

Ref. No. : 10IQAC21

NOTICE

A Meeting of the IQAC is convened on Sunday, August 29, 2021 at 7.00 p.m. on Google Meet. 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. (Dr. K Chetia to take note)

Agenda Item No.2:

Taking of the Chair by the Chairperson

Agenda Item No.3:

Opening Remarks from the Chairperson

Agenda Item No. 4:

Coordinator, IQAC will read out the minutes of the last meeting of IQAC held on April 03, 2021 and place it for approval.

Agenda Item No. 5:

Submission of AQAR 2019-20. (Update from Coordinator, IQAC)

Agenda Item No. 6:

Dr. N. Konwar to brief the house on AQAR submission work of January 2021-December 2021. Further to give a picture about the upcoming SSR submission and fix responsibilities.

Agenda Item No. 7:

Bringing out a College Journal with ISSN (request the young recruits-the ignited minds-to take this up)

Agenda Item No. 8:

Discussion on the activities already carried out by the IQAC and its Committees (from 03/04/2021 to 28/08/2021)

Agenda Item No. 9:

Plans, Projects and Discussions on AQAR 2021 by the respective Sub-committees

Agenda Item No. 10:

Any other matter

Agenda Item No. 11:

Vote of Thanks from the Coordinator.

Sd/-

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



Coordinator
IQAC
CKBCC
Jorhat

Minutes of the 10th IQAC Meeting held online on Google Meet

10IQAC21

Date: Sunday: August 29, 2021

Time: 7 pm

Venue: Google Meet

Agenda Item No. 1:

Signing in

Members Present in the Meeting:

<u>Sl. No.</u>	<u>Name of Faculty</u>	<u>Signature with Date</u>
01	Dr. Ranjit Sarma (Principal)	<i>R Sarma</i> 29/08/21
02	Dr. Purabi Borthakur (Academic Vice-Principal)	
03	Mr. Rupam Sarmah	<i>Rupam</i> 29/08/21
04	Mrs. Gitali Hazarika	<i>Gitali</i> 29/08/21
05	Mrs. Mallika Das	
06	Mr. Dimbeswar Bora	<i>Dimbeswar</i> 29/08/21
07	Dr. Neeta Lagachu (Taye)	<i>Neeta Lagachu</i> 29/08/21
08	Dr. Raju Roy	<i>Raju Roy</i> 29.08.2021
09	Mrs. Rupasree Dutta	<i>Rupasree Dutta</i> 29-08-2021
10	Dr. Kironmoy Chetia	<i>K Chetia</i> 29/8/21
11	Mr. Prosanto Mandal	<i>Prosanto</i> 29/8/21
12	Dr. Nitu Konwar	<i>Nitu Konwar</i> 29/8/21
13	Mrs. Barsha Borah	<i>Barsha Borah</i> 29/8/21
14	Ms. Prerana Sarma	<i>Prerana Sarma</i> 29/08/2021
15	Mr. Bulbul Sahariah	<i>Bulbul Sahariah</i> 29/8/2021
16	Ms. Parthana Phukan	<i>P. Phukan</i> 29/08/2021
17	Dr. Kuldeep Goswami	
18	Sarangapani Phukan	<i>S Phukan</i> 29-08-21



Agenda Item No.2:

Taking of the Chair by the Chairperson

Agenda Item No.3:

Opening Remarks from the Chairperson/Principal

The Principal spoke up that the 3rd cycle re-accreditation process will be culminating at the end of this year and the college is gearing up on all fronts. He also declared that the infrastructure development is positive as the Sports Complex, Auditorium, and the New Building (that will accommodate Classrooms and Departmental Rooms) is on the verge of completion. The Principal, Dr. Ranjit Sarma, also shared that the New Education Policy will be coming into effect soon and he further apprised the house that there are talks of Delhi University starting the 4 Year Degree Course from this year. Hence, we too have to be prepared.

He also mentioned about the important FDP on IPR being coordinated by Dr. K. Chetia. He sought the opinion of the house regarding starting of (a) an E-repository, (b) a Student Quality Circle, and (c) Entry –level Assessment for quality improvement as this is necessary since students could not appear in their exams in the normal procedure due to the COVID-19 pandemic.

Agenda Item No. 4:

Coordinator, IQAC will read out the minutes of the last meeting of IQAC held on April 03, 2021 and place it for approval.

The Coordinator, IQAC read out the minutes of the last meeting of IQAC held on April 03, 2021. the Question and Answer Session that followed was taken up by the Assistant Coordinator, IQAC, Dr. Nitu Konwar. Relevant matters were discussed and the minutes was formally accepted by the house.

