

### 3<sup>rd</sup> NOTICE (IQAC)

The second meeting of IQAC is convened on 22/11/2017 (Wednesday) at 11.00 a.m. in the Teachers' Common Room. The Chairpersons and Conveners of the respective committees are also requested to attend the aforesaid meeting. They are further requested to bring with them a copy of the progress reports of activities already conducted. Those who have submitted may please ignore.

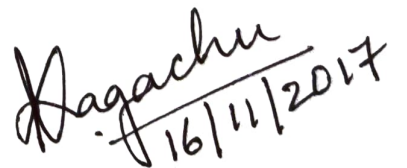
#### Agenda:

1. Signing in
2. Taking of the Chair by Chairperson
3. Opening Remarks from Chairperson
4. Reading out the minutes of the last meeting held on 13/02/2017
5. Discussion on the latest rules & regulations framed by NAAC
6. Discussion on activities already carried out
7. Discussion on future activities to be implemented by the respective committees.
8. Any other issues
9. Vote of Thanks from the Coordinator.



Dr. P.C. Borah  
Principal, & Chairperson (IQAC)  
CKB Commerce College  
Jorhat-785001

Principal  
CKB Commerce College  
JORHAT



16/11/2017

Dr. Neeta Lagachu Taye  
Coordinator (IQAC)  
CKB Commerce College  
Jorhat-785001

Coordinator  
IQAC  
CKB Commerce College, Jorhat



**4<sup>th</sup> NOTICE (IQAC-2017)**

The IQAC meeting earlier scheduled on 22/11/2017 (Wednesday) at 11.00 a.m. in the Teachers' Common Room is postponed to **27/11/2017 (Monday)**. Agenda, Venue and Time given remains the same. Concerned members are requested to attend the meeting.



**Dr. P.C. Borah**  
**Principal, & Chairperson (IQAC)**  
**CKB Commerce College**  
**Jorhat-785001**

Principal  
CKB Commerce College  
JORHAT











  
**Dr. Neeta Lagachu Teye**  
**Coordinator (IQAC)**  
**CKB Commerce College**  
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Coordinator  
IQAC  
CKB Commerce College, Jorhat



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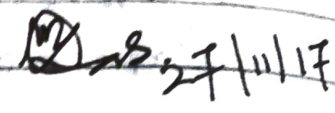
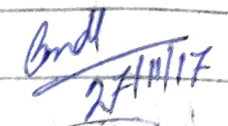



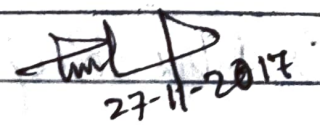
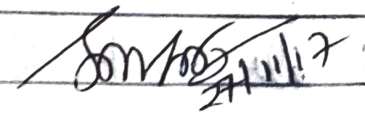
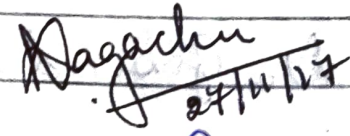
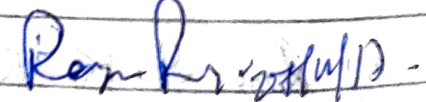
I.O.A.C Meeting convened on 27.11.2017  
(Monday) at 11 A.M. in the Teachers'  
Common Room.

<u>Sl. No.</u>	<u>Members Present.</u>	<u>Signature with DATE</u>
1)	Dr. P. C. Borah	 27/11/17
2)	Mr. Gobhan Saikia	 27/11/17 (11-20)
3)	Mr. K. M. Chetia	 27/11/2017
4)	Dr. B. S. Bhatta.	 27/11/17
5)	Mrs. Rupasree Dutta	 27-11-2017
6)	Dr. G. K. Bordoloi	 27/11/2017
7)	Dr. Gobinda Deka	 27/11/17
8)	Dr. S. K. Baruah	Absent
9)	Mr. Rupam Sarma	 27/11/17
10)	Dr. Purabi Borthakur	Absent
11)	Mr. Nitu Konwar	 27/11/17
12)	Dr. Sarat Borah	 27/11/2017
13)	Mr. Horeswar Das	Absent



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Signature with Date

<u>Sl. No.</u>	<u>Members Present</u>	<u>Signature with Date</u>
14)	Mrs. Mallika Das	 27/11/17
15)	Mr. Prosanto Mandal	 27/11/17
16)	Mr. Dimbeswar Bora	
17)	Mrs. Barsha Borah	Absent
18)	Dr. Unen Dutta	
19)	Mrs. Gitali Hazarika	Absent
20)	Mr. Santanu Thakur	 27/11/17
21)	Mr. M. R. Lahon	 27-11-2017
22)	Mr. Satya Deka	 27/11/17
23)	Dr. Neeta Lagachu	 27/11/17
24)	Dr. Raju Roy.	 27/11/17

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PROCEEDING OF THE 2<sup>nd</sup> MEETING OF IQAC HELD  
ON 27-11-2017 AT TEACHERS' COMMON ROOM  
FROM 11:30 AM

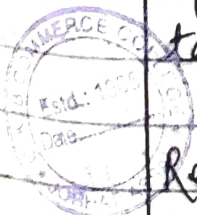
The meeting presided over by the Principal, Dr. P. C. Borah, was brought to order at 11:30 AM. Welcoming the members, the Chair referred to the receipt of the formal letter for inclusion of the college in the Cluster University. In this connection, the college coordinator of RUSA-related matters, Mrs Mallika Das, is entrusted to look into its development.

