

# IQAC

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

(2009- 2010)

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 complete the construction of the Girls' Hostel.
2. To organize motivational programme on relieving mental stress.
3. To make arrangement for opening a centre of IDOL, a distance learning institute under Gauhati University.
4. To organize Faculty Development programme on "Teaching Learning Strategies and Classroom Management in Higher Education".
5. Proposed to start Oral Coaching Centre of ICAI.
6. To organize programme on Career opportunities.
7. To organize a Health Awareness programme.

## PART-B

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

The college is giving importance in opening up of various Distance Mode Education Centres for various degree & diploma courses to meet the needs of young generation. The college gives more stress on Quality Improvement.

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

A new study Centre of Institute of Distance and Open Learning (IDOL) under Gauhati University is set up for UG and PG courses for the benefit of our students in particular and people of this region in general.

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

As the college is affiliated to Dibrugarh University, the college has only limited scope of involvement in designing syllabi independently for different courses. The college has representation in the university Core Committee formed for designing course curriculum. Apart from this, the college has a continuous process of reviewing the course curriculum to put forward some new ideas which are to be discussed in next board of studies meeting.

**4. Inter-disciplinary programmes started : none**

**5. Examination reforms implemented :**

As a part of the continuous evaluation process the college conducts two sessional examinations in each academic year to assess the performance of the students.

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

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

(a) A day long Faculty Development Programme on "Teaching Learning Strategies and Classroom Management in Higher Education" was held in the college on 2<sup>nd</sup> January 2010. Prof. M.P. Goswami, renowned educationist and retired Principal, PGTC, Jorhat shared his vast knowledge and views with the faculties of the college.

**(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	Rupashree Dutta	Workshop	Motivating Teachers for acquiring classroom skills	23 <sup>rd</sup> June, 2009, Bahona college, Jorhat
		Workshop	Capacity Building of Women Managers in Higher Education	20 <sup>th</sup> to 24 <sup>th</sup> Nov, 2009, CKB College, Teok
3	G Hazarika	Presented	Tourism in Majuli, its Prospects and Problems	30 <sup>th</sup> and 31 <sup>st</sup> Oct, 2009, Jengraimukh College, Majuli.

4	R Roy	Orientation Programme		3 <sup>rd</sup> to 30 <sup>th</sup> March, 2010, Burdwan University
		Workshop	Motivating Teachers for acquiring classroom skills	23 <sup>rd</sup> June, 2009, Bahona college, Jorhat
5	D. Bora	Orientation Programme		3 <sup>rd</sup> to 30 <sup>th</sup> March, 2010, Burdwan University
		Workshop	Motivating Teachers for acquiring classroom skills	23 <sup>rd</sup> June, 2009, Bahona college, Jorhat
6	M R Lahon	Participated	Introduction of Semester System at Undergraduate level	9 <sup>th</sup> January 2010, Mariani College.
7	R Saikia	Participated	Introduction of Semester System at Undergraduate level	9 <sup>th</sup> January 2010, Mariani College.
8	S Deka	Presented	Empowerment of Women through Self Help Group- a case study of Jorhat District.	9 <sup>th</sup> and 10 <sup>th</sup> Jan, 2010, R G Baruah College, Ghy.
9	H Das	Presented	Empowerment of Women through Self Help Group- a case study of Jorhat District.	9 <sup>th</sup> and 10 <sup>th</sup> Jan, 2010, R G Baruah College, Ghy.

8. Total number of seminars/workshops conducted : None

9. Research projects :

a)ONGOING:

Sl. No	Name of the teacher	Topic	Nature
1.	P.H. Saikia	Compilation of a dictionary of Assamese Proverbs with some special references to Bengali Proverbs.	Major
2.	G. Hazarika	The role of tourism industry in Assam as the harbinger of economic development and Universal Brotherhood: An analytical approach.	do
3.	H. Das	Role of Assam State Development Corporation for SC Limited in financing Small Scale Industries: A case study of Jorhat district.	Minor
4.	Dr. U. Dutta	Advertising and consumer reaction: Psychological aspect of consumers in selected Packet Tea in Jorhat district.	do

**b) COMPLETED:**

Sl. No	Name of the teacher	Topic	Nature
1.	Dr. B.S. Bhattacharyya	A comparative study on recovery of Regional Rural Banks between TG and NTG with special reference to 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	H. Das	UGC	150000.00	Minor
2	Dr. U. Dutta	UGC	102500.00	do

**13. Details of research scholars :**

Sl. No.	Name of the teacher	Research Topic	University
1	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	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

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

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

**16. Internal resources generated :**

- (a) Fees from the students,
- (b) Rent received from college canteen,

- (c) Venue charge received from various organizations for conducting and holding examinations,
- (d) From Xerox

A total of Rs. **344705.00 (three lakh forty four thousand seven hundred and five )** only has been generated from these sources during this year.

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

**18. Community services:** Relief materials distributed in the flood affected areas of the district in the month of July.

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

Two teachers have been newly recruited during the year against permanent vacancy.

