

Ref. : 11IQAC 21

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




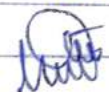

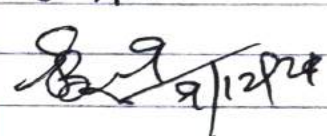
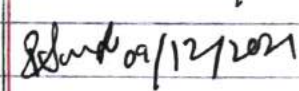
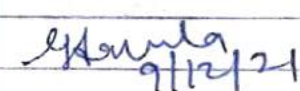
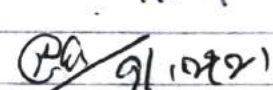
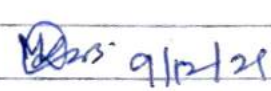
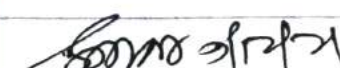
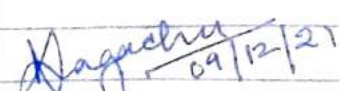
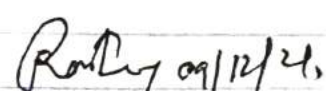
Review Meeting on Mentoring and

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. Hemowan 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. Rubul Saikia	Absent
14.	Dr. Raja Roy	 09/12/21



SL NO.	Name of Faculty Present	Signature with Dt.
15.	Mrs. Rupasree Dutta	<i>R Dutta</i> 9-12-2021
16.	Dr. Kiranmoy Chetia	<i>Chetia</i> 9/12/21
17.	Mr. Prosanto Mandal	<i>Andl</i> 09/12/21
18.	Dr. Nitu Konwar	<i>Nitu</i> 09/12/21
19.	Mrs. Barsha Borah	<i>Borah</i> 9/12/21
20.	Ms. Preerana Sarma	<i>Preerana</i> 09/12/2021
21.	Mr. Bulbul Sahaliah	<i>Bulbul</i>
22.	Ms. Anarthana Phukan	<i>Phukan</i> 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



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.



CKBCC
Coordinator
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:

Sl. No.	Name of Faculty	Signature with Date
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</i> 29/08/21
08	Dr. Raju Roy	<i>Raju</i> 29.08.2021
09	Mrs. Rupasree Dutta	<i>Rupasree</i> 29-08-2021
10	Dr. Kironmoy Chetia	<i>Chetia</i> 29/8/21
11	Mr. Prosanto Mandal	<i>Prosanto</i> 29/8/21
12	Dr. Nitu Konwar	<i>Nitu</i> 29/8/21
13	Mrs. Barsha Borah	<i>Barsha</i> 29/8/21
14	Ms. Prerana Sarma	<i>Prerana</i> 29/08/2021
15	Mr. Bulbul Sahariah	<i>Bulbul</i> 29/8/2021
16	Ms. Parthana Phukon	<i>P. Phukon</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 IQA 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



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 1st, 2019 to December 31st, 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

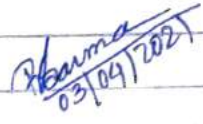

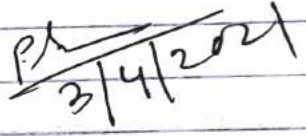
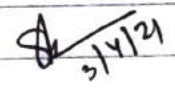
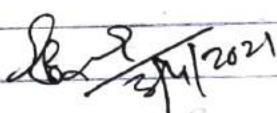
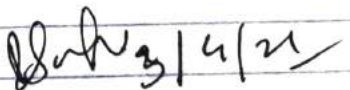
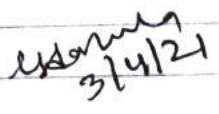
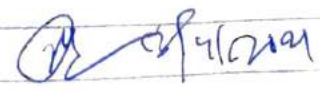
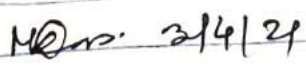
Coordinator
IQAC
CKB Commerce College, Jorhat

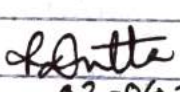
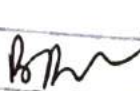


Ref. No. : 09IOAC21

Subject : 9th 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 Borthakur	 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 Lagachan (Taye)	 03/4/2021
13.	Mr. Rubul Saikia	 03/04/2021
14.	Dr. Raju Roy	 03/4/21
15.	Mrs. Rupasree Dutta	 03-04-2021
16.	Dr. Kironmoy Chetia	 03/04/2021
17.	Mr. Prasanto Mandal	 03/04/21
18.	Dr. Nitu Konwar	 03/04/21
19.	Mrs. Barsha Borah	 3/4/21



Sl. No.	Names of Faculty Present	Signature with Date
20.	Ms. Pherana Parma	<u>P. Parma</u> 03/04/2021
21.	Mr. Bulbul Sahania	<u>B. Sahania</u> 02/04/2021
22.	Prarthana Phukan Ms. Parthana 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.	Protpush Preitom Hazarika CKBCCSU, Cultural Secretary 2020-21	<u>P. Hazarika</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: 9th Meeting of IQAC
Ref. No.: 08IQAC20
Date : 03-04-2021
Venue : Teachers' Common Room
Time : 1.00 pm

Minutes of the 9th 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 9th 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 8th 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 Committee, 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:

- Dr. Neeta Lagachu (Taye)
 - Mr. Prosanto Mandal
 - Ms. Prerana Sarma
 - Ms. Prarthana Phukan
- ix. On 20th 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 st Semester
Hindi	Bishal Shah	B.Com 3 rd Semester
Assamese	Protyush Pritam Hazarika	B.Com 1 st Semester
Bengali	Anupama Das	B.Com 3 rd Semester

Faculty Participants:

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



F) Ms. Prarthana Phukan

- x. On 21st 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 (1st Prize)
- b) Gyanjyoti R. Dihidar (2nd Prize)
- c) Tresa Dhar (2nd Prize)
- d) Arpita Dutta (3rd Prize)
- e) Popy Deuri (3rd Prize)
- f) Debashish Neog (3rd 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 1st, 2019 to December 31st, 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 21st 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 3rd 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 1st Sem. and B.B.A. 1st 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 6th 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

Neeta Lagachu
29/8/2021

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

Principal
CKB Commerce College
JORHAT

Coordinator
IQAC
CKB Commerce College, Jorhat



(11th Notice)

WhatsApp Notice given on December 22, 2020.

Agenda for the Meeting of the IQAC (with Chairpersons, & Conveners of the Sub-committees) to be held on December 30, 2020 at 11 a.m. in the Faculty Common Room:

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 IQAC Coordinator

Agenda Item No. 4:

To ^{read out and} confirm the minutes of the last meeting of IQAC held on June 17, 2020

Agenda Item No. 5:

Discussion on the activities already carried out by the IQAC and its Sub-committees (from 18/06/2020 to 29/12/2020)

Agenda Item No. 6:

Criteria-wise discussion on AQAR 2019-20 submission

(Period: July 1st, 2019 to June 30th, 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: Dr. Sanjib Baruah & Mr. Rupam Sarmah

Governance Leadership & Management: Dr. Sarat Borah

Innovations & Best Practices: Dr. Horeswar Das & Mrs. Mallika Das

Research Innovations & Extension: Dr. G. K. Bordoloi

Agenda Item No. 7:

Upcoming Plans for the remaining period of 2020-21 by the respective Sub-committees

National/International Seminar on IPR

Agenda Item No. 8:

Briefing (Next Step after 4th Year AQAR Submission) from Dr. Nitu Konwar, Asstt. Coordinator, IQAC-CKBCC

Agenda Item No. 9:

Any other matter

Agenda Item No. 10:

Vote of Thanks from the Coordinator.

