

# IQAC

## THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

(2008- 2009)

**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. 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 issues.

## PART-B

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

Being an institution of higher education located in industrially backward area, the college tries its best from its inception to motivate the young generation for taking entrepreneurial career. A few specific programs are planned to be organized in this year.

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

The college tries to help its students in particular and the society in general by introducing some new ODL courses through the IGNOU study centres in the college.

**3. Innovations in curricular design and transaction :**

The college has representation in the university Core Committee formed for designing course curriculum for different courses at the undergraduate level.

**4. Inter-disciplinary programmes started :** The college is yet to start any interdisciplinary programme of its own.

**5. Examination reforms implemented :**

This year a few reformations are made in the form of changing the pattern of setting questions papers and evaluation of script for internal examinations.

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

**7. Initiative towards faculty development programme :**

(i) A UGC sponsored national seminar on the topic "Emerging trends of Small and Medium Enterprises in generating employment in the N.E. Region." was held on 27<sup>th</sup> & 28<sup>th</sup> September 2008.

(ii) A faculty development programme was organized in the college on 25<sup>th</sup> May, 2008. Professor Amitav Mukerjee of St. Xavier's College, Kolkata was the key person of the programme. He focused on the need of changing the traditional methods of teaching commerce subjects. He also stressed on teaching Accountancy using software.

(iii) Rubul Saikia, Deptt. Of Computer Science was awarded M.Phil degree by Madurai Kamaraj University on the topic "Study of Recent Developments in Biometric Techniques."

**(iv) 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	R Roy	Presented	Development of Small and Medium Enterprises in N E Region.	27 <sup>th</sup> and 28 <sup>th</sup> Sept, 2008
2	S Deka	Presented	Work Participation of Tribal Women in the N E India	4 <sup>th</sup> March 2009, Deptt. Of Economics, D U.

		Presented	Role of Assam State Development Corporation for SC Ltd. In financing Small Scale Industry.	27 <sup>th</sup> and 28 <sup>th</sup> Sept, 2008, CKB Com College.
		Workshop	Workshop on Higher Education in Affiliated Colleges of Assam.	6 <sup>th</sup> and 7 <sup>th</sup> Feb, 2009, J B College, Jorhat
3	D Borah	Presented	Work Participation of Tribal Women in the N E India	4 <sup>th</sup> March 2009, Deptt. Of Economics, D U.
4	H Das	Presented	Work Participation of Tribal Women in the N E India	4 <sup>th</sup> March 2009, Deptt of Economics, D U.
		Presented	Role of Assam State Development Corporation for SC Ltd. In financing Small Scale Industry.	27 <sup>th</sup> and 28 <sup>th</sup> Sept, 2008, CKB Com College.
5	M Das	Workshop	Workshop on Higher Education in Affiliated Colleges of Assam.	6 <sup>th</sup> and 7 <sup>th</sup> Feb, 2009, J B College, Jorhat
		Presented	Emerging trends of small and Medium enterprises in generating employment opportunities in North Eastern Region	27 <sup>th</sup> & 28 <sup>th</sup> Sept. 2008, CKB Commerce College
6	M R Lahon	Workshop	Students Projects Preparation for B Com Courses.	31 <sup>st</sup> March, 2009, Dibrugarh University.
7	P Borthakur	Presented	Role of Panchayatiraj Institution in Accelerating Rural Development.	10 <sup>th</sup> and 11 <sup>th</sup> Nov. 2008. Digboi College.
		Presented	Role of PRIs in upgrading Rural infrastructure.	11 <sup>th</sup> and 12 <sup>th</sup> Nov, 2008, Kamrup College, Nagaon.

**8. Total number of seminars/workshops conducted :**

A UGC sponsored National Seminar on “Emerging trends of Small and Medium Enterprises in NE Region” was held in the college on 27<sup>th</sup> & 28<sup>th</sup> September, 2008.

**9. Research projects a) Ongoing; b) Completed :**

a) ONGOING:

Sl. No	Name of the teacher	Topic	Nature
1.	P. Borthakur	Potentialities of PRI's in fastening rural development: a case study of Jorhat District.	Minor
2.	B.S. Bhattacharyya	A comparative study on recovery of Regional Rural Banks between TG and NTG with special reference to Jorhat District	Minor

b) COMPLETED:

Sl. No	Name of the teacher	Topic	Nature
1.	Sarat 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 :

Sl. No.	Name of the Principal Investigator	Funding Agency	Amount	Nature of Project
1	Dr. P.H. Saikia	UGC	259300.00	Major
2	G.Hazarika	UGC	324600.00	do

13. Details of research scholars :

a) Completed:

Sl. No.	Name of the teacher	Research Topic	University
1	Rubul Saikia	Study of Recent Developments in Biometric Techniques	Madurai Kamaraj University

b) 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	H. Das	A study on the role of ASDC for SC Ltd. In upliftment of poor Scheduled Caste People	Global Open University, Nagaland

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 resources from the following sources.

- (a) Fees from the students,
- (b) Rent received from college canteen,
- (c) Venue charge received from various organizations for holding examination,
- (d) From Xerox.

