The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Academic Year. July 1, 2013 to June 30, 2014)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

> CKB Commerce College

1.2 Address Line 1

> K B Road

Address Line 2

> Near Circuit House

City/Town

> Jorhat

State

> Assam

Pin Code

> 785001

Institution e-mail address

> info@ckbcc.in

Contact Nos.

> 0376/2301891

Name of the Head of the Institution:

> Dr. Poresh Ch. Borah

Tel. No. with STD Code:

> 0376/2301891

Mobile: 9435091323

Name of the IQAC Co-ordinator: Satya Deka

Mobile: 9435092370

IQAC e-mail address: info@ckbcc.in

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)* ASCOXX11938

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC/34/073 dated 04-11-2004

1.5 Website address: www.ckbcc.in

Web-link of the AQAR: www.ckbcc.in/download/iqac

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details:

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B		2004	5
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY | 12/12/2005 |

1.8 AQAR for the year *(for example 2010-11)* | 2013-14 |

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-*

   i. AQAR   2009-2010   (June 2013)
  ii. AQAR   2010-2011   (do)
 iii. AQAR   2011-2012   (June 14, 2014)
 iv. AQAR   2012-13   (July 22, 2014)

1.10 Institutional Status

  University   State [ ] Central [ ] Deemed [ ] Private [ ]

  Affiliated College   Yes [√] No [ ]

  Constituent College   Yes [ ] No [ ]

  Autonomous college of UGC Yes [ ] No [ ]

  Regulatory Agency approved Institution Yes [ ] No [ ]

  (eg. AICTE, BCI, MCI, PCI, NCI)

  Type of Institution Co-education [√] Men [ ] Women [ ]

                  Urban [√] Rural [ ] Tribal [ ]

  Financial Status Grant-in-aid [ ] UGC 2(f) [√] UGC 12B [√]

           Grant-in-aid + Self Financing [ ] Totally Self-financing [ ]

1.11 Type of Faculty/Programme

  Arts [ ] Science [ ] Commerce [√] Law [ ] PEI (Phys Edu) [ ]

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐ √

Others   (Specify) [.]

1.12 Name of the Affiliating University *(for the Colleges)* | Dibrugarh University, Assam |

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University ☐

University with Potential for Excellence ☐   UGC-CPE ☐

DST Star Scheme ☐   UGC-CE ☐

UGC-Special Assistance Programme ☐   DST-FIST ☐

UGC-Innovative PG programmes ☐   Any other (*Specify*) ☐

UGC-COP Programmes ☐

2. IQAC Composition and Activities

2.1 No. of Teachers | 06 |

2.2 No. of Administrative/Technical staff | 01 |

2.3 No. of students | |

2.4 No. of Management representatives | 02 |

2.5 No. of Alumni | |

2. 6 No. of any other stakeholder and

community representatives | |

| |

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

09

2.10 No. of IQAC meetings held

04

2.11 No. of meetings with various stakeholders: No. | 05 | Faculty | 03 |

Non-Teaching Staff Students | 02 | Alumni | | Others | |

2.12 Has IQAC received any funding from UGC during the year?   Yes | | No | √ |

If yes, mention the amount | |

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. | 0 | International | | National | | State | | Institution Level | |

(ii) Themes | |

2.14 Significant Activities and contributions made by IQAC

Entrepreneurship awareness programme was organised jointly by NESSIA and IIE, Gauhati for the BBA and B.com fifth semester students.

Personality Development Programme was held and Dr.Pranjal Bezbaruah, Prof. , Deptt of Commerce, Dibrugarh University graced the programme as one the resource persons.

A camp was held in Purani Mati Scholl, Panichakua by the NSS group of our college to make aware the local people on usefulness of green environment.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. To purchase new books and Journals 2. To organise seminars and workshops. 3. To encourage publications by Faculty 4. To encourage teachers to take up research projects - major and minor. 5. To organize awareness programme on relevant issues for the girl students . 6. To renovate the "Swahid Bedi" 7. To construct a canteen from teachers contribution.	1. Purchased new books and journals. 2. One minor research project has been sanctioned by UGC. 3. Construction Works of administrative and BBA block is nearing completion. 4. Construction Works of indoor stadium is going in full swing. 5. The teachers of the college have published articles in edited books.

Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes ☐   No ☑

Management ☐   Syndicate ☐   Any other body ☐

Provide the details of the action taken

College Council discussed and approved the AQAR

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	02	00	01	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	02	00	01	

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options : Open option
    (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02
Trimester	
Annual	

1.3 Feedback from stakeholders*   Alumni [ ]   Parents [yes]   Employers [ ]   Students [yes]
    (On all aspects)

     Mode of feedback   :   Online [ ]   Manual [√]   Co-operating schools (for PEI) [ ]

Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

It is the core responsibility of the affiliating university

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
26	15	11		

2.2 No. of permanent faculty with Ph.D.

06

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
00	00	02	00	00	00	00	00	00	00

2.4 No. of Guest and Visiting faculty and Temporary faculty

00		02

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	08	00
Presented papers	02	08	00
Resource Persons	00	00	00

2.6 Innovative processes adopted by the institution in Teaching and Learning:

College conducts industrial site seeing for B.Com students to create industrial awareness. Continuous Evaluation Activities of clubs like Quiz club, debate club, and literary Club.

2.7 Total No. of actual teaching days during this academic year

232

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding,

No

Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum
     restructuring/revision/syllabus development

05	05	05

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

73

2.11 Course/Programme wise
     distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com	280		15	41		70
BBA	13		69	23		92

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

   1. Prepare the academic calendar every year.
   2. Academic routines are designed every year.
   3. Make Plans for the academic activities.
   4. Analyses the output and feedback
   5. Suggest and plan the future course of activities.

Apart from these regular meetings are held to make periodic assessment of teaching and learning processes; evolves through discussions remedial measures; facilitates sufficient funds and infrastructure for implementing the projects; takes stakeholder feedback, and adopts follow-up actions

2.13 Initiatives undertaken towards faculty development   Nil

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	Nil
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	Nil
Faculty exchange programme	03
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	03
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	14	00	00	04
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

> Teachers are encouraged to undertake research projects under FIP by indentifying research areas which are relevant in the locality and encourages faculty to take up research activities with the twin objectives of production of new knowledge and enhancement of quality.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		01	UGC	
Outlay in Rs. Lakhs			3.0	

3.4   Details on research publications

	International	National	Others
Peer Review Journals	02	04	
Non-Peer Review Journals			
e-Journals			
Conference proceedings	02	03	

3.5 Details on Impact factor of publications:

Range [　　] Average [　　] h-index [　　] Nos. in SCOPUS [　　]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	1.5	UGC	3.0	3.0
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects				

(other than compulsory by the University)				
Any other(Specify)				
Total	1.5		3.0	3.0

3.7 No. of books published   i) With ISBN No. [   ]   Chapters in Edited Books [01]

ii) Without ISBN No. [   ]

3.8 No. of University Departments receiving funds from

UGC-SAP [   ]   CAS [   ]   DST-FIST [   ]

DPE [   ]   DBT Scheme/funds [   ]

3.9 For colleges   Autonomy [   ]   CPE [   ]   DBT Star Scheme [   ]

INSPIRE [   ]   CE [   ]   Any Other (specify) [   ]

3.10 Revenue generated through consultancy [Nil]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	Nil	Nil	Nil	Nil	Nil
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons [   ]

3.13 No. of collaborations   International [   ]   National [   ]   Any other [   ]

3.14 No. of linkages created during this year [   ]

3.15 Total budget for research for current year in lakhs : [   ]

From Funding agency [   ]   From Management of University/College [   ]

Total [   ]

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions   received by faculty and research fellows
     Of the institute in the year

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution
     who are Ph. D. Guides
     and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF   SRF   Project Fellows   Any other

3.21 No. of students Participated in NSS events:

University level 100   State level
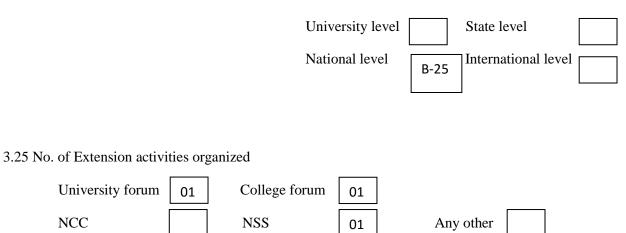
National level   International level

3.22 No. of students participated in NCC events:

University level   State level 43

National level 05   International level

3.23 No. of Awards won in NSS:

University level   State level

National level   International level

3.24 No. of Awards won in NCC:

University level [ ]   State level [ ]

National level [B-25]   International level [ ]

3.25 No. of Extension activities organized

University forum [01]   College forum [01]

NCC [ ]   NSS [01]   Any other [ ]

