

IQAC

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

(2010- 2011)

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

- a) Emphasis to be given on improvement of Teaching-Learning process.
- b) To start the Oral Coaching Centre of ICAI.
- c) To organize a community development programme.
- d) To organize programmes for the female students with the help of the Women's Forum of the college.

PART-B

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

Dibrugarh University is going to introduce semester system from the current session to cope with the changing patterns of semester system, the college chalk out its plan to meet the new challenges.

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

Besides, B.Com, BBA and Carrier Oriented Courses, the College tries to help our students in particular and the society in general by introducing some new programmes through IGNOU Study Centre at our college.

3. Innovations in curricular design and transaction :

The college has got scope of involvement in designing syllabi for different courses. Apart from this, the college has a continuous monitoring process of students activities.

4. Inter-disciplinary programmes started :

An oral coaching centre of ICWAI started in January 2011. The faculty members involve themselves as academic counselor of various programmes of IGNOU and IGNOU Convergence schemes such as MA in Economics, MA in Education, MA in Sociology, MA in English, MBA, MCA, MRD, MTM and under graduate courses BA, BCA, BBA, B.Com etc.

5. Examination reforms implemented :

Keeping in view the introduction of semester system, the continuous evaluation system in the college is being reorganized. Besides class test, unit test etc., two sessional examinations per semester will be conducted.

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

7. Initiative towards faculty development programme :

Sl. No.	Name of Teacher	Refresher / Orientation Course/Workshops/Paper Presented/ Participated	Name of the Topic	Place and Date
1	Dr. N Lagachu	Presented	Mishing women In transition: From Village to Town	Dibrugarh University, Assam
		Participated	Imaginary Homelands of Salman Rushdie	Gauhati University, 20 th and 21 st Jan, 2011
2	Dibyajyoti Bora	Workshop	Preparation of Proposal on Research Methodology	J B College, Jorhat, 30 th April to 2 nd May, 2010
3	R Sarmah	Participated	Mathematical Modeling	NN Saikia

				College, 10 th Dec, 2010
4	P Mandal	Orientation Programme		Burdwan University, 8 th May to 4 th June, 2010
		Workshop	Preparation of Proposal on Research Methodology	J B College, Jorhat, 29 th April to 1st May, 2010
		Workshop		Paschim Banga Bangla Academi, West Bengal, 16 th May 2010.
5	Satya Deka	Workshop	Preparation of Proposal on Research Methodology	J B College, Jorhat, 30 th April to 2 nd May, 2010
6	Sarat Borah	Participated	Research Methodology	14 th to 19 th Feb, 2011, Tezpur University.
7	Dr. P H Saikia	Presented	Role of Govt. Policy in the Development of Women Educartion	15 th Sep. 2010, JDSG College, Bokakhat.
		Participated	Capacity Building of women Mamnagers in Higher Education	20 th to 24 th March, 2011, J B College.
8	Rupashree Dutta	Workshop	Formulation of Research Proposal in Social Science	29 th April to 1 st May, 2010, J B College.
9	G Hazarika	Presented	Role of Govt. Policy in the Development of Women Educartion	15 th Sep. 2010, JDSG College, Bokakhat.
		Presented	Borbheti-A promising Tourist Spot	6 th and 7 th Nov, 2010, Dimou College, Sibsagar.
		Presented	Tourism in Assam as the Harbinger of Universal Brotherhood with special reference to Majuli.	11 th and 12 th Dec, 2010, Sibsagar Girls College.
		Participated	Capacity Building of women Mamnagers in Higher Education	20 th to 24 th March, 2011, J B College.
10	D Borah	Workshop	Formulation of Research Proposal in Social Science	29 th April to 1 st May, 2010, J B College.

8. Total number of seminars/workshops conducted :

- a) A seminar on “Mahapurushia Bhaona aru sampratik jibanat iyar prabhab” was held in the college on 15th November 2010.
- b) A workshop on “Leadership Qualities “was held in the college on 29th Nov. 2010.
- c) A workshop on “Introduction of Semester System at the Degree level was organized in the college on 4th Feb. 2010 by the Dibrugarh University for the college teachers of Jorhat

District. Director, College Development Council, Deputy Registrar, Academic D.U. delivered their valuable lectures.

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

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

b) Completed:

Sl. No.	Name of Teacher	Research Topic	Nature
	Dr. P H Saikia	Compilation of a Dictionary of Assamese Proverbs with some special Reference to Bangali Proverbs	Major
	G Hazarika	Role of Tourism Industry in Assam as the Harbinger of Economic Development and Universal Brotherhood: An analytical Approach.	Major

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. S Baruah	UGC	110000	Minor
2	S Borah	UGC	110000	Minor

13. Details of research scholars :

a) Completed: Nil

b) 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 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 case study on the role of ASDC for SC Ltd. In upliftment of poor SC people.	Global Open University

14. Citation index of faculty members and impact factor :

Sl. No.	Name of Teacher	Nature of Publication	Topic	Name of Journal/Publisher
1	Dr. N Lagachu	Paper	The Fallen women and Morality: A study on 19 th Century English Culture with special ref. tom Gaskell's Ruth.	The Journal of the Forum for English Studies, Jorhat College, Assam.

