

6th NOTICE (IQAC-2018)

meeting of the IQAC, CKB Commerce College, is convened on 29/05/2018 (Tuesday) at 11.30 a.m. in the Teachers' Common Room. The Chairpersons, conveners and Members of the respective committees are ~~also~~ requested to attend the aforesaid meeting.

Agenda:

- ✓ 1. Signing in
- ✓ 2. Taking of the Chair by the Chairperson
- ✓ 3. Opening Remarks from the Chairperson
- ✓ 4. Reading out the minutes of the last meeting held on 27/11/2017 & Action Taken
- ✓ 5. Committee-wise discussion on activities already carried out
- ✓ 6. Committee-wise discussion on future activities to be implemented
7. Any other matter
8. Vote of Thanks from the Coordinator.

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

Principal
CKB Commerce College
JORHAT

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

Coordinator
IQAC
CKB Commerce College, Jorhat

- ✓ Village adoption
- ✓ Alumni Meet.
- ✓ Blood donation camp.
- ✓ Seminar
- ✓ Health & Sanitation Club
- ✓ Annual Cabaret

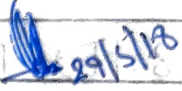
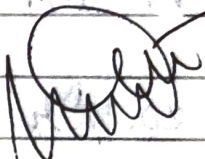

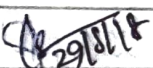
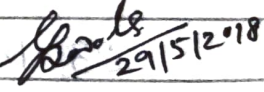
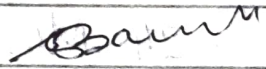
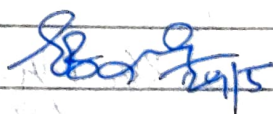

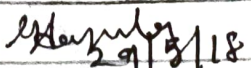

→ Yoga day

* Masterclass - regular + ~~100~~ basket

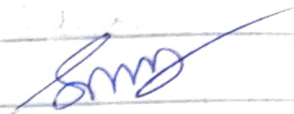


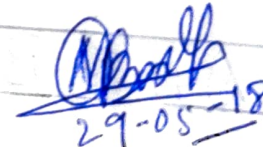


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90AC Meeting convened on 29.05.2018
(Tuesday) at 11.30 A.M in the
Teachers' Common Room.

Sl. No.	<u>Members Present</u>	<u>Signature with date</u>
01.	Dr. P. C. Borah	 29/5/18
02.	Mrs. M. R. Lahon	Absent
03.	Dr. V. Dutta	
04.	Dr. P. Borthakur	 29/5/18
05.	Mr. S. Saikia	 29/5/18
06.	Dr. G. K. Bordoloi	 29/5/2018
07.	Dr. S. Baruah	 Baruah
08.	Dr. B. S. Bhattacharyya	Absent
09.	Dr. S. Borah	 29/5
10.	Dr. G. Deka	
11.	Mr. R. Sarmah	Absent
12.	Dr. P. H. Saikia	Absent
13.	Mrs. G. Hazarika	 29/5/18
14.	Mr. H. Das	 29/5/18



Sl. No.	Members Present	Signature with Date
15.	Mrs. M. Das	Das 29.05.2018
16.	Mr. S. Deka	
17.	Mr. D. Borah	
18.	Dr. N. Lagachu Taya	Lagachu 29/5/18
19.	Mr. R. Saikia	Saikia
20.	Dr. R. Roy	Roy 29/5/18
21.	Mrs. R. Dutta	Dutta 29-05-2018
22.	Mr. P. Mandal	Mandal 29/05/18
23.	Mr. K. M. Chetia	Chetia 29/5/18
24.	Mr. N. Konwar	 29-05-18
25.	Mrs. B. Borah	Borah 29/5/18
26.	Mr. Mriganku Bora	 29-05-18
	(President, CKBCCSU, 2017-18)	
27.	Mr. Priyam Jyoti Borah	Priyam
	(G.S., CKBCCSU, 2017-18)	



Abhinav

**Internal Quality Assurance Cell,
Chandra Kamal Bezbaruah Commerce College.**

**Minutes of the 3rd meeting of the IQAC (along with sub-committee members)
held on May 29, 2018 in the Teachers' Common Room at 11.30 AM.**

A. Members Present:

1. Dr. P.C. Borah
(Principal & Chairperson, IQAC)
2. Dr. Umen Dutta
3. Dr. (Mrs) P. Borthakur
(Chairperson, Student Support & Progression)
4. Mr. Sobhan Saikia
(Chairperson, Curricular Aspects)
5. Dr. G.K. Bordoloi
(Chairperson, Research Innovations & Extension)
6. Dr. S.K. Baruah
(Vice- Chairperson, Infrastructure & Learning Resources)
7. Mr. Mriganko Bora
(President, CKBCCSU, 2017-18)
8. Mr. Priyam Jyoti Borah
(G.S., CKBCCSU, 2017-18)
9. Dr. Sarat Borah
(Convener, Governance Leadership & Management)
10. Dr. Gobinda Deka
(Convener, Research Innovations & Extension)
11. Mrs. Gitali Hazarika (IQAC Member)
12. Mr. Horeswar Das
(Jt. Convener, Institutional Values & Best Practices)