Neeta Lagachu
30/12/2020

Dr. Neeta Lagachu Taye
Coordinator, IQAC-CKBCC

Coordinator
IQAC
CKD Commerce College, Jorhat



Meeting of the IQAC (with Chairpersons, & Conveners of the Sub-committees) held on December 30, 2020 at 11 a.m. in the Faculty Common Room:

Item No. 1: Signing in

QAC Steering Committee:

Chairperson: Dr. Rajjit Sarma, Principal

Coordinator: Dr. Neeta Lagachu Taye

Assistant Coordinator: Dr. Nitu Konwar

Members:

a) Dr. Umen Dutta (Vice-Principal)

b) Dr. Purabi Borthakur (Academic Vice-Principal)

c) Dr. Sarat Borah

d) Dr. Gobinda Deka

e) Mrs. Gitali Hazarika

f) Dr. Satya Deka (Past IQAC Co-ordinator)

g) Dr. Kironmoy Chetia

h) Mr. Prosanto Mandal

Sub-committees:

CURRICULAR ASPECTS

Chairperson: Mr. Sobhan Saikia

Convenor: Dr. K. Chetia

Rajjit Sarma
30-12-2020

Neeta Lagachu
30/12/2020

P. Borthakur
31/12/2020

S. Borah

G. Deka
30/12/20

M. Chetia
30/12/20

P. Mandal
30/12/2020

Dr. K. Chetia
30.12.20

Dr. K. Chetia
30/12/2020



TEACHING LEARNING & EVALUATION

Chairperson: Dr. B.S. Bhattacharyya

Conveners: Dr. Raju Roy

Bhattacharyya
30/12/2020

Mrs. Rupasree Dutta

Rupasree
30-12-2020

RESEARCH, INNOVATIONS & EXTENSION

Chairperson: Dr. G.K. Bordoloi

Conveners: Dr. Gobinda Deka

INFRASTRUCTURE & LEARNING RESOURCES

Chairperson: Dr. Ranjit Sarma, Principal

Vice-Chairperson: Dr. S.K. Baruah

Conveners: Mr. Rupam Sarmah

Rupam
Sarma
30/12/2020
Sarmah
30/12/2020

STUDENT SUPPORT & PROGRESSION

Chairperson: Dr. Purabi Borthakur

Conveners: Dr. Nitu Konwar

Borthakur
30/12/2020
Konwar
30/12/2020

GOVERNANCE, LEADERSHIP & MANAGEMENT

Chairperson: Dr. Ranjit Sarma, Principal

Conveners: Dr. Saral Borah

Sarma
Borah

INSTITUTIONAL VALUES & BEST PRACTICES

Chairperson: Dr. Ranjit Sarma, Principal

Joint Conveners: Dr. Horeswar Das

Mrs. Mallika Das

Mallika Das
30/12/2020



Minutes of the 8th meeting of the IQAC (December 30, 2020)

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 IQAC Coordinator

The IQAC Coordinator welcomed all present in the meeting and handed over the agenda to the Chairperson, Dr. Ranjit Sarma and requested him to preside over the meeting.

Agenda Item No. 4:

To read out and confirm the minutes of the last meeting of IQAC held on June 17, 2020.

As per the agenda, the proceeding of the 7th IQAC meeting was read out by Dr. K. Chetia, Department of English. In the discussion that followed, the members suggested to include the RUSA grant 2.0 in the proceedings. The minutes were accepted after discussion.

Agenda Item No. 5:

Discussion on the activities already carried out by the IQAC and its Committees (from 18/06/2020 to 29/12/2020)

- i. On June 20, 2020 a National Webinar on “Perspectives on the Global Pandemic Scenario: Health, Education & Society” was hosted by the Department of English, Chandra Kanai Bezbaruah Commerce College, Jorhat in association with Rotary Club of Jorhat. The Webinar was the first of its kind in the district. The panellists of the National Webinar included Mrs. Prabha Raghunandan of Girdih, Jharkhand, eloquent and articulate speaker, active social worker, and 41st President of Association of Inner Wheel Clubs of India; Dr. Dipjoyi Bora, Registrar, Department of Psychiatry, Jorhat Medical College and Hospital; and Dr. Ranjit Sarma, Principal, Chandra Kanai Bezbaruah Commerce College. The Webinar attracted more than 200 participants from different nooks and corners of India.

College Coordinator: Dr. Neeta Lagachua (Taye)



ii. **The Soft Skills & Communicative English Course**, generally conducted offline in March-April every year, was a little delayed due to the Covid-19 Pandemic. The Programme Co-ordinator of this year's Course, Mrs. Rupasree Dutta co-ordinated with NIELIT and successfully conducted the course **ONLINE** from **June 24, 2020 to July 14, 2020. 60 students** of the college were accommodated for the course.

Programme Co-ordinator: Mrs. Rupasree Dutta

iii. On August 8, 2020 a National Webinar on **"Women's Rights and COVID-19 Pandemic: Issues and Challenges"** was hosted by AASTHA, the Chandra Kamal Bezbaruah Commerce College Women Cell, Jorhat in collaboration with Department of Economics & HRM, and IQACCKBCC. The Webinar was conducted on Google Meet platform. The esteemed panelists of the National Webinar included Ms. B. R. Lyngdoh, active social worker and Assistant Prof, Department of English, Union Christian College, Meghalaya and Dr. Chandan Sharma, Professor & Head, Department of Social Work, Tezpur University. Professor Sharma spoke on Impact of COVID-19 on Women's Rights and Ms. B. R. Lyngdoh talked on Society's Paradigm of an Ideal Woman. The Webinar attracted **230 participants**.

Webinar Coordinators: Mrs. Gitali Hazarika & Mrs. Mallika Das, & NIELIT.
Joint coordinators.

iv. On August 10, 2020 a National Webinar on **"Enhancement of Writing Skill of Theses and Research Papers: Some Tips"** was jointly organized by Department of Business Management & Department of Accountancy, Chandra Kamal Bezbaruah Commerce College, Jorhat at 2.00 pm. The esteemed panelists of the National Webinar were Prof. Prajial Bezborah, Department of Commerce, Dibrugarh University, Dibrugarh and Professor Arup Barman, Department of Management, Assam University, Silchar. **209 Students and Teachers** attended the Webinar.