A total of **Rs. 407930.00 (four lakh seven thousand nine hundred and thirty)** 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 :**

- a) Birth Registration , hand wash and water purification awareness programme was held at Panichokua village in Jorhat district. (Dt. 28<sup>th</sup> -4<sup>th</sup> July, 2008). Resource persons Mr. Bhupen Boruah, Lecturer, J. B. College, Jorhat and Mr. Bipin Borah, Lecturer, Mariani College, Mariani delivered speech on this occasion. Dr. K. K. Baruah, Medical officer, Jananayak Debeswar Sarmah Civil Hospital, Jorhat offered a speech on the importance of Birth Registration, Hand Wash and Water Purification in our day to day life.
- b) The students of B.Com 2<sup>nd</sup> year and BBA 3<sup>rd</sup> year participated in a rally with a view to create Environmental Awareness among the people regarding the adverse effects of use of polythene bags. The rally was organized by the college. The students also made a survey on daily use of polythene bags by the shopkeepers of Jorhat town.

**19. Teachers and officers newly recruited :**

One teacher has been newly recruited in the department of English during the year against permanent vacancy

**20. Teaching – Non-teaching staff ratio: 25:13.**

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

**Infrastructural development**

Sl. No.	Items Purchased	Amount in Rs.
1	2 (Two) Computers	111200.00
2	Xerox Machine	82000.00
3	Book Shelves & Almirah	23000.00

22. New books/journals subscribed and their value :

Sl. No.	Item Purchased	Quantity	Amount
1	Books	953	143258.00
2	Journals & Newspapers	8+7=15	19518.00

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

The feedback on students assessment of teachers collected in the year are analyzed by the authority and important findings are discussed in the various form of the college as a step towards improvement of teaching process.

**24. Feedback from stakeholders :**

- a) **Students** : Most of the students demanded to improve the placement services .
- b) **Governing Body**: Regular meetings of the Governing Body are held at an interval of three to four months in a year to discuss the problems and prospects of the college and make policies for the overall development of the college. Governing body also suggested to approach more organization in and outside the state for improvement of placement facilities in the colleges.
- c) **Parents and Guardians**: Parents and guardians are informed about the progress of their wards and are requested to forward suggestions for the development of the academic environment of the college.
- d) **Alumni**: Every year, the 8<sup>th</sup> of November, is observed as the “ Shradhanjali” and “Alumni Day”. A good number of alumni gathers on the day to offer tributes to all the departed teachers, employees and students of the college. Discussions are also held on how overall developments can be achieved for the college.

**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. 23,020.00
- (b) Excluding the salary component=Rs. 1,440.00

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

The software for automating the admission process is installed.

**27 Increase in the infrastructural facilities :**

**28 Technology upgradation** : Six computers, two for central library and four for computer centre were purchased. A Xerox Machine was also purchased for the library.

**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 an when it is needed.

**30 Financial aid to students :**

- a) The college granted an amount of Rs 9480.00 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 8<sup>th</sup> November, 2008. A good number of ex-students graced the occasion.

**32 Activities and support from the Parent-Teacher Association :**

In the meeting, parents suggested for development of academic environment of the college. The authority also requested the parents not to allow their wards to remain absent in the college without any reasons.

**33 Health services :** College has been trying to make it a tobacco free zone in years to come. Number of awareness programme have been arranged during the year in this regard.

**34 Performance in sports activities :**

**35 Incentives to outstanding sportspersons :None**

**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 standard and to student securing Highest Mark in Book Keeping & Accountancy in Higher Secondary Class.
- b) Bikash Beria of Accountancy department got first class second position in TDC final examination under Dibrugarh University and was awarded B C Saikia inspirational Sholarship

**37 Activities of the Guidance and Counselling unit :**

- a) The career guidance cell organized a talk on Srimanta Sankardeva on 12<sup>th</sup> Dec. 2008. Mr. Ismile Hussain, renowned author was invited to deliver the talk. He spoke on the topic, "Why Sankardeva would not be a greater man than Shakespeare ?"
- b) 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 NEDFI, Handloom and Textile Industry at Sonapur, a Tiles manufacturing Industry in Shilong, AIDC at Bamunimaidam and a Soap factory and Biscuit factory near Guwahati for giving exposure to different entrepreneurial activities.

**38 Placement services provided to students :** ICGC organized industrial visits for the students to motivate them in entrepreneurial activities so that they become self-employed.

**39 Development programmes for non-teaching staff :**

IQAC suggested the authority for organizing training to make the office staff computer literate .

**40 Good practices of the institution :**

College proposes to put all round efforts to make its campus a tobacco free zone.

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

- i. Linkage developed with NESIA
- ii. Linkage developed with Sikkim Manipal University.

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

The college arranged the college week for the developing the extra-carricular 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 observed on 8<sup>th</sup> November 2008. The college published a "News Letter" containing the various events of the college. Like the previous year, this year also the "H.S. final year zone" was conducted by the college successfully.



**PART-C : Plan for the next year**

1. To complete the construction of the Girls' Hostel.
2. To make arrangement for opening IDOL, a distance learning study centre under Gauhati University.
3. To organize "Faculty Development programme on Teaching Learning Strategies and Classroom Management in Higher Education".
4. Proposed to start Foundation Course on ICWA.
5. To organize programme on Career opportunitites.
6. To organize a Health Awareness programme.

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