Barman

Minutes of the 3rd meeting of the IQAC (May 29, 2018)

13. Mrs. Mallika Das
(Jt. Convener, Institutional Values & Best Practices)
14. Mr. Satya Deka
(Former Coordinator & IQAC Member)
15. Mr. D. Borah (Member)
16. Dr. (Mrs) Neeta Lagachu Teye
(Coordinator, IQAC)
17. Mr. Rubul Saikia (Member)
18. Dr. Raju Roy
(Jt. Convener, Teaching, Learning & Evaluation)
19. Mrs. Rupasree Dutta
(Jt. Convener, Teaching, Learning & Evaluation)
20. Mr. Prosanto Mandal (Member)
21. Mr. Kironmoy Chetia (IQAC Member)
22. Mr. Nitu Konwar
(Convener, Student Support & Progression)
23. Mrs. Barsha Borah (Member)
- B. Following members could not attend the meeting due to their pre-occupations.**
 1. Mr. M.R. Lahon (Vice-Principal)
 2. Dr. B.S. Bhatta (Chairperson, Teaching, Learning & Evaluation)
 3. Mr. Rupam Sarmah (Convener, Infrastructure & Learning Resources)
 4. Dr. P.H. Saikia



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Minutes of the 3rd meeting of the IQAC (May 29, 2018)

Item No. 1: Signing in

Item No. 2: Taking of the Chair by the Chairperson

Item No. 3: Opening Remarks from the Chair

The Chairperson of the IQAC welcomed all present to the meeting. He observed that IQAC meetings should be held more frequently and entreated the members to play an active part for the development of the institution.

Item No. 4: Reading out and Confirmation of the minutes of the 2nd meeting held on November 27, 2017 and Action Taken

The proceeding of the 2nd meeting held on November 27, 2017 was read out. After a short discussion, necessary changes were made consequent upon which the House confirmed the proceedings of the last meeting.

In pursuance of the resolutions taken in the previous meeting, the following discussions took place:

Dr. V. Dutta remarked that

- a) The Alumni Association's Lukewarm approach should not be made a deterrent for holding Alumni meetings. The House understood that the impetus should be given by the college itself and hence it becomes imperative to hold an Alumni Meet as soon as possible.
- b) Dr. G. Deka, In-charge of NCC, is given the task of organizing a Blood Donation Camp at the earliest.
- c) An Annual Calendar for NAAC-related activities is prepared, some of which were executed by the respective committees. The IQAC Coordinator informed the House that the hand-outs of the committee-wise activities allotment will be distributed very soon.
- d) The last resolution of the previous meeting was to submit proposal to the UGC for holding a National Seminar. The Depts. Of Management & Accountancy had shown enthusiasm and expressed willingness to send proposals. The House requested them to expedite the matter of submitting the proposal at the earliest.

Item No. 5: Committee-wise discussion of activities already carried out (28/11/2017 to 28/05/2018)

the 3rd

- a) Jorhat Teachers' Meet was successfully organised in the college on 3rd and 4th February, 2018. About 50 educational institutes participated in the Meet. *Programme*
- b) The Student Support and Progression Committee organised a **Program on Career Counselling** on February 21, 2018 in association with Pune Institute of Business Management (PIBM). 39 students took active part in the program.
- c) The Student Support and Progression Committee further organised a **Talk on Goods and Service Tax** on March 3, 2018 for the B.Com 6th Semester students. The *Program*



Resource Person invited to give the Talk on the occasion was Mr. Arup Bhattacharyya, ICWA. A total of 32 students participated in the program.

- d) For faculty improvement, a **One-day Teacher Workshop on Session Plan** was organised by the IQAC, CKBCC on March 20, 2018 in collaboration with Royal Global University, Guwahati.
- e) The IQAC, CKBCC conducted a **One-day Workshop on Entrepreneurship Development** for B. Com. & BBA 6th Semester students on March 29, 2018. The Workshop, in which 40 students participated, was organised in collaboration with Assam Rajiv Gandhi University of Cooperative Management (ARGUCM).

Item No. 6: Committee-wise discussion on future activities to be implemented

As per discussion in the last meeting, the House requested the Village Adoption Committee members to give an update about the progress of work done. Dr. G.K. Bordoloi opined that the site of the suggested village for adoption, 'Borhuj' and the school 'Puronimati High School' is quite far (about 13 kms) from the college to conveniently carry forward any adoption work. He remarked that it would be feasible if the village to be adopted is located nearby. Mr. D. Borah, the NSS Coordinator of the college, apprised that, as per government order, one Panchayat as a whole is needed to be adopted by a college. Further, as per recent government order, a Health and Sanitation Club is required to be constituted immediately. The following resolutions were taken after the above discussion:

Resolution No. 1:

A Health & Sanitation Club be formed immediately.