Webinar Coordinators: Dr. Sarat Borah & Dr. Horeswar Das.

v. On August 16, 2020, **5 students** of B. Com. Sixth Semester were **selected for Internship and Life Project Opportunity** at Unschool, Hyderabad.
Coordinator: Mrs. Barsha Borah



- vi. On August 28, 2020 a Students' Development Program on "Group Discussion & Personal Interview Techniques" was conducted in Virtual Platform (Zoom) at 1.00 pm. The program was jointly organized by IQAC, Chandra Kamal Bezbaruah Commerce College, Jorhat and IBS Business School. Dr. Ranjit Sarma, Principal of the College, was the Inaugural Speaker. The Keynote Speaker was Dr. Ajay Pathak, Director, IBS Kolkata and Prof. Sharbari Saha was the Guest Speaker. More than 100 students of the College enthusiastically participated in the program.

College Coordinator: Dr. Neeta Lagachua (Taye)

- vii. On September 8, 2020 the College got the approval from KKHOU (Krishna Kanta Handique State Open University) to open a Study Centre. At present, 6 students have already registered:
M. Com-01,
B.A.-05
College Coordinator: Mr. Rupam Sarmah

- viii. On October 31, 2020 a National Webinar on "Investor Awareness" was organized for the Faculty members, Administrative Staff & Students by the IQAC, Chandra Kamal Bezbaruah Commerce College, Jorhat at 3.00 pm in association with Ambition Learning Solutions, Mumbai (on behalf of Bombay Stock Exchange, Investor Protection Fund). The Webinar was conducted on Zoom platform. The Resource Person of the Webinar was Mr Raghunandan Pattnaik, Certified Career Counselor and National Trainer in the Banking & Financial fields. There were 70 participants in the Webinar.

College Coordinator: Dr. Neeta Lagachua (Taye)

- ix. On November 5, 2020 the 9th Death Anniversary of Xudha Kontho Bhupen Hazarika was observed with great solemnity by the Faculty, Students and Non-Teaching Staff of the College.

- x. On December 2, 2020 on the occasion of Axom Divas or Siu-Ka-Pha Divas, an Online Photography Competition based on the theme "Glorious Legacy of Siu-Ka-Pha" was jointly organized by Curricular Aspects Committee and DELVESS. 15 students participated in the Competition.

Coordinator : Dr. Xiemmay Chetia



- xi. On December 5, 2020 an **Offline Parents-Teacher Meet** was held with the parents of the fresh batch of B. Com. First Semester students of Chandra Kamal Bezbaruah Commerce College, Jorhat.

- xii. On December 7, 2020 a **Webinar on “Fundamentals of Securities Market”** was organized by Training & Placement Cell, Chandra Kamal Bezbaruah Commerce College, Jorhat. The Webinar was conducted by SEBI (Securities and Exchange Board of India), Guwahati Local Office. The Resource Person of the Webinar was Mr. Kennedy Rina, Manager, SEBI, Guwahati Local Office. **25 students** participated in the Webinar.

Convener: Mrs. Barsha Borah

- xiii. On December 18, 2020 a **Seminar on “Career Prospect Post COVID-19”** was organized for the recently passed out students of the College, by the IQAC, Chandra Kamal Bezbaruah Commerce College, Jorhat in collaboration with AIMA (All India Management Association), North East Chapter, Guwahati at 2.00 pm. The Resource Person of the Webinar was Dr. Rupankar Gogoi, Regional Director, AIMA, North East. There were **07 participants** in the **Seminar**.

College Coordinator: Dr. Neeta Lagachu (Taye)

Agenda Item No. 6:

Criteria-wise discussion on AQAR 2019-20 submission
(Period: July 1st, 2019 to June 30th, 2020)

The reports of the various Committees were then read out.

- a) Dr. K. Chetia, Convener of **Curricular Aspects Committee** apprised the house about the contents of the report that he had submitted to the IQAC. He informed that ‘**Asom Divas**’ was celebrated with a ‘**Photography Competition**’ among the students that was organized by the committee. Regarding the ‘**Workshop on Entrepreneurship**’ among students, earlier postponed twice due to unforeseen circumstances, the house was informed that the program will be started as soon as the green signal is received from the collaborators, i.e., Assam Agricultural University. They have already informed that they would be able to start the workshop in a couple of months as at present they are trying to deal with the technical difficulties arising from COVID-19 protocols.

In the discussion that ensued, the house conferred Dr. Raju Roy the task of collecting all available records/data of the CMA course conducted under the tutelage of the college, by February, 2021. The members also put forward the view that NCC can be included as a Value Added Course. Further, the inclusion of a Yoga Course in the Time-Table for the benefit of the students was also discussed.

- b) 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 **Motivational Seminar** for students organized in college in collaboration with Kaziranga University. An **Essay Competition** was also organized on November 6, 2019 for the students. Mrs. Rupasree Dutta coordinated with NIELIT and successfully conducted the **Soft Skills & Communicative English Course ONLINE** from June 24, 2020 to July 14, 2020. 60 students of the college were accommodated for the course. Moreover, an **Online Student Satisfaction Survey** was also conducted. Mrs. Rupasree Dutta further informed the house that there are students who are not satisfied with the Mentoring. According to the students, Teacher-Mentors are not able to find out their weaknesses. Besides, this year, only one credit fulfillment exam (Sessional) has been conducted so far.

Adding to the report presented by the **Teaching, Learning & Evaluation Committee**, Principal Dr. Ranjit Sarma stated that free Wi-Fi will be installed shortly. He further added that teaching through Moodle will be enabled soon and this will aid the institute to hold MCQ based Sessional Exams from January 2021. In these exams, students will be allowed to use their mobiles and laptops. This may turn out to be an innovative practice for the college. The Principal indicated the possibility of conducting the Second Sessional Exam for the Odd Semesters through the Moodle mode.

The discussion then ensued on the important area of conducting special classes for students, especially of 5th & 6th Semester, to prepare them for the **Competitive Examinations** they will face once they leave college. They should be motivated to practice 10th standard Mathematics, Social Science, GK, Aptitude and Reasoning as these are very important in entry-into-service exams. This can also be made a Best Practice of the College. Further, the house also gave their suggestion to the Teaching, Learning &

Evaluation Committee to include the total number of pass students in their report.

- c) The report of **Student Support & Progression Committee** was presented by its Convener, Dr. Nitu Konwar. He informed the house that the scholarship amount given to students has been hiked. He also added that the number of passed-out students enrolled in M. Com. has also increased. He also mentioned that any contribution (in cash or kind) from Alumni that brings about progress and development to the institution results in gaining points in NAAC assessment. He therefore requested a helping hand from all faculty members so that Alumni Meet can be held regularly. The discussion then veered towards the three awards that are given annually to the meritorious students of the college:
- i. **Teachers' Inspiration Award** which carries cash prize of Rupees 10.000/- (5.000 X 2 to Best Graduate: General & Major).
 - ii. **Chinmoy Saikia Memorial Award** which carries cash prize of Rupees 10.000/- (Awarded to the highest scorer in Accountancy).
 - iii. **Rupak Dutta Memorial Award** which carries cash prize of Rupees 5.000/- (Awarded to the highest scorer in Business Management).