Keeping to the agenda, the minutes of the last meeting held on 13-02-2017 was read out. After a brief discussion and minor changes, the proceeding of the last meeting was approved by the House. Then the discussion veered towards the latest rules and regulations uploaded by NAAC on its website. Considering the importance and grave responsibility of the sub-committee entrusted with Teaching, Learning and Evaluation, the members present in the meeting conferred about including Dr. Raju Roy as Joint Convener of the said committee. The house also decided to include the President and the General Secretary of CKBCC Students' Union, 2017-18 as members of the IQAC. After this discussion, the following resolution was taken:

Resolution No. 1 :

It is resolved to include

a) Dr. Raju Roy as Joint Convener of Teaching, Learning and Evaluation Sub-committee.



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b) The President, CKBCCSU, 2017-18 and Priyam Tyoti Borah, General Secretary, CKBCCSU, 2017-18 as members of the IGAC.

The next item on the agenda was to discuss on activities already carried out by the IGAC & its sub-committees. Discussions centred on the following important activities carried out till date:

- a) Career Counselling Programme for students conducted by New Delhi Institute of Management, New Delhi, and organised by IGAC, CKBCC on 23-03-2017
- b) Two-day Workshop on 'Imitation Jewellery Making' for students conducted by Pidilite and organised by the Student Support & Progression sub-committee, IGAC, CKBCC on 29-03-2017 & 30-03-2017
- c) A one-day Workshop on 'Question Paper Setting' under FIP organised by the Teaching, Learning & Evaluation sub-committee, IGAC, CKBCC on 28-04-2017
- d) Two-day Holistic Development Workshop conducted by Dream Chasers Crackers, Gurgaon and organised by IGAC, CKBCC, on 11-08-2017 & 12-08-2017.
- e) Counselling Programme for students for career in Civil Services conducted by Sukalp Foundation, Guwahati, and organised by IGAC, CKBCC on 16-08-2017.

Another matter that came up for discussion was the progress regarding the application for ISSN/ISBN Journal. Dr. G. Deka, who is entrusted with the responsibility, stated that Aadhar card is mandatory for on-line submission of ISSN/ISBN Journal and the task is under

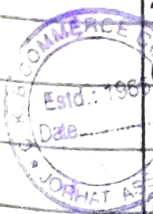
progress. The members then discussed about the initiative taken by the college for village adoption. It was suggested that the village 'Barhuj' and the school 'Puranimati H. School' be adopted after a survey. The following members of the Village Adoption Committee are asked to look into the matter as quickly as possible:

Village Adoption Committee:

- a) Dr. G. K. Bordoloi
- b) Sri H. Das
- c) Mrs. M. Das
- d) Dr. R. Roy
- e) Mrs. Rupasree Dutta

The House further deliberated about a spacious room for carrying out the official activities of IGAC. Dr. G. K. Bordoloi and Shri S. Saikia are entrusted to look into the matter of a spacious room for IGAC.

With regard to the discussion on future activities to be implemented, the members talked about the need for continuing with the Communicative and Soft Skills Classes, starting from the B. Com. 1<sup>st</sup> Sem / BBA 1<sup>st</sup> Sem onwards. The gathering further considered keeping an Annual Calendar earmarking days of State / National / International importance. The respective sub-committees can, in this way, take the help of the Calendar to observe the important days keeping their <sup>key</sup> criteria in mind. The important matter of organising National Seminars was also discussed. Respective departments



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are advised to seriously think about it and to submit proposals on relevant topics to the UGC-NERO office for the same.

~~In the agenda on am~~

It the next item of the agenda on # any other matters issues, it was decided to hold Alumni Meet once a year, preferably batch-wise. Besides, the House accepted the importance of holding PTMs regularly for the greater benefit of the students. It was also decided in the meeting to hold organise one Blood Donation Camp every year. Dr G. Deba has been assigned the responsibility of organising the next Blood Donation Camp.

The meeting took the following resolutions:

Resolution no. 2:

It is resolved to hold Alumni Meet once a year, preferably batch-wise.

Resolution no. 3:

It is resolved to hold one Blood Donation Camp every year.

Resolution no. 4:

It is resolved to maintain an Annual Calendar specially for NAAC-related activities.

Resolution no. 5:

It is resolved that proposal(s) for National Seminar(s) be submitted to the UGC-NERO office.





The meeting concluded with a formal vote of thanks by the IQAC Coordinator, Dr Neeta Lagachu Taze.

Approved

  
29/5/19

*Handwritten signature*

