

IQAC

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

(2007- 2008)

C.K.B. COMMERCE COLLEGE, JORHAT



Fax & Phon No.: 0376-2301891, Email Id : info@ckbcc.in

Website: www.ckbcc.org

PART-A

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

1. Plan to orient the students to entrepreneurial activities by organizing visits to different industrial centers.
2. To construct new class rooms
3. To construct separate toilet for the women staff.
4. To organize a survey on use of water of Tinkunia Pukhuri for drinking purpose.
5. To organize an awareness camp on cleanliness and use of pure drinking water among the people of a nearby village.

PART-B

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

With the gaining popularity of Commerce Education, it is hoped that this college will fulfill the needs and aspirations of the younger generation of the Region in all aspects. Keeping in view the importance of educational institution in producing versatile and resourceful human capital in the present day society, our college is giving importance in opening up of various Distance Mode Education Centres for various degree courses.

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

The college does not have the autonomy of introducing new academic programmes on its own. But we try to help our students in particular and the society in general by introducing some new courses through the IGNOU study centre of our college.

3. Innovations in curricular design and transaction :

Members of board of studies of our college suggest some innovation in curriculum design under Dibrugarh University.

4. Inter-disciplinary programmes started :

(a) Faculty members of various departments take part in discussion of introducing a few inter disciplinary programmes in the college.

5. Examination reforms implemented :

Besides class tests, unit tests, group discussion, student seminar etc. conducted by the department of the college, two sesional examination as a part of the continuous evaluation process are introduced in the college. Examination results are analysed in the meeting of the staff council.

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

7. Initiative towards faculty development programme :

(a) A seminar was organized by the department of MIL among the students on the topic "Flood Problems in Assam and its Remedies."

(b) **Seminar, workshop, refresher course, orientation course attended.**

Sl. No.	Name of Teacher	Refresher / Orientation Course/Workshops/ Paper Presented/ Participated	Name of the Topic	Place and Date
1	G Deka	Participated	Educational Summit	RRL Jorhat , 2 nd Nov, 2007
2	Raju Roy	National Seminar presented	Small tea growers, Emerging opportunities, Problems and Prospects.	Rangapara College, 13 th Feb, 2008.
		National Seminar presented	Development of small and Medium Enterprises in N. E. Region with particular Ref-to service Industry	CKB. Commerce College, 27 th - 28 th Sept, 2008

3	Mrs. Mallika Das	Participated/ National Seminar	Demographic Dynamism in NE India opportunities and Challenges.	7 th & 8 th Dec. 2007.
4	Mr. S. Borah	National Seminar Participated	Problem and Prospects of small tea growers of Assam.	Rangapara 13 th Feb, 2008
		Participated	Research Skill Enhancement Programme.	3 rd July to 9 th July, 2007, G U.
5	P. Borthakur	National Seminar Participated	Decentralization of power and Rural development in India with special reference to NE India.	Digboi College 27 th -28 th Dec. 2007
		Workshop	Operationalisation of Panchayatiraj in Assam	25 th and 26 th May, 2007, SIRD Lichubari.
6	N. Lagachu	National Seminar Participated	Translation and the English Language with special ref. to Translator's work in N E India.	23 rd -24 th March, 2008.
		Presented	Domestic Violence	J B College
		Presented/ National Seminar	Indian Women in Present day Society.	J.B. College, 31 st Aug. & 1 st Sept. 2007.
7	Dr.B.S. Bhattacharyya	Presented	Micro Finance and Progress of SHG in Assam	27 th to 29 th Dec. 2007

8. Total number of seminars/workshops conducted :

- (i) A regional seminar was organized by the department of MIL on 8th Sept, 2007 on the topic-- Assamese Language and Traditional Instrument "Dhol".

9. Research projects :

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

Sl. No.	Name of the Principal Investigator	Funding Agency	Amount
1	Dr. B S Bhattacharyya	UGC	70000

- b) Completed:None

10. Patents generated, if any : None

11. New collaborative research Programmes : None

12. Research grants received from various agencies :

Sl. No.	Name of the Principal Investigator	Funding Agency	Amount
1	Dr. B S Bhattacharyya	UGC	70000

13. Details of research scholars :

Completed:-

Sl. No.	Name of the teacher	Research Topic	University/ Awarded
1	Dr. Neeta Lagachu	"Queen Elizabeth-I in the Poetry of Spenser and Raleigh- A critical study."	NEHU, PhD Awarded

2	D Borah	Benipuri Sahitya main Lokosanskriti	MPhil awarded by Madurai Kamaraj University.
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On-going:

Sl. No.	Name of the teacher	Research Topic	University
1	G. K. Bordoloi	Economic Analysis of Replacement of Orchards and other crops by Tea plantaion--A case study of Small Tea Growers of Tinsukia and Golaghat districts of Assam.	Dibrugarh University
2	P. Borthakur	Potentialities of PRI's in fastening rural development: a case study of Jorhat District.	Dibrugarh University
3	H. Das	A study on the role of ASDC for SC Ltd. In upliftment of poor SC people.	Global Open University
4	Rubul Saikia	Study of Recent Developments in Biometric Techniques."	Madurai Kamaraj University

14. Citation index of faculty members and impact factor :

Sl . No.	Name of the Teacher	Nature of Publication	Name and Year of Publication
1	P Borthakur	Book	Role of Gaon Panchayat in Accelerating Rural Development, 2008.