But the award distribution of the last two years is yet to be done due to unavoidable circumstances like the disturbances caused due to CAA and the ongoing COVID-19 pandemic. The house unanimously agreed that the program to felicitate the meritorious students should be conducted very soon.

Moreover, the house further resolved to give a Motivational Award to Dasrath Kumar, a student of B. Com. 3rd Sem. for his outstanding performance in Cricket and for his inclusion in the under-19 Indian Cricket Team. In this regard, it was suggested that Sports Equipment like a good Cricket Bat or Shoes could be given. Mr. Rupam Sarmah is entrusted with the responsibility of getting in touch with Dasrath Kumar.

- d) The **Infrastructure & Learning Resources** Convener, Mr. Rupam Sarmah informed the house that the collection of text-books, reference books, journals and computers in the library has augmented with utilization from the RUSA grant. In addition, the RUSA grant was used to purchase and install a new Transformer, a new Generator and LED / Street lights and Almirahs.

No. of students getting scholarship has increased.

e) In his report on **Governance, Leadership and Management Committee**, Convener Dr. Sarat Borah stated that both Academic and Administrative Audit are to be done. He suggested that Employee of the Month should be declared regularly and the name should be displayed on a board. He also opined that teachers, who have been undergoing research from 2018 onwards, should be motivated for their research works through cash or kind incentives. For the purpose, a list has to be prepared.

f) Then followed the report of **Institutional Values & Best Practices Committee** presented by Joint Convener, Mrs. Mallika Das. She referred to the Self-defence Training being given to the students (both girls and boys) of the college and the publication of *Tejaswini* - an ISBN Volume by the Women Cell. She informed the members present in the meeting that the Student Clubs could not be formed this year due to the COVID-19 pandemic. Because of the lockdown, no meetings of students could be arranged.

She restated that her committee can take up

- i. Environmental Awareness through Tree Plantation, No Tobacco Zone, Low Pollution Level, Use of Jute/ Cotton Bags by students, and PM Modi's program on "No Plastic",
- ii. Fruit Garden,
- iii. Green Auditing,
- iv. Use of two kinds of dustbins-degradable & non-degradable,
- v. Renewable Energy Resources by using Solar Panels, and
- vi. Rain-water Harvesting.

In the discussion that followed, the members pointed to the advantage the college can offer in terms of location. The College premise is already a venue for Muaythai, BBA (under Dibrugarh University), IGNOU Study Centre (for UG, PG studies, etc), KKHSSOU (for UG, PG studies), DODLDU (for PG studies), CMA, etc. Various Government & Bank Examinations are also conducted in the College Campus. The only glaring disadvantage that the college has is the high tension wire that passes through the campus.

Taking active part in the discussion, the Principal enlightened the gathering that there are plans afoot to set up a Badminton Academy in the newly-constructed Indoor Stadium. Another possible venture would be the setting up of a Water Treatment Project.



The Muaythai Academy located in the college campus provides institutional distinctiveness to the institution. Further, members also referred to the financial help (on medical grounds, etc) given to needy stakeholders like Ria Das, a B. Com. 3rd Sem. Student.

Members also mentioned about other best practices that are being practiced by the College; the publication of "Aantorik" for the retired employees (that is released on the day of superannuation of the concerned employee), Teachers' Inspiration Award to brilliant students, and the existence of Employees' Welfare Fund.

- g) **The Research, Innovation & Extension Committee** could not submit its report as its Convener, Dr. G. Deka has resigned to take up a new post in KKHSSOU as Associate Professor. The members agreed that a new committee has to be formed. The house further approved the suggestion of Dr. Satya Deka taking on the responsibility of Convener of the IECGC sub-committee.

Agenda Item No. 7:

National/International Seminar on IPR

Then the matter of organizing a National Seminar on Intellectual Property Rights again cropped up. It was stated that the responsibility of organising it was entrusted to Dr. Raju Roy and Dr. K. Chetia since 18-01-2020. Dr. Neeta Lagachu Teye, IQAC Coordinator, had advised them both through phone calls, during the lockdown, to organise an IPR Webinar instead.

Agenda Item No. 8:

Briefing (Next Step after 4th Year AQAR Submission) from Dr. Nitu Konwar, Asstt. Coordinator, IQAC-CKBCC

Dr. Nitu Konwar, Assistant Coordinator of IQAC, informed the members present about the issues related to the submission of reports and SSR to NAAC. He started by saying that from 2017, the database has changed. Before the peer team visit, 70% of the Quantitative Analysis is done beforehand, and after the visit, the remaining Qualitative Analysis is made. Now, dates and numbers are accurately required. ICT use has to be increased by using projectors in the classroom. The members opined that in BBA, more use of ICT is necessary. Dr. Satya Deka suggested that at least two classes per week should be conducted for B.Com. Speciality

Students, by using the ICT mode. The Principal informed that very soon Moodle would be used in the college.

Dr. Nitu Konwar also informed the members that the submission of AQAR is only the basic step. The IIQA has to be made ready and uploaded in the website. A time limit of 45 days is given to submit Soft copy of the SSR from the date of IIQA acceptance. Soft copy of the SSR must be kept ready. If the IIQA is rejected, the institution will be given two more chances with a single fee. After the submission of SSR, Student Satisfaction Survey will commence. When 10% students respond, and 25% of data validation is done, the institution reaches the prequalifying stage. Within 30 days, data validation is to be completed. In case of submission of false data, legal action would be taken and the institution may have to pay penalty. Only when all papers are in order, and everything is found correct, the Peer Team will visit the institution.

He also pointed out that the IQAC would need the data of the accurate number of library books and its value, and the total number of journals currently subscribed. The house was also informed that publication in SCOPUS and Web of Science Journals will fetch more points in the NAAC Assessment.

The Assistant Coordinator further enlightened the house about the expenditure involved in the NAAC Accreditation Process. Rupees 29,500/- approximately is required for registration; Rupees 1, 47,500/- is required for Assessment and Accreditation; and for logistics of Peer Team, an amount of Rupees 1, 77,000/- will be required.

Principal Dr. Ranjit Sarma advised the IQAC to prepare a list of the activities that is yet to be completed so that it can be implemented as soon as possible. He remarked about the importance and relatedness of the AQARs and the SSR. He insisted that documents should be collected systematically and every faculty should lend a helping hand to the IQAC in the online AQAR submission process.

Agenda Item No. 9:

Any other matter

Finally, in the discussion on 'any other matter', Dr. Sanjib Baruah brought to the notice of the house that the Chinnoy Saikia & Rupak Dutta Memorial Award function for meritorious students should be continued along with the Teachers' Inspiration Award. The function was stalled due to the CAA unrest and COVID-19 pandemic.



The following resolutions were taken in the meeting:

Resolution No. 1: It is resolved to make Yoga Course compulsory for the holistic development of the students by including it in the Time-Table of the coming academic session.

Resolution No. 2: It is resolved to distribute the last two years' pending awards to the meritorious students of the college.