Agenda Item No. 5:

Submission of AQAR 2019-20. (Update from Coordinator, IQAC)

The Coordinator, IQAC informed the house that the AQAR of 2019-20 is finally ready for submission. She further summed up the Criteria-wise inputs incorporated in the AQAR 2019-20 report. The Coordinator, IQAC pertinently stated that as the COVID-19 lockdown was still going on, quite a number of data and information collected for the above-mentioned report had to be processed using various online and social media tools such as WhatsApp, email, telephonic talks, Facebook, College App, etc. She also sought permission from the Chairperson/Principal and the house to click the final submission button of the AQAR 2019-20 report on the institution's portal of NAAC, that day itself. The approval was then given.



Agenda Item No. 6:

Dr. N. Konwar, Assistant Coordinator, IQAC, to brief the house on AQAR submission work of January 2021-December 2021. Further to give a picture about the upcoming SSR submission and fix responsibilities.

The Assistant Coordinator, IQAC firstly stated that the fee structure for IIQA/SSR submission process was explained in an earlier meeting. He then reminded that the Student Satisfaction Survey is an important aspect of the re-accreditation process and at least 50% of the students should be oriented on this aspect. He made known to the house that after IIQA submission is done, the institution is given 15 days for clarification/acceptance/rejection after which the process of SSR submission is granted/not granted. An institution gets 45 days for SSR submission. Dr. Nitu Konwar also informed the house that documents like permanent affiliation letter, approval letter from UGC for 2(f) 12B, Self Declaration Format etc. are required to be submitted for the IIQA process. He also alerted the house that Online Assessment will constitute 70% and 30% will be Offline. Data validation is required to be taken seriously since institutions will be assessed based on Quantitative as well as Qualitative Matrix after which it is time for the NAAC peer team to visit College the college in three weeks.

Agenda Item No. 7:

Bringing out a College Journal with ISSN (request the young recruits-the ignited minds-to take this up)

Dr. Kuldeep Goswami, who had newly joined as Assistant Professor, Department of Statistics and Maths, gave a short briefing on his experience in bringing out an ISSN and e-ISSN Journal. He suggested that an Editorial Board should constitute of not less than 5 members, 6 manuscripts are required for (Online/Print). We have to apply online. After the 1st issue, we can apply for e-ISSN, and the availability of one website is mandatory. For Print version, we need to register in RNI then go for ISSN. According to him, print version of ISSN journal is better than e- version. Minimum one month time is required to get the RNI and one month for ISSN. A Journal can be approached to be categorized under UGCCare List. Mr. Bulbul Sahariah and Ms. Prerana Sarma, young recruits of the college, remarked about the publication of the College Newsletter. Both further remarked that the Website needs to be beautified and updated.

Agenda Item No. 8:

Discussion on the activities already carried out by the IQAC and its Committees (from 03/04/2021 to 28/08/2021)

- i. On April 3, 2021 the 9th IQAC meeting was held in the Teachers' Common Room of the College at 1.00 pm.
- ii. On April 7, 2021 an Awareness Program on Women Health was organized on the occasion of World Health Day and 36 girl students actively participated in the event. The Resource Person of the event was Dr. Ibharaani Morang, MD (Obstetrics and Gynaecology), Consultant Gynaecologist, Jorhat Christian Medical Centre.



Faculty Coordinators:

- A) Dr. Neeta Lagachu (Taye)
- B) Dr. Nitu Konwar

iii. On April 9, 2021 an Awareness Program on Geriatric Care and Service was organized by Aastha, the College Women Cell & Student community of the college in **Sarathi**, an Old Age Home, in Lichubari, Jorhat. Faculty and students presented the inmates with gifts and spent a valuable one hour in reciprocal love and togetherness.

iv. On 24th April 2021, a Covid Awareness Program was conducted around Jorhat Town by NSS unit of the college. Faculty and students distributed free masks and sanitizers to the poor and needy and alerted them about the seriousness of the situation. 20 NSS students participated in the drive accompanied by faculty of the college.

Faculty Coordinators:

- A) Dr. Satya Deka
- B) Mr. Dimbeswar Bora
- C) Dr. Nitu Konwar
- D) Mr. Bulbul Sahariah

v. On May 12, 2021 a Web-based Investors Awareness Program was organized by TLE Committee in association with BSE-IPF, Mumbai for B.Com./BBA 5th Sem. Students from 3-4 pm in Google Meet. Marina Jose of BSE-IPF was the Resource Person.

