

## NOTICE

A Meeting of the IQAC is convened on April 03, 2021 at 1.00 p.m. in the Teachers' Common Room. Chairpersons, Conveners & Members of the Sub-Committees; and the newly appointed Faculty members of the college are requested to attend the meeting.

**Please find below the Agenda for the meeting:**

Agenda Item No. 1:

**Signing in.**

Agenda Item No.2:

**Taking of the Chair by the Chairperson**

Agenda Item No.3:

**Opening Remarks from the Chairperson**

Agenda Item No. 4:

**To read out and approve the minutes of the last meeting of IQAC held on December 30, 2020**

Agenda Item No. 5:

**Discussion on the activities already carried out by the IQAC and its Sub-committees (from 31/12/2020 to 02/04/2021)**

Agenda Item No. 6:

- i. **Induction of newly appointed Faculty members to the Sub-committees of the IQAC.**
- ii. **Nomination of Chairpersons/Vice-Chairpersons to the Sub-committees of the IQAC resulting from vacancy due to superannuation (TLE -CP, ILR-VCP)**

Agenda Item No. 7:

**Criteria-wise discussion on AQAR 2019-20 submission**

**(Period: July 1<sup>st</sup>, 2019 to December 31<sup>st</sup>, 2020)**

**Curricular Aspects: Mr. Shobhan Saikia & Dr. Kironmoy Chetia**

**Teaching Learning & Evaluation: Dr. Raju Roy & Mrs. Rupasree Dutta**

**Student Support & Progression: Dr. Purabi Borthakur & Dr. Nitu Konwar**

**Infrastructure & Learning Resources: Mr. Rupam Sarmah**

**Governance Leadership & Management: Dr. Sarat Borah**

**Institutional Values & Best Practices: Dr. Hareswar Das & Mrs. Mallika Das**

**Research Innovations & Extension: Dr. Umen Dutta & Dr. K. Chetia**

Agenda Item No. 8:

**Plans and Projects for AQAR 2021 by the respective Sub-committees**

**National/International Seminar on IPR**

**Bringing out a College Journal with ISSN**

Agenda Item No. 9:

**Any other matter**

Agenda Item No. 10:

**Vote of Thanks from the Coordinator.**

*Neeta Lagachu*  
03/04/2021

**Dr. Neeta Lagachu Taye**  
**Coordinator, IQAC-CKBCC**

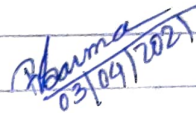

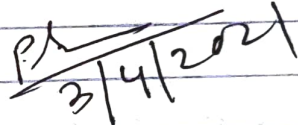
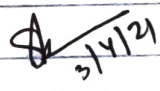
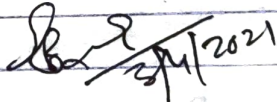
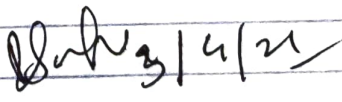
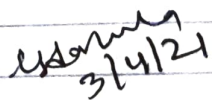
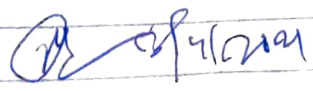
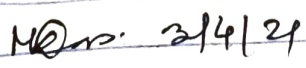
Coordinator  
IQAC  
CKB Commerce College, Jorhat

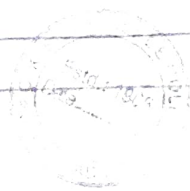


Ref. No. : 09IOAC21

Subject : 9<sup>th</sup> Meeting of IOAC  
(with Chairpersons, Conveners, and Members of  
Sub-Committees)

Date : 03.04.2021 Time : 11.30 a.m Venue : Digital Room

Sl. No.	Names of Faculty Present	Signature with Dt.
1.	Dr. Ranjit Sarma (Principal)	 03/04/2021
2.	Dr. Umen Dutta (Vice-Principal)	 3-4-2021
3.	Dr. Purabi Borahakur	 3/4/2021
4.	Mr. Shobhan Saikia	 3/4/21
5.	Dr. Sarat Borah	 3/4/2021
6.	Mr. Rupam Sarmah	 3/4/21
7.	Mrs. Gitali Hazarika	 3/4/21
8.	Dr. Hareswar Das	 3/4/2021
9.	Mrs. Mallika Das	 3/4/21