Resolution No. 3: It is resolved to give a Motivational Award (in cash or kind) to Dasrath Kumar, a student of B. Com. 3rd Sem. for his outstanding performance in Cricket and for his inclusion in the under-19 Indian Cricket Team.

Resolution No. 4: It is resolved to conduct a Short Term Course in Tally ERP 9 with GST for B.Com & BBA students.

Resolution No. 5: It is resolved to sign MOU with other institutions for knowledge exchange (for students as well as faculty), sharing of technological knowhow and academic collaboration.

Resolution No. 6: It is resolved to organize innovative activities to develop creativity in students.

Resolution No. 7: It is resolved to initiate an Expression of Interest with NIELIT for running courses that would help in building employability in ST/SC students of the college.

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

Dr. Ranjit Sarma

Principal, & Chairperson (IQAC),

CKB Commerce College

Jorhat-785001

Dr. Neela Lagachu Taye

Coordinator (IQAC)

CKB Commerce College

Jorhat-785001

(IQAC)

CKB Commerce College, Jorhat

R. Sarma
03/04/2021

N. Lagachu
03/04/2021



Principal,
CKB Commerce College
Jorhat

CKB Commerce College, Jorhat

(10th Notice)

WhatsApp Notice Given On June 12, 2020.

Agenda for the Meeting of the IQAC (with Chairpersons, & Conveners of the Sub-committees)
to be held on June 17, 2020 at 11.30 am in the Faculty Common Room:

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 IQAC Chairperson

Agenda Item No. 4:

To confirm the minutes of the last meeting of IQAC held on September 16, 2019

Agenda Item No. 5:

Discussion on the activities already carried out by the IQAC and its Sub-committees (from 17/09/2019 to 16/06/2020)

Agenda Item No. 6:

Quality improvement strategies in the following areas for the year 2020-21 (Especially at this juncture of Covid-19 Pandemic):

- a. Curriculum development
- b. Teaching and learning:
To discuss the modalities for conducting the Student Satisfaction Survey (SSS): ✓
Under Criterion II (Teaching-Learning and Evaluation) of Part-B of the revised AQAR guidelines prescribed by NAAC, Student Satisfaction Survey on overall institutional performance is required to be conducted every year and the results and the details of the same to be provided as web link).
- c. Examination and evaluation
- d. Research and Development
- e. Library
- f. ICT
- g. Physical Infrastructure
- i. Human resource management
- j. Industry interaction
- k. Student admissions

Agenda Item No. 7:

To decide preparation and publication of code of conduct / handbooks for different stakeholders

Agenda Item No. 8:

Any other item with the permission of the Chair.

Agenda Item No. 9:

Vote of Thanks from the Coordinator.

Dr. Neeta Lagachu Taye
Coordinator, IQAC-CKBCC

Coordinator
IQAC
CKB Commerce College, Jorhat



Minutes of 7th Meeting of IQAC-CKBCC (17-6-20)

Internal Quality Assurance Cell, Chandra Kamal Bezbaruah Commerce College.

Subject: 7th Meeting of IQAC

Ref. No.: 07IQAC20

Date : 17-06-2020

Venue : Teachers' Common Room

Time : 11.30 am

Minutes of the 7th meeting of the IQAC (June 17, 2020)

Item No. 1:

Signing in

IQAC Steering Committee:

Chairperson:

Dr. Ranjit Sarma, Principal

Ranjit Sarma
17/06/2020

Coordinator:

Dr. Neeta Lagachu Taye

Neeta Lagachu Taye
17/06/2020

Assistant Coordinator:

Dr. Nitu Konwar

Members:

a) Dr. Umen Dutta (Vice-Principal)

Umen Dutta

17.6.2020

b) Dr. Purabi Borthakur (Academic Vice-Principal)

c) Dr. Sarat Borah

Sarat Borah
17/6/2020

d) Dr. Gobinda Deka



e) Mrs. Gitali Hazarika

f) Dr. Satya Deka (Past IQAC Co-ordinator)

g) Dr. Kironmoy Chetia

Chetia
17/6/2020

h) Mr. Prosanto Mandal

Sub-committees:

CURRICULAR ASPECTS

Chairperson: Mr. Sobhan Saikia

Sobhan
17/6/2020

Convener: Mr. K.M. Chetia

Chetia
17/6/2020

TEACHING LEARNING & EVALUATION

Chairperson: Dr. B.S. Bhattacharyya

Convener: Mrs. Rupasree Dutta

Dr. Raju Roy

Rupasree Dutta
17-06-2020

Rajul Roy
17/06/2020

RESEARCH, INNOVATIONS & EXTENSION

Chairperson: Dr. G.K. Bordoloi

G.K. Bordoloi
17/6/2020

Convener: Dr. Gobinda Deka



INFRASTRUCTURE & LEARNING RESOURCES

Chairperson: Dr. Ranjit Sarma, Principal

Ranjan
17/6/20

Vice-Chairperson: Dr. S.K. Baruah

[Signature] 17/6/2020

Convener: Mr. Rupam Sarmah

[Signature]
17/06/2020

STUDENT SUPPORT & PROGRESSION

Chairperson: Dr. Purabi Borthakur

Convener: Mr. Nitu Konwar

GOVERNANCE, LEADERSHIP & MANAGEMENT

Chairperson: Dr. Ranjit Sarma, Principal

Convener: Dr. Sarat Borah

INSTITUTION ^{AL}VALUES & BEST PRACTICES _^

Chairperson: Dr. Ranjit Sarma, Principal

Joint Conveners: Mr. Horeswar Das

Mrs. Mallika Das



Internal Quality Assurance Cell

Chandra Kamal Bezbaruah Commerce College, Jorhat. Assam.

Subject: 7th Meeting of IQAC

Ref. No.: 07IQAC20

Date : 17-06-2020

Venue: Teachers' Common Room

Time : 11.30 am

Minutes of the 7th meeting of the IQAC (with Chairpersons & Conveners of Sub-committees) held on June 17, 2020 in the Teachers' Common Room of the College at 11.30 am.

A. Members Present:

1. Dr. Ranjit Sarma (Principal & Chairperson, IQAC)
2. Dr. (Mrs) Neeta Lagachu Taye (Coordinator, IQAC)
3. Dr. Umen Dutta (Vice-Principal)
4. Dr. G.K. Bordoloi (Chairperson, **Research Innovations & Extension**)
5. Mr. Shobhan Saikia (Chairperson, **Curricular Aspects**)
6. Dr. S.K. Baruah (Vice- Chairperson, **Infrastructure & Learning Resources**)
7. Mr. Rupam Sarmah (Convenor, **Infrastructure & Learning Resources**)
8. Dr. Sarat Borah (Convener, **Governance Leadership & Management**)
9. Dr. Raju Roy (Joint Convenor, **Teaching Learning & Evaluation**)
10. Mrs. Rupasree Dutta (Joint Convenor, **Teaching Learning & Evaluation**)
11. Dr. Kironmoy Chetia (Convenor, **Curricular Aspects**)



Minutes of the 7th meeting of the IQAC (June 17, 2020)

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 7th IQAC meeting of Chandra Kamal Bezbaruah Commerce College held in the Teachers' Common Room on 17-06-2020 was brought to order by the Chairperson of the meeting, Dr. Ranjit Sarma, Principal of the college at 11.30 am. In his opening remark, he welcomed all present in the meeting and expressed his concern over the pandemic situation caused by the uncontrollable spread of Covid-19.