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

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

- Fee from the students,
- Rent received from college canteen,
- Venue charge received from various organizations for holding examination,
- From Xerox

A total of **Rs. 456730.00 (four lakh fifty six thousand seven hundred and thirty)** only have been generated from these sources.

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

18. Community services :

- a) The department of Economics organized an awareness rally in the Tinkonia Pukhuri on the use of water of the pond for drinking purposes. They reviewed the past history of the pond and it was found that with some limited developments of the pond the problem of water crisis in an around Jorhat city can be solved to some extent. After this, the district authority has taken steps for the preservation of the pond as well as using the water for drinking purposes.
- b) In collaboration with 'Gyandeeep', a leading NGO, the college organized a coaching programme from 18th Jan 2008 to 20th Jan 2008 for the students of the locality willing to sit in the Pre Entrance Test for admission into the Jawahar Navodaya Vidyalaya.

19. Teachers and officers newly recruited : None

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

21. Improvements in the library services :**Infrastructural development**

Sl. No.	Items Purchased	Amount in Rs.
1	Chair , Desk Bench	33270

22. New books/journals subscribed and their value :

Sl. No.	Item Purchased	Quantity	Amount
1	Books(Text/Reference)	352	1173
2	Journals & News papers	5+7=12	9252

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

The college authority prepares a report on students' feedback on assessment of teachers of various subjects in the college. The points of common interest are discussed in the meeting of the staff council. On the basis of the suggestions, it is resolved that besides individual initiatives for improvement, the authority/IQAC of the college should organize faculty improvement programme in the campus.

24. Feedback from stakeholders :

- a) **Students :** In their feedback , they requested the authority to improve the infrastructure facilities for sports activity and to take steps for improvement of canteen facility.
- b) **Governing Body:** Governing Body expresses their satisfactions over the results of the college and suggests some measures to improve further.
- c) **Parents and Guardians:** Parents and guardians suggest to continue remedial classes in their feedback report.
- d) **Alumni:** Every year, the 8th of November, is observed as the " Shradhanjali" and "Alumni Day". Alumni thanks the authority for carrying out various programmes for the benefit of the students during the session.

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. 18,317.00
- (b) Excluding the salary component=Rs. 3,648.00

26 Computerization of administration and the process of admissions and

Examination results, issue of certificates: The software for computerization of administration has already been installed in the previous year.

27 Increase in the infrastructural facilities :

Two classrooms are constructed. New urinals and lavatory are constructed for the students. Separate toilet for the women staff was developed in the Teachers' Common room.

28 Technology upgradation : None

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

Although formal training on computer and internet access has not been imparted to the teaching and non-teaching staff, they are helped in using the same by some of the teachers of the college as and when it is needed.

30 Financial aid to students :

- a) The college granted an amount of Rs13680.00 as financial aid to nineteen students during the year.
- b) The college "Book Bank" has the provision of lending books to the economically backward students.

31 Activities and support from the Alumni Association :

The annual event of 'Shraddhanjali' and 'Alumni Meet' was organized on 8th December, 2008. A good number of ex-students graced the occasion. The 'Alumni Association' donated eight (8) numbers of fans to the college.

32 Activities and support from the Parent-Teacher Association :

In the meeting of parents teacher association many parents wanted to know the performance of their wards. Concerned teachers made suggestions for upliftment of academic performance of their wards.

33 Health services :

- (a) A training programme was organized on 25th and 26th July, 2007 at the college to make awareness about the importance of Birth registration.
- (b) A Birth Registration , Hand wash and water purification awareness programme for tea garden labour was held from 8th to 14th August, 2007 at Kothalguri T.E., Mariani.

34 Performance in sports activities :

Mr. Shobhan Saikia, H.O.D., Deptt. Of Statistics and Mathematics, became the Chess Champion in the Annual Teachers' meet of the district 2008.

35 Incentives to outstanding sportspersons :

The college provides fund to the students to participate in different tournaments outside the college.

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.

37 Activities of the Guidance and Counselling unit :

Under the 'Udyogyoti' Scheme, sponsored by the Government of Assam, the District Industries Centre, Jorhat, selected ten students of the college who were taken to Guwahati for industrial visit. They were taken to CIPET, Uttar Guwahati and AIDC at Bamunimaidam for giving exposure to different entrepreneurial activities.

38 Placement services provided to students : Members of IQAC discussed to improve the placement services provided to students . A plan was chalked out to organize motivational/training programme for the students in this regards.

39 Development programmes for non-teaching staff :

A day-long programme for the non-teaching staff was conducted on 4th July, 2007. In this programme, Mr. Ranjit Bezbaruah,. Head Assistant of the college office-delivered a valuable speech on Office management and File keeping.

40 Good practices of the institution :

Personality development programme for the students was organized. Faculty members of ICA were invited as resource person.

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

None

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

The college arranged the college week for developing the extra-curricular activities of the students. The college is trying its best to make the college a "Tobacco free zone" with the guidance of district tobacco free cell, Jorhat. The college also celebrated 'Saraswati Puja', and 'Tithi of Sri Sankardeva' in the college campus. "Shradhanjali" and 'Alumni day' was also arranged on 8th November 2008. The college published a "News Letter" containing the various events of the college. Like the previous year, this year also the evaluation was carried on.

PART-C : Plan for the next year

1. Plan to organize a UGC sponsored national seminar.
2. Plan to organize a rally to create environmental awareness.
3. To computerize the Library System.
4. To organize talk on ethnic and cultural issue.

(Mr. Satya Deka)
Coordinator, IQAC Cell ,
CKB Commerce College

(Dr. P. C Borah)
Principal , CKB Commerce College,