Faculty Coordinators:

- A) Dr. Raju Roy
- B) Mrs. Rupasree Dutta

Agenda Item No. 9:

Plans, Projects and Discussions on AQAR 2021 by the respective Sub-committees

I. Dr. K. Chetia, Convener of Curricular Aspects Committee informed that it is planning to organize an International Webinar on "Awareness of Students at the Wake of the 3rd Wave of COVID-19 in India" on September 18, 2021. The committee has already contacted the Resource Person of the coming Webinar, Dr. Gaffar Sarwar Zaman, Associate Professor, King Khalid University, of Saudi Arabia. Dr. Chetia also stated that the Photography Workshop it intended to run had to be put on hold due to the ongoing COVID-19 pandemic restrictions. He also stated that Value-based programs such as Meditation and Yoga for students is the need of the hour. The feedback process is being continued. Also, the committee is planning to make the Photography Competition and the Poetry Recitation Competition conducted on the occasion of Asom Divas and World Poetry Day respectively, an annual affair. The committee proposed Mr. Manash Pratim Goswami's name as a new member of the committee.

II. The Teaching, Learning & Evaluation Committee was represented by its joint conveners, Dr. Raju Roy and Mrs. Rupasree Dutta. Mentoring will re-start with the new batch. Orientation of the students, required for the smooth conduction of Students Satisfaction Survey. The conveners further suggested that to increase Mentor-Mentee interaction, a Google Meet link can be created by respective teachers. To prepare the students for the competitive exams such



as SSC, Banking, etc. Coaching can be given by faculty to interested students on Class X-XII level subjects like Maths, English and Accountancy.

III. Dr. K. Chetia, convener of Research Innovations & Extension remarked that journal publication needs to be taken up by the institution. Publication of the CKBian newsletter brought out by the students' union needs to be expedited. The committee is also thinking of conducting a Workshop on Research Methodology. Besides, work is going on in full swing to bring out the second issue of *Cognition, (a Multidisciplinary Research Peer-reviewed Volume)* published by the college with Dr. H. Das as its Chief Editor. The ACTA (Assam College Teachers' Association) Unit of the college has also plans to initiate publication of *Saraswat*, a book with ISBN. The committee proposed Dr. Kuldeep Goswami's name as a new member of the committee.

IV. Mr. Rupam Sarmah, Infrastructure & Learning Resources Convener, was absent at this juncture in the meeting (probably due to a technical glitch) and so no discussion on the committee took place. The committee was asked to submit its action plan/projects to the Principal/Coordinator, IQAC.

V. The report of Student Support & Progression Committee was presented by its Convener, Dr. Nitu Konwar. He stated his intention of executing first the programs decided in the earlier meetings such as the Skill Development Programs, Plantation Drive Programs and Public Statue Cleaning Drives in conjunction with the NCC wing of the college. Further, the house was also informed that the college is on the verge of signing an MOU with an employment service provider for providing job opportunities and guidance to the students.

VI. Governance, Leadership and Management Committee Convener, Dr. Sarat Borah could not be present in the meeting and hence discussion related to the committee was left for a later date. The committee was asked to submit its action plan/projects to the Principal/Coordinator, IQAC.

VII. Institutional Values & Best Practices Committee Joint Convener Mr. H. Das was absent for the meeting while Mrs. Mallika Das, Joint Convener, though present in the first half of the meeting, could not present the views of her committee (probably due to a technical glitch). The committee was asked to submit its action plan/projects to the Principal/Coordinator, IQAC.

Agenda Item No. 10:

Any other matter

The Coordinator, IQAC put forward that the Code of Ethics and Conduct of the College that is usually printed in the Academic Calendar can be instead brought out as a separate booklet for ready reference of all. She also communicated to the house that the IQAC is trying its best to submit the IIQA for the NAAC accreditation process within the stipulated validity period. The Principal, Dr. Ranjit Sarma, informed that the college is gearing up to conduct Energy Audit and another round of Academic Audit very soon. The institution is also planning to update the stock register, including the Central and Departmental Library stock registers.

The following resolutions were taken in the meeting held on August 29, 2021:

Resolution No. 1: It is resolved to augment research and publication work.

Resolution No. 2: It is resolved to sign an MOU with employment service providers for providing job and placement opportunities.



Resolution No. 3: It is resolved to organize Awareness Programs & Activities relevant to students and the society.

Resolution No. 4: It is resolved to conduct Energy Audit.

Resolution No. 5: It is resolved to submit IIQA to NAAC, Bengaluru within December, 2021.

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

R. Sarma
9/12/2021

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

Principal
CKB Commerce College
JORHAT

Neeta Lagachu
09/12/2021

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

Coordinator
IQAC
CKB Commerce College, Jorhat