Agenda Item No. 4:

To read out and confirm the minutes of the last meeting of IQAC held on September 16, 2019.

As per the agenda, the proceeding of the 6th IQAC meeting was read out by Mrs. Rupasree Dutta, Department of English. The issues related to the proceeding of the last IQAC meeting such as the College Commerce Forum, the Course on Entrepreneurship Skills, etc. was discussed.

Regarding the Commerce Forum of the College, the members voiced concern over its existence and functioning. The house agreed that more activities should be taken up by this forum and record of activities should be carefully maintained. It was also pointed out that a committee for the Commerce Forum should be constituted in the Staff Meeting.

The course on Entrepreneurship Skills that was supposed to be held from 17-03-2020 in collaboration with Assam Agricultural University had to be postponed at the eleventh hour because of the declaration of lockdown by the government due to the outbreak of Covid-19. This was a second postponement as the first date that was



scheduled for the course was 15-12-2019 and this too was postponed due to the unprecedented CAA protest. The house therefore opined that arrangements can be made, if possible, to conduct the Entrepreneurship Skills Development course in the online mode.

Regarding the Spoken and Communicative English Course to be conducted online in collaboration with NIELIT, the Chairperson advised that dates and time be fixed as per convenience of both the parties and the expediency of the students.

The minutes of the last meeting was approved after the above discussion.

Agenda Item No. 5:

Discussion on the activities already carried out by the IQAC and its Sub-committees (from 17/09/2019 to 16/06/2020)

- I. On September 28, 2019 an Interactive cum Awareness Program on **Draft New Education Policy, Govt. of India** was jointly organized by North Jorhat Senior Citizens Association and IQAC, Chandra Kamal Bezbaruah Commerce College, Jorhat. The program was graced by well-known citizens, headmasters, teachers and students from various schools and colleges. (Total number of attendees: 90)

10 students of the college participated in the event.

Faculty Coordinator:

Dr. Neeta Lagachu Taye

Faculty Participants:

- (i) Dr. Ranjit Sarma (Principal)
- (ii) Dr. GK Bordoloi
- (iii) Mrs. Gitali Hazarika
- (iv) Mr. Dimbeswar Bora
- (v) Dr. Raju Roy



- II. On October 02, 2019 the 150th Birth Anniversary of Mahatma Gandhi was observed with a *Fit India Plogging Run* by Students & Teachers. Spearheaded by the CKBCCSU leaders, 40 students joined in the cleaning cum jogging drive covering about 2kms.

Faculty Coordinators:

- a) Dr. Sarat Borah
- b) Mr. Dimbeswar Bora
- c) Mr. Prosanto Mandal

Faculty Participants:

- (i) Dr. Ranjit Sarma (Principal)
- (ii) Dr. Sanjib Baruah
- (iii) Mr. Sobhan Saikia
- (iv) Dr. Horeswar Das
- (v) Dr. Neeta Lagachu Taye

- III. On October 16, 2019 Dr. Purabi Borthakur & Dr. Neeta Lagachu Taye attended the TEQIP III Sponsored **One-Day Talk Cum Workshop** on **“Gender Sensitization & Women’s Empowerment”** organized by EAP Cell & Women Cell of Jorhat Engineering College, Jorhat. The Resource Person of the Workshop was renowned feminist, Kamla Bhasin of South Asian Feminist Network.

- IV. *A Talk on Gender Sensitization and Sexual Harassment* was organized on October 21, 2019 by Student Support and Progression Committee, IQAC, Chandra Kamal Bezbaruah Commerce College, Jorhat. Mrs. Chandana Kaushik Baruah, Asstt. Public Prosecutor, Jorhat Bar Association, was the Resource Person.
100 students participated in the event.



Faculty Coordinators:

- a) Dr. Purabi Borthakur
- b) Dr. Nitu Konwar

Faculty Participants:

- (i) Dr. Ranjit Sarma (Principal)
- (ii) Mrs. Gitali Hazarika
- (iii) Mr. Prosanto Mandal
- (iv) Dr. Neeta Lagachu Taye

- V. On October 22 & 23, 2019 a Two-Day National Level Training & Championship Program cum Personality Development & Career Planning Workshop was organized by IQAC, Chandra Kamal Bezbaruah Commerce College in association with Entrepreneurship Cell, IIT Kanpur & DC Crackers, Gurgaon. Mr. Niyaz Qureishi, Personality Development Trainer and Motivational Speaker, was the Resource Person. Certificates were awarded to the 100 participating students at the end of the workshop.

Faculty Coordinators:

- a) Dr. Neeta Lagachu Taye
- b) Dr. Kironmoy Chetia
- c) Mr. Prosanto Mandal

- VI. A 15-Day Faculty Development Program on *'E-Content Development and Use of ICT'* was organized by IQAC, Chandra Kamal Bezbaruah Commerce College, and conducted by NIELIT (National Institute of Electronics and Information Technology), Jorhat from October 25, 2019 to November 14, 2019. Teachers from various colleges also participated in the FDP.

Faculty Coordinator:

Dr. Neeta Lagachu Taye

Total Participants: 40



- VII. On November 05, 2019 a ***Youth Camp for Inner Awareness & Personal Growth*** was organized by Sri Aurobindo Society, Jorhat Centre in collaboration with Chandra Kamal Bezbaruah Commerce College. 70 students participated in the event.

Faculty Coordinators:

- a) Mr. Dimbeswar Bora
- b) Mr. Prosanto Mandal

- VIII. On November 5, 2019 a Street Play on AIDS Awareness was organized by Majuli-based organization, ***Replica*** (an organization promoting folk artists in Assam) in the premises of Chandra Kamal Bezbaruah Commerce College, Jorhat. A brilliant performance was enacted by the artists in the presence of Faculty, students and non-teaching staff.

- IX. On November 5, 2019 the English Department Wall Magazine. ***The Quill*** was unveiled for public view in the presence of the Principal, students and a few faculty members. ***The Quill*** was unveiled by Dr. Adil- Ul Yasin(?) of ...University and member of Aurobindo Society.

- X. On November 06, 2019 on the occasion of Vigilance Awareness Week, an ***Essay Writing Competition*** on the topic "***Corruption in Public Life: A Menace***" was organized in the college under the sponsorship and management of UCO Bank, Jorhat Zonal Office. 20 students participated in the competition.

Faculty Coordinator: Mrs. Rupasree Dutta

- XI. On November 14, 2019 Chandra Kamal Bezbaruah Commerce College, Jorhat observed Children's Day on November 14, 2019 at Kahar Gaon Senior Basic School under N0. 50 South-East Charaibahi Gaon Panchayat. A day-long programme was organised collaboratively by the Village Adoption Committee and NSS wing of the college under the supervision of Mr. D. Borah and Dr. Nitu Konwar, faculty members of the college. Speaking on the occasion, Dr. Ranjit Sarma, Principal of the college,



stressed the importance of character formation with positive attitude. Prizes were distributed to the winners of various competitions where five schools from the above-mentioned Panchayat participated. 25 students of the college also participated in the program.