Sl. No.	Names of Faculty Present	Signature with Dt.
10.	Dr. Satya Deka	absent
11.	Mr. Dimbeswar Borah	absent
12.	Dr. Neeta Nagachau (Taye)	Nagachau 03/4/2021
13.	Mr. Rubul Saikia	Saikia 03/04/2021
14.	Dr. Raju Roy	Roy 03/4/21
15.	Mrs. Rupasree Dutta	Dutta 03-04-2021
16.	Dr. Kironmoy Chetia	Chetia 03/04/2021
17.	Mr. Prasanto Mandal	Mandal 03/04/21
18.	Dr. Nitu Konwar	<del>Konwar</del> 03/04/21
19.	Mrs. Barsha Borah	Borah 3/4/21



Sl. No.	Names of Faculty Present	Signature with Date
20.	Ms. Pherana Parma	<u>Parma</u> 03/04/2021
21.	Mr. Bulbul Sahania	<u>Bulbul</u> 02/04/2021
22.	Prarthana Phukan Ms. <del>Parthana</del> Phukan	<u>P. Phukan</u> 3.04.2021
23.	Ms. Tridisha Mahanta	absent
24.	Mr. Abinash Phukan CKBCCSU President 2020-21	absent
25.	Mr. Janardan Duara CKBCCSU GS 2020-21	absent
26.	Ms. Gargi Baruah CKBCCSU Girls' Common Room Secretary 2020-21	absent
27.	Pratyush Preitom Hazarika CKBCCSU, Cultural Secretary 2020-21	<u>Pratyush</u> 03/4/2021
28.	Amand Sharma CKBCCSU - 2020-21 Vice-President (VICE - President)	<u>A. Sharma</u> 03/4/2021
29.	Mr. Sarvagopani Phukan (BBA Co-Ordinator)	<u>S. Phukan</u> 03-04-2021

Internal Quality Assurance Cell  
Chandra Kamal Bezbaruah Commerce College, Jorhat. Assam.

Subject: 9<sup>th</sup> Meeting of IQAC  
Ref. No.: 08IQAC20  
Date : 03-04-2021  
Venue : Teachers' Common Room  
Time : 1.00 pm

Minutes of the 9<sup>th</sup> meeting of the IQAC (with Chairpersons, & Conveners of Sub-committees) held on April 03, 2021 in the Teachers' Common Room of the College at 1.00 pm.

**A. Members Present:**

1. Dr. Ranjit Sarma (Principal & Chairperson, IQAC)
2. Dr. Umen Dutta (Vice-Principal, & IQAC Member)
3. Dr. Neeta Lagachu Taye (Coordinator, IQAC)
4. Dr. Nitu Konwar (Assistant Coordinator, IQAC, & Convener: Student Support & Progression)
5. Dr. Purabi Borthakur (Academic Vice-Principal, & Chairperson: Student Support & Progression)
6. Dr. Sarat Borah (IQAC Member, & Convener: Governance, Leadership & Management)
7. Mrs. Gitali Hazarika (IQAC Member)
8. Dr. Kironmoy Chetia (IQAC Member, & Convener: Curricular Aspects)
9. Mr. Prosanto Mandal (IQAC Member)
10. Mr. Sobhan Saikia (Chairperson: Curricular Aspects)
11. Mrs. Rupasree Dutta (Joint Convener: Teaching Learning & Evaluation)
12. Dr. Raju Roy (Joint Convener: Teaching Learning & Evaluation)
13. Mr. Rupam Sarmah (Convener: Infrastructure & Learning Resources)
14. Mrs. Mallika Das (Joint Convener: Institutional Values & Best Practices)
15. Dr. Hareswar Das (Joint Convener: Institutional Values & Best Practices)
16. Mrs Barsha Borah (Member: Student Support & Progression)
17. Mr. Rubul Saikia
18. Ms. Prerana Sarma
19. Mr. Bulbul Saharia
20. Ms. Prarthana Phukan
21. Mr. Sarangapani Phukan (Coordinator: BBA)
22. Anand Sharma (Vice-President: CKBCCSU, 2020-21)
23. Protyush Pritom Hazarika (Cultural Secretary: CKBCCSU, 2020-21)



Minutes of the 9<sup>th</sup> meeting of the IQAC (held on April 03, 2021)

Agenda Item No. 1:

Signing in

Agenda Item No.2:

Taking of the Chair by the Chairperson

Agenda Item No.3:

Opening Remarks from the Chairperson

The Chairperson welcomed all present in the meeting and requested the Coordinator, IQAC to proceed with the meeting.