Resolution No. 2:

The three committees-Village Adoption Committee, Health & Sanitation Club, and NSS will work in total coordination for the progress and development of the selected Panchayat.

The **Curricular Aspects Committee** Chairperson, Mr. Sobhan Saikia, suggested holding of three sessional exams for the degree students and select the best two for IA. But the House was not receptive to the suggestion. The IQAC Coordinator suggested running student-benefit Value-Added Courses of 30 hours duration such as on Gender Sensitisation, PGDCA, Entrepreneurship & Skill Devpt., etc. as a Certificate Course or Diploma. The committee was asked to submit field reports to the IQAC.

Internal Assessment (IA)
Talked on formation of ??
Tamil Language

The **Teaching Learning & Evaluation Committee** Joint Coordinators, Dr. R. Roy & Mrs. R. Dutta apprised the House of the following plan of action:

- From the current session, entry to the college will be restricted if students with bikes come without licences and helmets.
 - Mobile zones will be placed, and use of it restricted in the college campus
 - On-line registration of the current B. Com First Sem. Students on the institutional website will be done.
 - Digital database of students will be created.
- in process*



Bhanna

- e) For Student Satisfaction^{ohy} Survey, mentors for each student will be engaged. In this connection, 3 days of Counselling and Mentoring is allotted in the Academic Calendar, and PTM dates are also given. 2015-16
- f) Sessional Exams should be completed within 2 days and marks and remarks made known soon after. Followed with Counselling Sessions for those in need. Implemented
- g) For the weaker and mediocre students, arrangements will be made for extra coaching and so also for the advanced learners. *

Further, the TLE committee opined that practical classes should be allotted for the students taking Computer/ITAB.

The House gave the TLE Committee and the Students Support & Progression Committee the combined task of distribution of mentors and mentees. *

Also, practicing the policy of decentralization and delegation of power and responsibility, the House gave the go-ahead to the concerned departments to decide on the intake capacity of major students. Implemented

The **Institutional Values & Best Practices Committee** has decided to keep track of the attendance record of the students every month. The Joint Coordinators Mr. H. Das & Mrs. M. Das said that parents of students whose attendance is found below 75% will be called and if poor attendance is still noticed, the authority will be requested to take suitable action. They further spoke of organising workshops on Journalism and Mass Communication, and Assamese Tradition & Culture in order to develop employability and the sense of culture & tradition in the students. The IQAC Coordinator suggested that a Workshop on *Bhaona* as well as on Intellectual Property Rights can be taken up. The Principal proposed that a course on *Xattriya* Dance can also be arranged. Discussed *

The committee members further stated that Tele-conferencing facilities be implemented in the college at the earliest. H. Das also expressed that the proceedings of the last six meetings of the GB should be made available so that one can work on improving if there are any drawbacks, and the faculty too will be apprised of the decisions/resolutions taken by the GB. Also, the college should work concentrating on the shortcomings mentioned by the NAAC Peer Team on its last visit.

The **Infrastructure & Learning Resources Committee** Convener, Mr. R. Sarmah, expressed that no formal discussion/meeting as such was held by them since the committee is directly related to the authority. The committee opined that internet facility is not always easily accessible in the college. The committee put forward the view that developing e-learning facilities can greatly benefit the students. The student-computer ratio is not ideal and few of the computers need repairing. The members suggested that a part of the RUSA grant can be used for purchasing additional new computers. *

The **Student Support & Progression Committee** has taken up and completed a few important activities. In their formal meetings, they have identified areas on which they can work on. Such as:

- Academics- focus on industry exposure
- Psychological/Social issues- focus on stress management, health, festival, sports, etc.
- Personality Development

The CP, Dr. P. Borthakur and the Convener, Mr. N. Konwar articulated that special care and attention should be given to economically weak students, maybe by issuing extra books from the Library. The committee also proposed house visits to apprise and interact with parents of students showing weak attendance and poor academic performance. *



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Members of the **Governance, Leadership & Management Committee** informed the House that no formal meeting was held since its activities are related to other sub-committees. The Convener, Dr. S. Borah remarked that Orientation in 'Office Management' for the Office Staff can be organised to guide them on aspects such as e-filing. The members further opined that updating of proceedings of meetings should be done immediately with proper coordination.

The **Research Innovation & Extension Committee** members raised the topic of a joint book on Commercial Terms to be published by the MIL Deptt. The concerned deptt. was asked to expedite the work for its publication.

The President & the G.S of CKBCC Students' Union, Mr. Mriganko Bora and Mr. Priyam Jyoti Borah spoke of the need of a training course in Computer Typing in Hindi and Assamese (60 words per min) since this will aid in employment generation.

The meeting ended with a vote of thanks to the Chair and all members present.

Principal
H. P. C. Borah

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



CKB Commerce College
JORHAT

Principal