Faculty Coordinators:

- a) Mr. Dimbeswar Bora
- b) Dr. Nitu Konwar

Faculty Participants:

- i) Dr. Ranjit Sarma (Principal)
- ii) Dr. Satya Deka
- iii) Dr. Beauty Bhattacharyya
- iv) Mrs. Gitali Hazarika
- v) Dr. Neeta Lagachu Taye
- vi) Mrs. Rupasree Dutta

- XII. A 10-Day Training on '*Office Automation and Soft Skills*' for Office Staff was organized by IQAC, Chandra Kamal Bezbaruah Commerce College, and conducted by NIELIT (National Institute of Electronics and Information Technology), Jorhat from November 25, 2019 to December 6, 2019.

Faculty Coordinator: Dr. Neeta Lagachu Taye

Total Participants: 06

- XIII. On December 8, 2019 a Mega Free Medical Camp was conducted in 2 No. Chowdang Chetia Gaon, Baghchung for the benefit of the adopted villages of the College. The camp was jointly organized by Rotary Club of Jorhat and IQAC, Chandra Kamal Bezbaruah Commerce College in partnership with Red Cross Society, Jorhat, Niramoy Hospital & Research Centre, Jorhat and Sanjivani Hospital, Jorhat. More than hundred beneficiaries took advantage of the medical facilities provided which included Blood Sugar Test, Blood Grouping, BP Test, etc. Free medicines were also distributed to the needy patients.



5 students of the College participated in the Mega Free Medical Camp.

The Doctors and Nurses who provided exemplary service were:

- a) Dr. Nabaneeta Baruah (Medicine)
- b) Dr. Dhrubajyoti Bora (Paediatrics)
- c) Dr. Pranab J. Kurmi (Dental)
- d) Dr. Banamita Baruah (Ophthalmologist)
- e) Dr. Gautam Hazarika (Orthopaedics)
- f) Dr. Rahi Dutta (Gynaecologist)
- g) Dr. Dipak Chakraborty (Red Cross Society, Jorhat)
- h) Ms Rekha Sen (Nurse, Red Cross Society, Jorhat)
- i) Ms Pompei Dutta (Nurse, Sanjivani Hospital)
- j) Ms Hima Deori (Nurse, Sanjivani Hospital)

Faculty Coordinators:

- a) Dr. Satya Deka
- b) Mr. Dimbeswar Bora
- c) Dr. Neeta Lagachu Taye
- d) Dr. Nitu Konwar

Faculty Participants:

- i) Dr. Ranjit Sarma (Principal)
- ii) Dr. Purab iBorthakur
- iii) Dr. Sanjib Baruah
- iv) Dr. GK Bordoloi
- v) Mr. Sobhan Saikia
- vi) Mrs. Gital iHazarika

XIV. On February 1 & 2, 2020 the Teachers of the College enthusiastically participated in the 35th Jorhat Teachers' Meet organized by AAU, Jorhat.

XV. College Week was conducted in the College from February 3, 2020 to February 8, 2020. The College saw an unprecedented participation of



students and teachers in the various events organized by the CKBCCSU & Teachers-in-Charge.

XVI. Founder Principal Madhav Chandra Chakraborty Memorial Lecture was organized on February 6, 2020 the 56th Foundation Day of the College. The topic of the lecture was **“Role of Students in the Uplift of the Present Society with Special Reference to Assam”** and the Speaker invited on the occasion was Dr. Apurba Borah, Associate Prof., Department of Assamese, Jorhat Kendriya Mahavidyalay, Jorhat. The more than 1000 participants in the event consisted of retired Principals of the College, retired Faculty, invited guests, alumni of the college and current students and teachers.

XVII. On February 6, 2020 itself, Aastha, the Women Cell of the College, published its first book with ISBN named *Tejaswani*. The theme of the book was **“The Contribution of Indian Women in Making New India”**. The Chief Editor of the maiden publication was the Coordinator of Aastha (2019-20), Mrs Gitali Hazarika.

XVIII. On February 19, 2020, Department of Accountancy invited Dr. Chimun Kumar Nath of Dibrugarh University for a Counselling Session on ‘Job Preparedness’ for the benefit of its B. Com.VI Semester students.

Faculty Coordinator: Dr. Horeswar Das

XIX. In March, B & A Ltd. offered a one-time scholarship of Rs. 60,000/- each (5,000/- each for 12 months), to two bright students of the college studying in B. Com. 2nd & 4th Sem. namely Miss Rita Das & Mr. Nishan Kumar Bhattacharjee respectively.

XX. On March 3, 2020 a Motivational Seminar on “Personal Development” was organized by The Assam Kaziranga University in collaboration with TLEC (IQAC) of the College. The Speaker was Kula Prasad Bora, Deputy Manager (Admissions). Ms. Rumi Devi of KU was also present as facilitator.

30 students actively participated and interacted in the program.



Faculty Coordinator: Mrs. Rupasree Dutta

XXI. On March 7, 2020 an **Inter College Poster Competition on "Gender Sensitization"** was conducted by the Women's Cell of JB College (Autonomous), Jorhat. The College got a special prize in this competition. 16 BBA & B.Com students of the College participated in the Competition.

XXII. On March 8, 2020 International Women's Day was observed in the college on the theme: Each to Equal. The girl students actively participated in the program and a few spoke out their innermost thoughts on the theme.
34 girl students were present.

Faculty Co-ordinator:

Mr. Dimbeswar Bora (Welcome Speech motivating the girl students)

Faculty Participants:

- a) Dr. Purabi Borthakur (Gave a Speech on Significance of Women's Day)
- b) Dr. Neeta Lagachu Taye (Recited a Hindi poem composed by an acclaimed poet, Dr. Anu Goyal of Panchkula, Haryana on the occasion of Women's Day).

XXIII. On March 14, 2020 a **Workshop on Interview Skills** was conducted by Assam Down Town University for the BBA students.
30 students participated in the Workshop.

Faculty Coordinators:

- a) Mr. Sarangapani Phookan.
- b) Mrs. Munmi Bordoloi



- XXIV. On March 15, 2020 the IQAC, Chandra Kamal Bezbaruah Commerce College finally submitted ONLINE the AQAR of 2018-19 after due permission from the Management.
- XXV. The **Soft Skills & Communicative English Course**, generally conducted in March-April every year, has been delayed due to the Covid-19 Pandemic. The Programme Co-ordinator of this year's Course, Mrs. Rupasree Dutta had earlier co-ordinated with NIELIT for conducting the course from March 16, 2020 to April 01, 2020.
- XXVI. On March 18, 2020 two teams of College Faculty went to two different areas of Jorhat to disseminate awareness on Covid-19. One team went to Puronimati area in the outskirts of Jorhat while the other team went to the adopted villages of the college to spread awareness on Covid-19 and also distributed soaps and advisory leaflets to individual households.