Agenda Item No. 4:

To read out and confirm the minutes of the last meeting of IQAC held on December 30, 2020.

As per the agenda, the proceeding of the 8<sup>th</sup> IQAC meeting was read out by Ms. Prerana Sarma, Department of Accountancy. The minutes was approved after incorporating the minor corrections and suggestions.

Agenda Item No. 5:

Discussion on the activities already carried out by the IQAC and its Committees (from 01/01/2021 to 02/04/2021)

- i. On **February 06, 2021** Founder Principal Madhav Chandra Chakraborty Memorial Lecture was organized on the occasion of the 56th Foundation Day of the College. The topic of the lecture was **“New Education Policy, 2020 and the Future of Higher Education in India”** and the Speaker invited was Dr. Nurul Amin, Associate Prof., J.B. College (Autonomous), Jorhat. There were 300 participants in the event consisting of retired Principals of the College, retired Faculty, invited guests, alumni of the college and current students and teachers.  
Coordinator: Dr. Sarat Borah
- ii. On **February 10, 2021**, a **Motivational Seminar on Career Development** for students, was organized by Teaching Learning and Evaluation Commttee, CKBCC-IQAC in collaboration with Kaziranga University. The Seminar attracted 230 participants.  
College Co-ordinator: Mrs. Rupasree Dutta
- iii. On **February 19, 2021** the annual election to the College Students' Council was held following the rules and regulations laid down by the Lyngdoh Commission. A total vote of 655 was passed.  
Returning Officer: Mr. Shobhan Saikia
- iv. On **March 8, 2021** with the initiative of Aastha, the College Women Cell, International Women's Day was celebrated. The theme this year was **“Choose to Challenge”** and about 60 students participated in the event.



- v. From March 8, 2021 to April 12, 2021, a 96 hour Short Term Course on “GST with Tally 9.0” with MSME was conducted and a total of 24 students successfully completed the self-financed course.  
College Co-ordinator: Dr. Neeta Lagachu (Taye)
- vi. On March 12, 2021 an MOU was signed between Chandra Kamal Bezbaruah Commerce College, Jorhat, Assam and Kaziranga University, Assam for academic and educational cooperation.
- vii. On March 13, 2021 a Campus Drive was conducted by Tech Mahindra in Kaziranga University Campus wherein 36 outgoing and passed-out students of the college also participated. 2 of our students were called to Delhi for Document Verification but due to COVID-19 and Final Exams, the offer was not taken up by them.  
College Co-ordinator: Dr. Neeta Lagachu Taye
- viii. On March 19, 2021 a State Level Essay Competition was conducted in 5 languages (English, Hindi, Assamese, Bengali & Bodo) with the initiative of the DHE/Assam Government. There were 30 participants (22 Students and 4 Teachers).

#### Teacher Participants:

- a) Dr. Neeta Lagachu (Taye)  
b) Mr. Prosanto Mandal  
c) Ms. Prerana Sarma  
d) Ms. Prarthana Phukan
- ix. On 20<sup>th</sup> March 2021, an "Instant Handwritten Chain Story Writing Event" was organized in the Smart Class Room of CKB Commerce College, Jorhat, Assam. The event was organized amongst the students of B.Com and BBA of the college. The event was organized by the Innovation, Entrepreneurship, and Career Guidance Cell (IECGC) under the Chairmanship of Principal, Dr. Ranjit Sarma. Students were given a fixed time of 6 minutes to write a story based on the topic “Fallen Leaf” that was announced on the spot. Each of the students had to connect their stories with the previous participant. The event was conducted in four languages: Hindi, Bengali, Assamese, and English. 28 students participated in the event. The winners of the event are:

Section	Winner Name	Class
English	Arpita Dutta	B.Com 1 <sup>st</sup> Semester
Hindi	Bishal Shah	B.Com 3 <sup>rd</sup> Semester
Assamese	Protyush Pritam Hazarika	B.Com 1 <sup>st</sup> Semester
Bengali	Anupama Das	B.Com 3 <sup>rd</sup> Semester

#### Faculty Participants:

- A) Dr. Satya Deka {Coordinator, IECGC}  
B) Dr. Neeta Lagachu (Taye)  
C) Dr. Nitu Konwar  
D) Ms. Prerana Sarma  
E) Mr. Bulbul Sahariah



F) Ms. Prarthana Phukan

- x. On 21<sup>st</sup> March 2021, an Online Poetry Recitation Competition was conducted under the aegis of DELVESS (Department of English, Literature, Values and English Studies Society) on the occasion of World Poetry Day. 14 students participated in the competition.

Co-ordinator: Dr. Kironmoy Chetia

The winners were:

- a) Divya Pradhan (1<sup>st</sup> Prize)
- b) Gyanjyoti R. Dihidar (2<sup>nd</sup> Prize)
- c) Tresa Dhar (2<sup>nd</sup> Prize)
- d) Arpita Dutta (3<sup>rd</sup> Prize)
- e) Popy Deuri (3<sup>rd</sup> Prize)
- f) Debashish Neog (3<sup>rd</sup> Prize)

- xi. From March 22, 2021 to April 12, 2021 a 30 hour Workshop on Entrepreneurship Development is being conducted for the college students in collaboration with Assam Agricultural University, Jorhat. 26 students participated in the workshop.

Faculty Coordinators:

- A) Mr. Shobhan Saikia
- B) Dr. Kironmoy Chetia

- xii. From April 1, 2021 to April 11, 2021 a 7-Day Workshop on Bihu is being conducted for 30 students of the college.

Co-ordinator: Dr. Horeswar Das

Agenda Item No. 6:

A. Induction of newly appointed Faculty members to the Special Committees of the IQAC.

B. Nomination of Chairpersons/Vice-Chairpersons to the Sub-committees of the IQAC resulting from vacancy due to superannuation (TLE -CP, ILR-VCP)

**A. Newly appointed Faculty members inducted into the Special Committees of the IQAC are:**

- Mr. Bulbul Sahariah (Teaching, Learning & Evaluation)  
Ms. Prarthana Phukan (Teaching, Learning & Evaluation)  
Ms. Prerana Sarma (Research Innovations & Extension)  
Mr. Bulbul Sahariah (Research Innovations & Extension)  
Ms. Prarthana Phukan (Infrastructure & Learning Resources)  
Ms. Prerana Sarma (Institutional Values & Best Practices)  
Mr. Bulbul Sahariah (Institutional Values & Best Practices)

B. Mr. Rubul Saikia was newly inducted as the Chairperson of Teaching, Learning & Evaluation Committee as the former Chairperson, Dr. Beauty Sharma Bhattacharyya had retired from service.





Dr. Sarat Borah was newly inducted as the Vice-Chairperson of Infrastructure & Learning Resources Committee as the former Vice-Chairperson, Dr. Sanjib Baruah had retired from service.

Agenda Item No. 7/ Agenda Item No. 8:

Criteria-wise discussion on AQAR 2019-20 submission

(Period: July 1<sup>st</sup>, 2019 to December 31<sup>st</sup>, 2020)

Curricular Aspects: Mr. Shobhan Saikia & Dr. Kironmoy Chetia

Teaching Learning & Evaluation: Dr. Raju Roy & Mrs. Rupasree Dutta

Student Support & Progression: Dr. Purabi Borthakur & Dr. Nitu Konwar

Infrastructure & Learning Resources: Mr. Rupam Sarmah

Governance Leadership & Management: Dr. Sarat Borah

Institutional Values & Best Practices: Dr. Hareswar Das & Mrs. Mallika Das

Research Innovations & Extension: Dr. Umen Dutta & Dr. K. Chetia

Plans and Projects for AQAR 2021 by the respective Sub-committees

National/International Seminar on IPR

Bringing out a College Journal with ISSN

I. Dr. K. Chetia, Convener of Curricular Aspects Committee reported that an Online Poetry Recitation Competition was conducted on 21<sup>st</sup> March 2021 in association with DELVESS (Department of English, Literature, Values and English Studies Society) on the occasion of World Poetry Day. Further, he informed that a Workshop on developing Entrepreneurship Skills for students is going on in association with AAU (Assam Agricultural University), Jorhat. He also remarked that the collecting of feedback from Alumni regarding curriculum is in the process. Dr. Chetia also said that there is a plan to run a Photography Course for students as skill development project. Principal, Dr. Ranjit Sarma informed that the Dibrugarh University will most likely give the green signal soon to open regular M. Com. Program in the college.