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

  Blood Donation programme
  Plantation programme

  Anti drugs campaign

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	4.96 Acre			
Class rooms	15	00	Govt.	15
Laboratories	01	00		01
Seminar Halls	00	00		00
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	33	06	Govt. And college fund	39
Value of the equipment purchased during the year (Rs. in Lakhs)		2,69,922		55

Others			

4.2 Computerization of administration and library

Administration and Library partially automated

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16932	1997117	375	35905	17307	2033022
Reference Books	2164	474622	208	20030	2372	494652
e-Books						
Journals	36	22622	8	2400	44	25022
e-Journals						
Digital Database						
CD & Video						
Others (specify)	Manuscript of Religious culture					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	34	24	03	Nil		04	02	01
Added	09		03	04		03	01	
Total	45	24	06	04		07	03	01

4.5 Computer, Internet access, training to teachers and students and any other programme for technology
    upgradation (Networking, e-Governance etc.)

Teachers and office staff are trained as and when required

4.6 Amount spent on maintenance in lakhs :

   i) ICT   38,850

   ii) Campus Infrastructure and facilities   1,10,56,996

iii) Equipments

2,69,922

iv) Others

Total : 11365768

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Students supports services were designed in a better way under the supervision of IQAC .The queries of students are received and grievances are mitigated to the possible extent. Students

5.2 Efforts made by the institution for tracking the progression

Regular observation
Regular meetings/monitoring
Faculty involvement through counselling system.
Regular feedback from students

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
732			

(b) No. of students outside the state

25

(c) No. of international students

00

No	%
546	75

No	%
186	25

Men   Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
453	36	28	249	00	766	396	41	25	270		732

Demand ratio   100%   Dropout 5%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Personality development and Soft skill development programmes are organised to open the IQ of the students and prepare students for competitive exam.
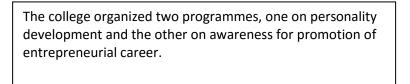
No. of students beneficiaries   150

5.5 No. of students qualified in these examinations

NET [ ]   SET/SLET [ ]   GATE [ ]   CAT [ ]

IAS/IPS etc [ ]   State PSC [ ]   UPSC [ ]   Others [ ]

5.6 Details of student counselling and career guidance

The college organized two programmes, one on personality development and the other on awareness for promotion of entrepreneurial career.

No. of students benefitted   150

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
02	100	06	

5.8 Details of gender sensitization programmes
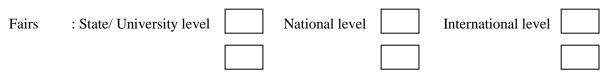
5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level | 12 | National level | 02 | International level | |

No. of students participated in cultural events

State/ University level | | National level | | International level | |

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level | 05 | National level | | International level | |

Cultural: State/ University level | | National level | | International level | |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	15	6060
Financial support from government	58	389912
Financial support from other sources		
Number of students who received International/ National recognitions(UGC)	48	144000

5.11 Student organised / initiatives

Fairs : State/ University level | | National level | | International level | |

| | | | | |

Exhibition: State/ University level   National level   International level

5.12   No. of social initiatives undertaken by the students   02

5.13 Major grievances of students (if any) redressed:.

Criterion – VI
6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: To establish itself as a centre of excellence for ensuring quality in higher education, by shaping the human resource in the right way and thereby contribute towards upliftment of the society and development of the nation.

- **Mission:** To offer innovative career oriented programmes
- To inculcate independent thinking in learners
- To ensure competence building and employability to serve the society.
- To empower stakeholders by exploring their hidden potential.
- To contribute towards growth and preservation of heritage, culture and congenial academic atmosphere by creating awareness in coming generation.

6.2 Does the Institution has a management Information System

Yes

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The curriculum is developed by various boards of Dibrugarh University under which the college is affiliated and teachers of the colleges represent the boards The curriculum is developed uniformly for the affiliated colleges.

6.3.2 Teaching and Learning

Teachers of the college, when required, use scientific method of teaching apart from traditional Class room teaching manner. Students are advised to go through various reference books and journals to enhance their learning.

6.3.3 Examination and Evaluation

Two sessional examinations are conducted for each semester. End semester exam are conducted by the university.

6.3.4 Research and Development

Teachers undertake research projects that are relevant to local, state and national requirements. Students of six semester offering specialty prepare research project as per course curriculum. Students of the college also prepare project on environmental issues from time to time.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Upgradation and updation of the library is regularly done. Every year new books and journals are purchased. Instruments for teaching purposes are updated and if fund available required new equipment's are purchased.