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

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

- (a) Fee from the students,
- (b) Rent received from college canteen,
- (c) Rent received from IGNOU Study centres,
- (d) From the Venue charge received from various organizations for holding examination,
- (e) Rent from Xerox

A total of **Rs. 403560.00 (four lakh three thousand five hundred and sixty)** 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 : None

19. Teachers and officers newly recruited : There is no fresh appointment during the period. However, the agreement with all part time teachers were reviewed.

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

21. Improvements in the library services :

Sl. No.	Items Purchased	Amount in Rs.
1	Computer equipments	12500
2	Steel Book shelves	33200

22. New books/journals subscribed and their value :

Sl. No.	Item Purchased	Quantity	Amount in Rs.
1	Books	311	20816
2	Journals & Newspaper	7+7	14094

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

The college authority has collected feedback for assessment of teachers from B.Com 3rd year students. The assessment made by the students are discussed thoroughly in the IQAC meeting and forwarded to the authority with suggestions for taking necessary steps to implement the same.

24. Feedback from stakeholders :

- a) **Students** : Students express their views that the authority should take steps to increase number of classrooms and also to improve student support services.
- b) **Governing Body**: Governing Body appreciated the activities of Alumni of the college. Authority decided to develop the playground of the college as demanded by the students. Feedback system is also monitored by a committee form by the authority.
- c) **Parents and Guardians**: Parents and guardians forwarded suggestions for the development of the academic environment of the college.
- d) **Alumni**: The alumni assures to support the all round development of 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. 43,863.00
- (b) Excluding the salary component=Rs. 986.00

26 Computerization of administration and the process of admissions and Examination results:

27 Increase in Infrastructural facilities: Renovation of Gr.-IV Quarter is completed during the year. Construction of drinking water project is also completed.

28 Technology upgradation : The Principal of the college discusses the matter of technology up gradation in the Staff Council meeting and resolved to start the construction of digital classroom in the next financial year.

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 Rs. 7680.00 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 :

A generator set was donated to the college by alumni in the memory of his deceased father in the month of September 2011.

32 Activities and support from the Parent-Teacher Association :

The parent teachers association, in a meeting, appreciated the steps taken by the authority for development of the playground in the greater interest of the students.

33 Health services : First Aid service is available in the college as part of health services.

34 Performance in sports activities : Students of the college take part in Inter College Sports tournament under Dibrugarh University. Performance of the College team in Cricket, Badminton and Quiz Competition is very appreciable.

35 Incentives to outstanding sportspersons : Whenever a student takes part in sports and cultural activities outside the district, as an incentive, the college bears all expenses related to such programmes.

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) Chinmoy Saikia Memorial award is presented to the student of B.Com Class securing highest mark from the college in University Examination.
- c) Preetam Jyoti Sharma of Management department got first class first position in TDC final examination under Dibrugarh University and total thirteen students secured first class from various departments.

37 Activities of the Guidance and Counselling unit :

- a) An awareness programme regarding the bad effects of using tobacco was held on 30th August 2010.
- b) A Legal Awareness Camp for female students was organized on 29th October 2010 by the Women’s Cell of the college.
- c) A women Entrepreneurship Development Programme was organized by the Women’s Cell of the college on 29th June 2010.
- d) A Vocational Guidance and Registration of students in Employment Exchange was held on 15th and 16th Sept. 2010.
- e) A seminar on Dual Qualification was held on 10th June 2010.

38 Placement services provided to students : The member of the IQAC suggested that for effective placement services our students should be equipped with latest knowledge on different subjects and a programme for personality development be arranged for them.

39 Development programmes for non-teaching staff : An orientation programme be organized for non-teaching staff to make them familiar with the latest changes in the examination process.

40 Good practices of the institution :

Since the college is trying its best in the last few years to establish it as a tobacco free zone, the District Tobacco Control Cell inspects the college from time to time and expresses satisfaction at our efforts. The college is adjudged as ***the first tobacco free educational institution in the district*** and awarded on the Independence day programme. In view of introduction of semester system, orientation programme for students and teachers are organized by the authority.

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

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

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 also celebrated 'Saraswati Puja', and 'Tithi of Sri Sankardeva' in the college campus. "Shradhanjali" and 'Alumni day' was also observed on 8th November 2010. 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) Emphasis to be given on Faculty Development programme.
- b) Proposed a UGC sponsored National Seminar.
- 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.

(Mr. Satya Deka)

Coordinator, IQAC Cell ,

CKB Commerce College

(Dr. P. C Borah)

Principal , CKB Commerce College,