II. The Teaching, Learning & Evaluation Committee next gave their update on activities carried out by them. Joint Convener, Mrs. Rupasree Dutta informed the house about the SSS (Student Satisfaction Survey) done online for the first time for B.B.A. and B.Com 3<sup>rd</sup> Sem. Students. The SSS was done by preparing a Google link and communicated to the students via the College App. A total of 160 responses were received. The Student Mentoring System is being continued and Mentees are segregated for each Teacher for the New Session students of B.Com 1<sup>st</sup> Sem. and B.B.A. 1<sup>st</sup> Sem. Mrs. Dutta also stated that on February 10, 2021 the TLE Committee conducted a Motivational Seminar by collaborating with KU (Kaziranga University) and said that 60 students participated from B.Com & BBA. S. Borkotoki of KU gave a talk on Career Advancement. She further informed that the Teachers Feedback form is ready. She mentioned about the technical difficulties of collecting the feedback online and was thinking of distributing the hard copies of the questionnaire to the students during the upcoming exams. The committee is also planning for remedial measures for students based on feedback received from students (37 students responded) by joining hands with Students



Support and Progression Committee. Topics/ Problem areas are collected from students for giving remedial classes to Advanced as well as Slow learners.

On their future plan, the committee will work on the key indicators of the TLE criterion. Soft Skills course will be conducted for 6<sup>th</sup> Sem. Work on examination Reforms will proceed once LMS is ready by the College. At this juncture, Dr. Ranjit Sarma, Principal, put forward the suggestion to conduct a Short Term Prog. on E-resources and Techniques.

III. Dr. K. Chetia was handed over the charge of Research Innovations & Extension recently as Dr. G. Deka has joined another institution Dr. Chetia informed that faculty of the College has fewer publications in SCOPUS and H-Index journals and we need to work on it. He also remarked that the signing of MOU with KU was a step in the right direction. He also said that we need more collaboration with NGOs and other organizations for Extension work such as with NCC & NSS, Parivartan, Rotary etc. and that Link ups are required for Internship Progs. Dr. Chetia also said that work is on to conduct a national level FDP on Intellectual Property Rights for Academia in collaboration with CSIR-IICT, Hyderabad. Also, the IQAC coordinator informed that she is planning to bring out the second volume of *Divergence*, an assortment of inter-disciplinary research articles, with ISBN.

IV. The Infrastructure & Learning Resources Convener, Mr. Rupam Sarmah remarked on the unavailability of latest Tax Reference books as per latest syllabus from feedback received from students of his department. Mr. Sarmah further informed that functional computers are 9 or 10 in number in the computer lab and students taking up e-commerce find it difficult to manage. Mr. Rubul Saikia, who is the Computer Science Teacher, also nodded in agreement. Principal Sir agreed that new computers should actually be added annually.

Mr. Sarmah further informed the house that the work of Green Auditing is completed and only the naming and sticking of the labels of scientific names, local and common names on the stems/trunks of trees are to be done.

Dr. Ranjit Sarma, Principal and the Chairperson of the Committee invited suggestions from the members present in the house on how to implement the WiFi provision to the students, whether a Wi-Fi zone can be created in the college campus etc. The Co-ordinator IQAC, Dr. Neeta Lagachu (Taye), suggested if WiFi can be made available to the students on an hourly basis class-wise Mr. Saharia put forward that there is a system to register the mobile nos. in the server. He spoke out about the importance of IP address in this connection. The IQAC Co-ordinator requested Mr. P. Mandal to explain briefly on the methods of accessing data in the campus. Dr. Neeta requested Mr. Rupam Sarmah to keep a record of the extra/remedial classes he gives to students in the department when requested. In this regard, the TLE committee was asked to do the needful and get in touch with Mr. Sarmah.

