

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. (Note: The AQAR period would be the Academic Year. For example, July 1, 2014 to June 30, 2015)

Part – A

I. Details of the Institution

1.1 Name of the Institution

C K B Commerce College

1.2 Address Line 1

K B Road, Near Circuit House, Jorhat

Address Line 2

City/Town

Jorhat

State

Assam

Pin Code

785001

Institution e-mail address

info@ckbcc.in

Contact Nos.

03762301891

Name of the Head of the Institution:

Dr. Poresh Chandra Borah

Tel. No. with STD Code:

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Name of the IQAC Co-ordinator:

Satya Deka

Mobile:

9435092370

IQAC e-mail address:

ckbiqac@gmail.com

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.org

Web-link of the AQAR:

www.ckbcc.org

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	1 st Cycle	B		2004	5 Years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

2005

1.8 AQAR for the year (for example 2010-11)

2014-15

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- | | | |
|-----------|-----------|---------------|
| i. AQAR | 2011-2012 | (14/06/ 2014) |
| ii. AQAR | 2012-2013 | (22/07/2014) |
| iii. AQAR | 2013-2014 | (20/01/2014) |
| iv. AQAR | 2014-2015 | (30/06/2016) |

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*)

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

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

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

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:

No.

Faculty

Non-Teaching Staff

Students

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. International National State Institution Level

(ii) Themes

Quality Control of Higher Education

2.14 Significant Activities and contributions made by IQAC

IQAC emphasised on personality development of students by organising soft skills training programmes and entrepreneurship awareness programme among the 5th and 6th semester students.

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 review the course content considering the time constraint of semester system	1. It has been placed in Board of Studies through members and the university agreed to review and take steps accordingly.
2. To review the teaching learning process.	2. The results of end-semester examinations are better than earlier years.
3. To improve the quality of continuous evaluation process.	3. A new examination control room with computer facility is allotted.

<p>4. To develop self confidence among students and impart soft skills.</p> <p>5. To encourage publication by faculty.</p> <p>6. To organise seminars and workshops.</p> <p>7. To take steps to improve the quality of canteen facility for students and faculties.</p> <p>8. To encourage students' involvement in academic and co-curricular activities.</p>	<p>4. Communicative skills and Spoken English Course was organized by the Department Of English where faculties from nearby institutions were invited under UGC's Faculty Exchange Programme.</p> <p>5. The teachers of the college have published articles in edited books.</p> <p>6. Organized a seminar on "Quality Control of Higher Education" on the eve of Golden Jubilee.</p> <p>7. The college authority completed the construction of New Canteen Building and the old canteen is shifted to the new one on the occasion of Golden Jubilee Celebration programme.</p> <p>8. All Assam Inter-College Quiz was organized in connection with Golden Jubilee Celebration of the college apart from organizing the annual inter-college quiz at Jorhat district level</p> <p>9. A good number of students won prizes in state/university and National level.</p>
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** 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

The management body checked and verified the AQAR and recommended to send it to the NAAC office.

Part – B

Criterion – I

I. 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	Nil	01	Nil
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	02		01	
Interdisciplinary				
Innovative				

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			
Presented papers	06	10	
Resource Persons			

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

Remedial classes are taken regularly. Teaching staff emphasises on using projector for seminar and in other activities. Course on communicative skills and spoken English is conducted every year.

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

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	Simple pass%	Pass %
B.Com	187		10.69	41.17	13.36	65.24
BBA	17		35.29	64.70		100

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.
6. Problems of learners, teachers and class room are addressed

Teaching and learning process are evaluated considering end semester results Apart from these, it holds regular meetings 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's feedback, and adopts follow-up actions.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	01
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
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	12	02	00	00
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		03	UGC	01
Outlay in Rs. Lakhs		7.15	7.05	

3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			
e-Journals			
Conference proceedings		01	

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	2	UGC	7.15	
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total	2		7.15	

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

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

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	<input type="text"/>
	Granted	<input type="text"/>
International	Applied	<input type="text"/>
	Granted	<input type="text"/>
Commercialised	Applied	<input type="text"/>
	Granted	<input type="text"/>

