

Ref. : 11IQAC21

NOTICE

A Meeting of the IQAC is convened by the Chairperson on December 9, 2021 at 1.00 p.m. in the Staff Room. 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:
Reading out the minutes of the last meeting of IQAC held on August 29, 2021 and placing it for approval.

Agenda Item No. 5:
Update from TLE Committee on the Mentoring process.

Agenda Item No. 6:
Discussion on NAAC SSR Preparation

Agenda Item No. 7:
Discussion on the activities already carried out by the IQAC and its Committees (from 29/08/2021 to 08/12/2022)

Agenda Item No. 8:
Any other matter

Agenda Item No. 9:
Vote of Thanks from the Chairperson.

Sd/-



Dr. Ranjit Sarma
Chairperson, IQAC.
Chandra Kamal Bezbaruah Commerce College
Jorhat. Assam.

Principal
CKB Commerce College
JORHAT





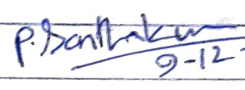

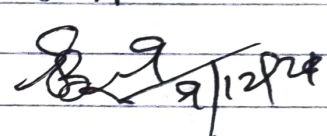
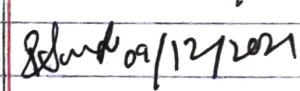
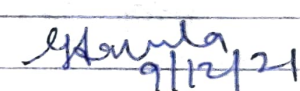
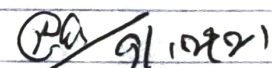
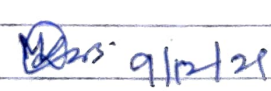
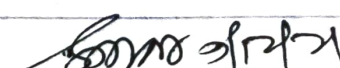
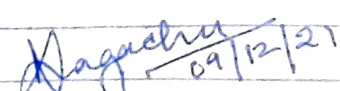
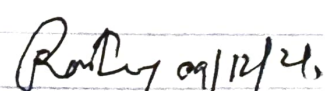
Review Meeting on Mentoring and

NAAC SSR Preparation called by Principal

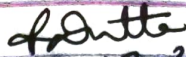
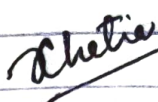


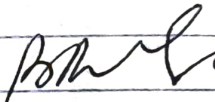
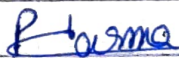


DATE : December, 9, 2021

TIME : 1.00 pm

Venue : Staff Room ~~and~~ Conference Room.

Sl. No.	Name of Faculty Present	Signature with Dt.
1.	Dr. Ranjit Samma (Principal)	 9/12/21
2.	Dr. Umen Dutta (Vice Principal)	 9-12-2021
3.	Dr. Punabi Bonthakum	 P. Bonthakum 9-12-2021
4.	Mr. Shobhan Saikia	 9/12/21
5.	Dr. Sanat Boman	 9/12/21
6.	Mr. Rupam Samma	 09/12/2021
7.	Mrs. Gitali Hazarika	 9/12/21
8.	Dr. Homowan Das	 9/12/21
9.	Mrs. Mallika Das	 9/12/21
10.	Dr. Satya Deka	 09/12/21
11.	Mr. Dimbeswar Boman	Absent
12.	Dr. Neeta Lagachu (Tare)	 09/12/21
13.	Mr. Rubal Saikia	Absent
14.	Dr. Raja Roy	 09/12/21



Sl. No.	Name of Faculty Present	Signature with Dt.
15.	Mrs. Rupasree Dutta	 9-12-2021
16.	Dr. Kiranmoy Chetia	 9/12/21
17.	Mr. Prasanto Mandal	 09/12/21
18.	Dr. Nitu Konwar	 09/12/21
19.	Mrs. Barsha Borah	 9/12/21
20.	Ms. Preerana Sarma	 09/12/2021
21.	Mr. Bulbul Sahaliah	
22.	Ms. Anarthana Phukan	 09/12/2021
23.	Mr. Manash Protim Goswami	On leave
24.	Mr. Rituparna Sarma	On leave

Minutes of the 11th IQAC Meeting held on December 9, 2021 at 1.00 p.m. in the Faculty Common Room.

