimpur College.

(b) Ms. Rinki Bhuyan of B. com 1st year represented state in 23rd National games held in Guwahati and won Bronze Medal in triathlon event.

35 Incentives to outstanding sportspersons :

The college felicitated eminent athlete Mrs. Rita Borchetia for her achievement in National Veteran Athletic Meet . She also represented Indian National Team in International Veteran Athletic meet held in Malaysia in 2007

36 Student achievements and awards :

a) B C Saikia Inspirational Scholarships are awarded to the meritorious students securing First Class in Accountancy Major in B.Com Class and to student securing Highest Mark in Book Keeping & Accountancy in Higher Secondary Class.

b) Chiranjeeb Dutta of B.Com 2nd Year secured 2nd position in 60 – 65 kg category in Inter-College Body-Building competition held in North Lakhimpur College.

c) Ms. Rinki Bhuyan of B. com 1st year represented state in 23rd National games held in Guwahati and won Bronze Medal in triathlon event.

37 Activities of the Guidance and Counseling unit :

a) An Inter College Quiz Competition is held every year in the college among the students of different educational Institutions of the district as a part of personality development programme.

b) A seminar was organized in collaboration with ICA, Jorhat for the B. Com 2nd year and B.Com 3rd year students. Arup Bhattacharya, Director, ICA delivered a lecture to the students on the right selection of career and emphasized on going for various professional courses.

c) An Orientation programme on entry into Indian Army and other Defence Departments was organized in the college during the year by the Indian Army and NCC Officials.

d) A talk was organized by IQAC on 15th Nov. 2006 on the topic “How to develop IQ of the students by doing some activities”. Mr. Ramanand Francis, Area Development Manager, ICA, Kolkata was the key person of the talk.

38 Placement services provided to students: Recruitment information of various govt. department are notified in the College Notice Board for the benefit of the students. One awareness programme was organized in this regard jointly with Air Force, Jorhat Station.

39 Development programmes for non-teaching staff :

A software package for computerization of the Admission process was installed and a demonstration programme was held among the users regarding the use of the same.

40 Good practices of the institution :

Use of mobile phone in the college campus was prohibited for the students.

41 Linkages developed with National/ International, academic/research bodies :

- a) Membership of Indian Accounting Association.
- b) Membership in All India Commerce Forums.
- c) Besides the above, the college has signed an MOU with ICA, Jorhat Branch and also applied for establishing an IGNOU Convergence Study Centre with various courses including MTM, MSW, etc.

42 Any other relevant information the institution wishes to add. :

Annual Sports and cultural events are held in the month of December every year. It encourages the students to grow up with sports and cultural activities. Eminent personalities from the state are invited in the prize distribution ceremony to boost the morale of the students. Saraswati Puja and Sankardeva Tithi are celebrated in the college campus every year. A Sradhanjali and Alumni day is also observed in the college on 8th November every year. Independence Day and Republic Day are also celebrated in the college auspiciously every year. Teachers and students participate in both the occasions which enhances the national integrity .The college successfully discharges the assigned duties of AHSEC and Dibrugarh University's TDC Examination evaluation.

PART-C: Detailed plans of the Institution for the next year.

Some new plans for the year 2007-2008 have been envisioned along with execution of some unexecuted plans of the previous year.

1. To construct new class rooms
2. To construct separate toilet for the women staff.
3. To organize a survey on use of water of Tinkunia Pukhuri for drinking purpose.
4. To organize an awareness camp on cleanliness and use of pure drinking water among the people of a nearby village.

(Mr. Satya Deka)

Coordinator, IQAC Cell ,

CKB Commerce College

(Dr. P. C Borah)

Principal , CKB Commerce College,