6.3.6 Human Resource Management

The head of the institution gives importance on proper utilization of Human Resources and they are updated regularly to meet the changing needs of the society. Whenever there are vacancies in the college, appointments are made on the basis of criteria given by UGC and the affiliating university.

6.3.7 Faculty and Staff recruitment

For faculty and staff recruitment proper advertisement are given in news paper and also intimated to the employment exchange after taking permission from the state government. Staff recruitment is done by state government based on the proposals sent from the college with due follow-up.

6.3.8 Industry Interaction / Collaboration

No

6.3.9 Admission of Students

Admission to BBA and B.Com classes is done on the basis of merit and reservation policies of the government**.**

6.4 Welfare schemes for

Teaching	**All Govt. Schemes**
Non teaching	**All Govt. Schemes**
Students	Scholarships, Remedial Coaching, Tutorials, Counselling and other schemes implemented by the Govt. BC Saikia inspirational award. Chinmoy Saikia Memorial award.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done   Yes [√]   No [   ]

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	Yes
Administrative			Yes	Yes

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes [   ]   No [√]

For PG Programmes   Yes [   ]   No [   ]

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

> The affiliating University implements examination reforms from time to time and affiliated colleges follow the direction given by the university.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

> No

6.11 Activities and support from the Alumni Association

> · Alumni provide suggestions and feedback regarding teaching learning process and placement and their suggestions are given due importance for implementation.

6.12 Activities and support from the Parent – Teacher Association

> Mode of interaction - Phone and Meetings
> Frequency - Biennial

6.13 Development programmes for support staff

> The support staff is informed of the avenues provided by the government for their promotions, the process to avail the welfare measures offered by the govt.

6.14 Initiatives taken by the institution to make the campus eco-friendly

> Authority always tries to make the college campus eco-friendly, plantations are done on the various occasions celebrated by the college. The students of the college are trying to make the college campus plastic free eco-friendly. Proper disposal of garbage is done. Temporary labour has been appointed for its maintenance.

-Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> - Green, plastic free campus.
> - Library has been cumputerised.
> - Digital class room installed during the year.
> - Introduced biometric punching machine.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

> IQAC planned the objectives for current year (2013-14) and its progress was monitored through action taken report from all concerned persons. Meeting discusses the reports and measures are taken.
> .

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

> 1. Tobacco free institution.
> 2. Plantation programme

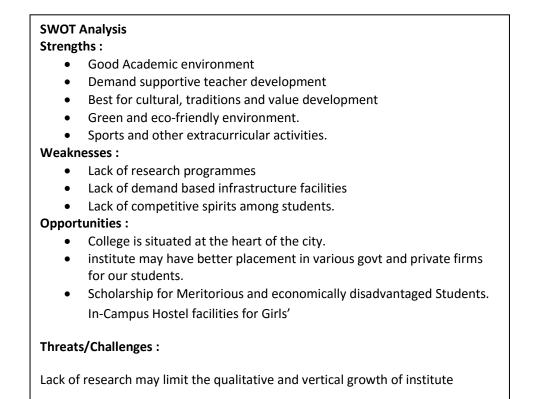*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

> Institute organizes awareness camp from time to time
> to spread awareness on environmental issues among the
> students and nearby people . Importance is given to make the
> college pollution free.

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

> **SWOT Analysis**
> **Strengths :**
> - Good Academic environment
> - Demand supportive teacher development
> - Best for cultural, traditions and value development
> - Green and eco-friendly environment.
> - Sports and other extracurricular activities.
>
> **Weaknesses :**
> - Lack of research programmes
> - Lack of demand based infrastructure facilities
> - Lack of competitive spirits among students.
>
> **Opportunities :**
> - College is situated at the heart of the city.
> - institute may have better placement in various govt and private firms for our students.
> - Scholarship for Meritorious and economically disadvantaged Students.
>   In-Campus Hostel facilities for Girls'
>
> **Threats/Challenges :**
>
> Lack of research may limit the qualitative and vertical growth of institute

38. **Plans of institution for next year**

1. Research projects - Faculties will be encouraged to go through Educational and Social research project .
2. To organize blood donation camp.
3. To organize national seminar and workshop in the next year.
4. To conduct campus rally for the job seekers.
5. To organize entrepreneurship awareness programme.

Name _____Satya Deka_____   *Name _____Dr. P.C. Borah_____*

_____   *_____*

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

****