11IQAC21

Date: December 9, 2021

Time: 1 pm

Venue: Faculty Common Room

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)	
02	Dr. Umen Dutta (Vice-Principal)	
03	Dr. Purabi Borthakur (Academic Vice-Principal)	
04	Mr. Shobhan Saikia	
05	Dr. Sarat Borah	
06	Mr. Rupam Sarmah	
07	Mrs. Gitali Hazarika	
08	Dr. Horeswar Das	
09	Mrs. Mallika Das	
10	Dr. Satya Deka	
11	Dr. Neeta Lagachu (Taye)	
12	Dr. Raju Roy	
13	Mrs. Rupasree Dutta	
14	Dr. Kironmoy Chetia	
15	Mr. Prosanto Mandal	
16	Dr. Nitu Konwar	



17	Mrs. Barsha Borah	
18	Ms. Prerana Sarma	
19	Mr. Bulbul Sahariah	
20	Ms. Prarthana Phukan	

Agenda Item No.2:

Taking of the Chair by the Chairperson

Agenda Item No.3:

Opening Remarks from the Chairperson/Principal

The Chairperson cum Principal, Dr. Ranjit Sarma, spelled out the purpose of the meeting, which was to review the Mentoring System of the institution as well as to find out the progress and development of the SSR preparation for the 3rd cycle of NAAC assessment. He stressed the importance of the mentoring process and the survey that is conducted by NAAC.

Agenda Item No. 4:

Reading out the minutes of the last meeting of IQAC held on August 29, 2021 and placing it for approval.

The minutes of the last meeting of IQAC held on August 29, 2021 was read out by Dr. K. Chetia. A few important points were raised and the minutes was formally accepted by the house after a thorough discussion.

Agenda Item No. 5:

Update from TLE Committee on the Mentoring process.

The Coordinator of the Mentoring system, Mrs. Rupasree Dutta, stated that the flow of the mentoring process is going on and interactive meetings with respective mentees are held in groups or individually. A WhatsApp notice was given to the Mentors to meet and interact with their respective Mentees on November 16 and 17, 2021 from 12 noon onwards. As directed, the Mentors prepared their respective reports on their Mentees (both passed-out and the current batches). They presented and submitted their individual reports in the meeting convened on November 18, 2021 in the Teachers' Common Room at 1.00 pm.

Agenda Item No. 6:

Discussion on NAAC SSR Preparation

The respective sub-committees of IQAC for NAAC assessment informed that activities and work related to SSR preparation is going on. Adding to the discussion, Joint Convener of Institutional Values and Best Practices Committee, Mrs. Mallika Das expressed that Waste Water Recycling can be practiced by the institution. She suggested that the water that is collected from the ACs can be used for watering the



plants. The Chairperson advised that the work of Energy Audit should be expedited. Answering a query, Mrs. Das said that for E-waste Management the items that does not serve anymore utility purpose are either sold or discarded and the usable parts are reused. Following the Government directive and COVID-19 protocol, though gym facilities are available in the college campus, it is currently not functioning . Dr. Nitu Konwar, Asst. Coordinator, IQAC remarked that as soon as the COVID-19 restrictions are lifted, the College Gym could be made functional and the Trainer (Chiranjib Dutta- an Alumni) that was earlier appointed should be informed. He also mentioned that the Faculty Profile in the College Website needs to be updated. As Convener of the Student Support and Progression Committee, Dr. Konwar opined that keeping track of the actual date (for the documentation process) is turning out to be an uphill task as NAAC has advised on Geo tagging of events.

Agenda Item No. 7:

Discussion on the activities already carried out by the IQAC and its Committees (from 29/08/2021 to 08/12/2022)

- I. On September 9, 2021 a Quiz Competition on Blood Donation/ TB/ AIDS Awareness, was organized jointly by the Red Ribbon Club & NSS Unit of the college in observance of India @ 75 (Azadi Ka Amrit Mahotsav). 50 students and 8 faculty members enthusiastically participated in the event.

Faculty Coordinators:

Mr. D. Bora

Mr. Manash Pratim Goswami

- II. On September 18, 2021 an International Webinar on “Awareness of Students at the Wake of the 3rd Wave of COVID-19 in India” was organized by the college. The Resource Person of the Webinar was Dr. Gaffar Sarwar Zaman, Associate Professor, King Khalid University, Saudi Arabia.