Deptt. Of English : 01 (one)

Deptt. Of MIL (Bengali) : 01 (one)

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

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

Sl. No.	Items Purchased	Amount in Rs.
1	Furniture	11370.00
2	Fan	16662.00

**22. New books/journals subscribed and their value :**

Sl. No.	Item Purchased	Quantity	Amount
1	Books	536	41972.00
2	Journals & Newspapers	9+7=16	15873.00

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

As a continuous process of student assessment and feedback, this year also the students of Degree classes provided feedback on curricular aspects, teaching learning process, support services and other facilities available in the college. The assessment made by the students are discussed thoroughly and forwarded to the authority with suggestions for taking necessary steps to implement the same.

**24. Feedback from stakeholders :**

a) Students: From the analysis of feedback reports collected from students during the year, the following are observed –

- i) Duration of the class hours per day should be increased.
- ii) Remedial coaching facility should be extended to academically disadvantaged students belonging to general caste.

- iii) Indoor games facility should be improved.
- iv) Student should be provided with Internet facility in the Central Library.
- b) Governing Body:** Governing Body meetings are held at Regular intervals to discuss the various issues.
- 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:** A good number of alumni gathered on the “Shradhanjali” programme and offered tributes to all the departed teachers, employees and students of the college. Alumnis recollect their sweet memories on the day.

**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. 29,910.00**

**(b) Excluding the salary component=Rs. 3,103.00**

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

Though the software for computerizing the admission process was installed in the previous year, due to some technical problem, the process could not be made operational.

**27 Increase in the infrastructural facilities:** Construction work of Girls’ Hostel financed by UGC is completed. It will be ready for use in this year.

**28 Technology upgradation :** A proposal for construction of digital classroom is under consideration of the authority.

**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 from its Students Aid Fund.
- 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 Allumni Association extends their cooperation in all the programmes organized in the college during the year. The annual event of ‘Shradhanjali’ and ‘Alumni Meet’ was organized on 8<sup>th</sup> December, 2008. A good number of ex-students graced the occasion. The ‘Alumni Association’ donated eight(8) no. of fans to the college.

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

Parent Teachers' Association has an important contribution towards improvement of academic environment of the college. Most of the parents while visiting the college suggest the authority that there must be some restriction on the exit of the students from the college during the class hour and in case of emergency they must be allowed to do so with due permission from the authority. Two guardian members are yearly nominated to governing body of the college.

### **33 Health services :**

Jorhat Civil Hospital and Jorhat Medical College are located within 1 km. radius from this college. Therefore if any emergency arises college takes advantage of the outdoor and indoor facilities of those organizations. However, first aid facilities are available in the college campus.

### **34 Performance in sports activities :**

The College is having facilities of games and sports in its campus. The students take part in outdoor and indoor games organized in the college. On the basis of their performances in annual sports, the college team is constituted to represent college in various inter-college competitions. Mr. Shobhan Saikia, H.O.D., Deptt. Of Statistics and Mathematics, became the chess champion in the Annual teachers' meet of the district.

### **35 Incentives to outstanding sportspersons :**

The college felicitates students showing outstanding performance in the field of games and sports.

### **36 Student achievements and awards :**

- a) Bikash Beria of Accountancy department got first class second position in B.Com final examination with speciality in Accounting & Finance under Dibrugarh University.
- b) 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 :**

- a) A seminar on "Career Opportunities in Accounts and Finance" was organized by IQAC in collaboration with ICA, Jorhat on 12<sup>th</sup> Nov. 2009. Shri Arup Baruah, Director, ICA presented a paper on the topic. Around 200 students of the college attended the seminar and had a lively interaction with him after the presentation.
- b) A day long Industrial Motivation Campaign organised by Micro, Small and Medium Enterprises Development Institute, Ministry of MSME, Govt. of India, Bamunimaidam, Guwahati in association with PARAS was held on 27<sup>th</sup> Nov. 2009 in the college. A good number of students participated in the programme.
- c) A motivational programme for the students and teachers was organized in the college on 16<sup>th</sup> March 2010. Delegates from Swami Vivekananda Kendra delivered a valuable

speech on swami Vivekananda's Vision and demonstrated how to relieve mental stress using meditation.

**38 Placement services provided to students :**

- i) A job fair was organized in the college campus in collaboration with ICA, Jorhat Centre. Several nos. of companies were participated.
- ii) Besides initiatives taken by faculty members and authority several motivational programmes were organized with the help of Indian Air Force, Jorhat Wing and Army 41 Sub Area.

**39 Development programmes for non-teaching staff :** A training programme on Financial Rules of the Provincialised Colleges was organized for non-teaching staff of the college. The Principal conducted the training programme.

**40 Good practices of the institution :**

A tobacco control committee is constituted in the college under the guidance of District Tobacco Control Cell, Jorhat. Effort is on to establish the college as the first tobacco free college in the region.

**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 arranges the college week for the promotion of extra-Curricular activities. It also encourages the students in taking part in various sports and literary activities, organized in different colleges and the University. 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 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**

- a) To start the Foundation Course of ICWAI.
- b) Emphasis to be given on Faculty Development programme.
- c) To organize a community development programme.
- d) To organize programmes for the female students in association with the Women's Forum of the college.
- e) To establish the college campus as the "Tobacco free Zone" .

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