V. The report of Student Support & Progression Committee was presented by its Convener, Dr. Nitu Konwar. He mentioned and lauded the initiative of the



Innovation, Entrepreneurship, and Career Guidance Cell (IECGC) team in conducting the Instant Chain Story Writing Competition. Next, he appreciated Mr. H. Das on his initiatives to conduct a Workshop on Rongali Bihu Dance . He also happily stated that after a long hiatus, the Alumni had conducted a meeting with the initiative of Dr. U. Dutta, the Vice Principal of the college. Dr. Konwar informed that a program for the benefit of girl students of the college will be organized on World Health Day- April 7. He also mentioned about the 2 students being selected in the Tech Mahindra Campus Placement hosted by Kaziranga University (K.U).

The Convener of SS & P committee, who is also the Assistant Coordinator of the IQAC of the College, apprised the house that they are also planning to conduct a PTM as soon as classes begin for the new academic session. It is also thinking of another Talk/Prog. on gender issues and a Beautician course. About the Beautician course, the IQAC Co-ordinator remarked that it should be made a yearly program as Training Experts are also easily available and it is a never dying art. The Principal responded that it can be done.

VI. In his report on Governance, Leadership and Management Committee, Convener Dr. Sarat Borah stated that External Academic Audit is required to be done. Dr. Borah said that the management should give recognition for motivating employees such as Employee/Teacher of the year and criteria to be fixed for selection. Also there is not much cost involved. He also talked at length of conducting more webinars for the benefit of the college. The Principal remarked about the numerous benefits of My Class Campus App the college is using since Dec -19. It is a very effective management tool and by paying some more amount, added features of the App can be used for greater benefit of the student community. Currently, Rs. 130/- is being paid per student, by the institution. for the use of the College App.

VII. Then followed the report of Institutional Values & Best Practices Committee presented by Joint Convener, Mrs. Mallika Das. Mrs. M. Das spoke about an initiative titled "Treat to the Wall" in the canteen and the Chairperson/Principal said that it can be taken up as soon as possible. The Principal suggested to the committee that a best practice on Cyber Crime or Women's Legal Rights Progs/ Initiatives, or both, can be taken up. Mrs. Das announced that from this year they have thought of a Best Practice titled "Pranaam" in which they will be visiting an Old Age Home during the time of the 3 Bihus that is observed in the state. The IQAC Co-ordinator put forward her suggestion that the aged ladies of the adopted villages of the college can also be the recipients of the above Best Practice.

Agenda Item No. 9:

Finally, in the discussion on 'any other matter', Dr. H. Das spoke of the need of conducting programs to strengthen cultural cohesiveness.



The following resolutions were taken in the meeting held on April 3, 2021:

**Resolution No. 1:** It is resolved to publish the second issue of *Divergence*.

**Resolution No. 2:** It is resolved to organize a National level FDP on Intellectual Property Rights.

**Resolution No. 3:** It is resolved to organize an International level Seminar for students.

**Resolution No. 4:** It is resolved to offer an NSQF Level-4 200-hour Certificate Course for SC/ST students that would help in building employability.

**Resolution No. 5:** It is resolved to sign more MOUs with other institutions for knowledge exchange (for students as well as faculty), sharing of technological know-how, academic collaboration, environment cleanliness/protection and placement opportunities.

**Resolution No. 6:** It is resolved to organize Awareness Programs & Activities relevant to students and the society.

**Resolution No. 7:** It is resolved to conduct another Short Term Course of 45 hours in Tally ERP 9 with GST for B.Com & BBA students.

**Resolution No. 8:** It is resolved to bring out the first ever issue of IQAC Newsletter inscribed with QR code very soon.

The meeting concluded with the IQAC Coordinator thanking all present in the meeting for their active participation and cooperation.

*R Sarma*  
29/08/2021

Dr. Ranjit Sarma  
Principal, & Chairperson (IQAC),  
CKB Commerce College  
Jorhat-785001

Principal  
CKB Commerce College  
JORHAT

*Neeta Lagachu*  
29/8/2021

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

Coordinator  
IQAC  
CKB Commerce College, Jorhat