Faculty Coordinator: Dr. Kironmoy Chetia

- III. From 20-09-21 to 25-09-21, a National level Online FDP on *Intellectual Property Rights for Academia* was organized in association with CSIR- Indian Institute of Chemical Technology (IICT) Hyderabad. The FDP attracted 218 participants from all over the country.

Coordinators:

Dr. Kironmoy Chetia (CKBCC, Jorhat, Assam)

Dr. Sanjib Kr. Paul (CSIR-IICT, Hyderabad)

- IV. From October 4, 2021 to October 7, 2021, a 4- day Workshop on Office Management (to enhance the efficiency of the 6 office employees of the college), was organized jointly by the TLE & GLM sub-committees of the IQAC.

Faculty Coordinators:

Dr. Sarat Borah

Dr. Raju Roy

Mrs. Rupasree Dutta

- V. On October 22, 2021 the Zonal Meeting of Assam College Principals’ Council was held in the college (Jorhat, Golaghat and Majuli District).

Faculty Coordinator: Dr. Neeta Lagachu (Faye)



- VI. The second issue of *Divergence* (An Assortment of Interdisciplinary Research Articles) was brought out on November, 2021 by the IQAC of the college. The book was edited by Dr. Neeta Lagachu (Taye), Coordinator, IQAC of the college.
- VII. In Academic Partnership with NIELIT (National Institute of Electronics and Information Technology), a Certificate Course in ITES BPO, Soft Skills & Communicative English (200 hrs) for 27 SC/ST students began from November 1, 2021 and is likely to be concluded in March, 2022.
Faculty Coordinator: Dr. Neeta Lagachu (Taye)
- VIII. On November 5, 2021 Bharat Ratna Sudhakantha Bhupen Hazarika Memorial Function was held on the occasion of his Death Anniversary.
Faculty Coordinator: Mr. Bulbul Sahariah.
- IX. On November 8, 2021 the Death Anniversary of Founder Principal M.C. Chakraborty was solemnly observed.
Faculty Coordinator: Dr. Sarat Borah
- X. From November 12, 2021 to November 15, 2021 the NSS unit of the College in collaboration with the College Alumni Association observed the Clean India Campaign (Collection of Plastic & Polythene Drive) to mark the occasion of India @ 75. The event saw the active participation of 55 students.
Faculty Coordinator: Mr. D. Bora
- XI. On November 15, 2021 (Monday), on the occasion of Children's Day, school-going students of the Adopted Villages of the college were invited to take part in an Art & Quiz Competition in the Smart Room of the College. Gifts and prizes were distributed immediately after the program. The competition was organized by the Village Adoption Committee, NSS Unit & Red Ribbon Club of the College respectively.
Faculty Coordinators:
Mr. D. Bora
Mr. Manash Pratim Goswami
- XII. From November 25, 2021 a Certificate course of 45 hours in Tally Accounting Software with Tally India Private Limited is currently running in the college. A total of 24 B. Com & BBA students of the college has enrolled in this Self-financing Course.
Faculty Coordinator: Dr. Nitu Konwar
- XIII. On December 1, 2021 an Awareness Program on AIDS was held in the Smart Room of the college, on the occasion of World AIDS Day. Students and Staff took active part in the function.

Agenda Item No. 8:
Any other matter

The Principal informed the house that Dr. Bimal Borah, Principal of JB College (Autonomous), Jorhat will be delivering a Talk on National Education Policy, 2020 on December 13, 2021 at 2.00 pm. Mrs. Binita Dutta, President of the College Governing



Body, will also grace the occasion. Dr. H. Das requested articles for the second volume of the peer-reviewed book, *Cognition*, and published by the college. The IQAC Coordinator, Dr. Neeta Lagachu (Taye), appreciated the work of the editorial team of *Cognition*, and suggested that the team should make preparation to go for an ISSN volume.

The following resolutions were taken in the meeting held on December 9, 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 a Vote of Thanks from the Chairperson to those present in the meeting, for their active participation and cooperation.

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

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

Coordinator
IQAC
CKB Commerce College, Jorhat