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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	<input type="text"/>	State level	<input type="text" value="01"/>
National level	<input type="text"/>	International level	<input type="text"/>	

3.22 No. of students participated in NCC events:

	University level	<input type="text"/>	State level	<input type="text" value="42"/>
National level	<input type="text" value="12"/>	International level	<input type="text"/>	

3.23 No. of Awards won in NSS:

	University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>	

3.24 No. of Awards won in NCC:

	University level	<input type="text"/>	State level	<input type="text" value="02"/>
National level	<input type="text"/>	International level	<input type="text"/>	

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="01"/>	
NCC	<input type="text"/>	NSS	<input type="text" value="01"/>	Any other <input type="text"/>

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

- A workshop on common errors in English.

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			01
Seminar Halls	01			01
No. of important equipments purchased (≥ 1 -0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)		3,56,883.00		3,56,883.00
Others				

4.2 Computerization of administration and library

Library partially automated

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	17307	2033022	590	130021	17897	2163043
Reference Books	2372	494652	40	22000	2412	516652
e-Books						
Journals	36					
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	49	24	6			06	10	03
Added								
Total	49	24	6			06	10	03

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

Computer and internet training are given to students and teachers time to time.

4.6 Amount spent on maintenance in lakhs :

i) ICT

1

ii) Campus Infrastructure and facilities

21,99,834

iii) Equipments

3,56,883

iv) Others

Total :

25,56,717

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.

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
750			

(b) No. of students outside the state

20

(c) No. of international students

Men	No	%	Women	No	%
	538	71.73		212	28.27

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
396	41	25	270		732	430	56	29	235		750

Demand ratio 100

Dropout % 5

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

Nil

No. of students beneficiaries

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

1. Chartered Accountant Group of Jorhat organised a career counselling programme for promoting the students to professional courses.
2. Women's Cell organised a counselling programme on "Career Opportunities for Women in Commerce".

No. of students benefitted

1	150
2	100

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

Women's Cell organized an "Induction Programme" for the girl students of B.Com First Semester and a talk on "know your Health" for the girl students of the college.

5.9 Students Activities

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

State/ University level National level 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 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		
Financial support from government	14	53085
Financial support from other sources		
Number of students who received International/ National recognitions		

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

- i) Rally on “Swach Bharat Abhijan” , and on slogans like“ Say No toTobacco” and “Save Rhino” were conducted on the occasion of Golden Jubilee celebration of the college.
- ii) NSS undertakes regular activities on various occasions like World Environment Day

5.13 Major grievances of students (if any) redressed: BBA Academic Block separately provided.

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 among 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 method. 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 as a part of continuous evaluation process for each semester. End semester examinations 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 sixth semester offering speciality, prepare need based 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. Internet browsing facilities are provided to the students.

6.3.6 Human Resource Management

The institution gives importance to 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 papers 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.

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, Counseling 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

There is formal alumni association in the college, the alumni is in constant touch with the college and offers their moral support and suggestions in various activities.

6.12 Activities and support from the Parent – Teacher Association

PTA offers suggestion for the overall development of the students and gives feedback which helps in taking reformative measures. Mode of interaction - Phone and Meetings Frequency - Annual

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

In order 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. It is totally a tobacco free campus.

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.

Introduced newly designed students' attendance/internal assessment register.

- Timely updated website
- Work on modern sports facilities including indoor

stadium is in progress on a war footing.

- Green, and plastic free campus.

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 (2014-15) and its progress was monitored through action taken report from all concerned persons. In its meeting these reports were discussed and correction was done appropriately whenever it was required.

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

1. Tobacco free institution.
2. Organisation of soft skills development 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 campaign 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 spirit 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. Only two undergraduate level programmes are not sufficient for a full fledged commerce college. It is a challenge for the college to introduce regular PG level programme in near future.

8.Plans of institution for next year

1. Research projects - Faculties will be encouraged to go through Educational and Social research project .
2. To organize national seminar and workshop in the next year.
3. To conduct campus rally for the job seekers.
4. To organize workshop on creative writing.
5. To organize campus rally for placement by the Women Cell.
6. To start digital classes for the students.
7. To organize entrepreneurship awareness programme.

Name _____

Name _____

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