Faculty Participants: (Puronimati)

- a) Dr. Sanjib Baruah
- b) Mr. Sobhan Saikia
- c) Dr. Sarat Borah
- d) Dr. Horeswar Das
- e) Mr. Rubul Saikia
- f) Dr. Raju Roy

Faculty Participants: (Chetia Gaon)

- i) Dr. Satya Deka
- ii) Mr. Dimbeswar Bora
- iii) Dr. Neeta Lagachu Taye
- iv) Mrs. Rupasree Dutta
- v) Dr. Nitu Konwar



XXVII. On April 06, 2020 food items were distributed by Teaching Faculty of the College in association with HELP (an NGO) in Panichukwa area in the wake of Covid-19.

Faculty Participants:

- a) Dr. Horeswar Das
- b) Dr. Sanjib Baruah
- c) Mr. Shobhan Saikia
- d) Dr. Raju Roy
- e) Mr. Rubul Saikia
- f) Mr. Prosanto Mandal

XXVIII. On April 27, 2020 under the leadership of the Principal of the College, and in association with AASU, Jorhat; food items were distributed to 70 households affected by the Covid-19. The households belonged to Pangiriya, Bezgaon, & Uttuliya -all adopted Villages of the college. 10 Students of the college also participated in the benevolent service.

Faculty Participants:

- a) Dr. Ranjit Sarma (Principal)
- b) Dr. Sanjib Baruah
- c) Dr. Purabi Borthakur
- d) Dr. Beauty Bhattacharyya
- e) Dr. Sarat Borah
- f) Mr. Gitali Hazarika
- g) Dr. Satya Deka
- h) Mr. Dimbeswar Borah
- i) Dr. Neeta Lagachu Taye

XXIX. In the month of May, the IQAC, Chandra Kamal Bezbaruah Commerce College in collaboration with Rotary Jorhat organized a National level Prize Money Online Essay Competition (in English & Assamese) for Higher Secondary and Graduate Level students. The topic



of the essay competition was **"Post Covid-19 Life: Will the World be the Same Again"**. The competition attracted an overwhelming 100 participants from different colleges of India. 3 prizes each were given to both the English and Assamese categories. The results were made public on June 5, 2020 (World Environment Day)

Faculty Co-ordinators:

- a) Mrs. Gitali Hazarika
- b) Dr. Neeta Lagachu Taye

XXX. On June 4, 2020 on the occasion of 12th Foundation Day of Aastha, the Women Cell organized a prize money intra-college **Lockdown Photography Competition** for the students. The theme of the competition was **"Today's World through Your Window"**. The winners were-
 First prize (Rupees 1500/-): Paran Hazarika (B. Com. 2nd Semester)
 Second prize (Rupees 1200/-): Abhisek Borah (B.B.A. 2nd Semester)

Faculty Co-ordinator:

Mrs. Gitali Hazarika

Agenda Item No. 6:

Quality improvement strategies in the following areas for the year 2020-21 (Especially at this juncture of Covid-19 Pandemic):

a. Curriculum Development:

In the discussion, it was opined that the college authorities have little to do with the curricular aspects since the curriculum of different courses are designed and developed by Dibrugarh University under which the college is affiliated to.

b. Teaching and Learning:

The house decided to continue with online classes. Moreover, the Chairperson commented that LMS (Learning Management System) should be used to the optimum.

To discuss the modalities for conducting the Student Satisfaction Survey (SSS): For the purpose, the online method of survey is to be adopted. The Chairperson

suggested seeking the services of Mr. Himangshu Bharali, office staff of the college on this matter. The data thus generated can be accessed through Excel-sheet. The students can then send their responses through the College App.

c. Examination and Evaluation:

As per Dibrugarh University guidelines and directives, the end semester examination of B.Com & BBA VI Semester will be conducted online and the dates will be finalized soon.

d. Research and Development: On February 6, 2020 itself, Aastha, the Women Cell of the College, published its first book with ISBN named *Tejaswani*. The theme of the book was **"The Contribution of Indian Women in Making New India"**. The Chief Editor of the maiden publication was the Coordinator of Aastha (2019-20), Mrs Gitali Hazarika.

e. Library:

Books worth rupees 3 lakhs have been purchased for the Library. A set of computer and server has also been newly added. The chairperson further informed that a few steel almirahs /book shelves will be bought soon. The members present in the meeting opined that INFLIBNET services should be provided and regular checking done to ensure that students have accessed it.

f. ICT:

For systematic and error-free maintenance of Income Tax records, software integration is done. A server is brought for LAN in the office.

g. Physical Infrastructure:

An update was given to the house by the Chairperson that the **RUSA- approved building** which is under construction has progressed up to the plinth level. Regarding other construction works, it was stated that the construction of the **dining room of the Girls' Hostel** is in progress and the **Indoor Stadium** is nearing completion with the floor and white-washing done. The house was further informed that a **new toilet block** has been constructed for the students, and the construction of the **Auditorium** will also resume soon for completion of the acoustic works. He also appraised the house that a new generator/ transformer have been purchased for the college and the



old one has been given for use in the Girls' Hostel. New ACs was purchased for the Teachers' Common Room and the office. The IGNOU & Women Cell rooms have been modified. The departments of Bengali & Hindi have been given a makeshift space in the balcony of the first floor of the Administrative Block for their academic works. Last but not the least, the playground is cleaned, leveled and a mowing machine purchased for its regular maintenance. The college garden is beautified by growing new plants and plantations. A considerable number of saplings are purchased for this beautification. *Most of the above development in infrastructure was possible because of RUSA grant of 2.0.*

i. Human Resource Management:

The roster for filling up the four vacant posts in the respective Teaching departments has been approved by the government. The advertisements for these four posts can be given in the Newspapers after completion of the necessary formalities.

j. Industry Interaction:

In March, B & A Ltd. offered a one-time scholarship of Rs. 60,000/- each (5,000/- each for 12 months), to two bright students of the college studying in B. Com. 2nd & 4th Sem. namely Miss Rita Das & Mr. Nishan Kumar Bhattacharjee respectively.

k. Student Admissions:

The house was told that the online process of admission to B. Com. First Sem. had already started. The admissions were to be given free as per the directives of the government. Fees and details of admissions into the Girls' Hostel are still unclear as the world is still in the throes of the pandemic. All other details of the college, prospectus, admission form, etc. would be available in the website from this year.

Agenda Item No. 7:

To decide preparation and publication of code of conduct / handbooks for different stakeholders:

The responsibility for preparing the code of conduct / handbooks for different stakeholders was entrusted to the Coordinator, IQAC.



Agenda Item No. 8:

Any other item with the permission of the Chair:

The IQAC Coordinator suggested that an association of ex-teachers of the college can be formed and a get-together event for the retired employees of the college can be organized annually. The house welcomed the suggestion. With many teachers having retired and some on the verge of superannuation, the Coordinator expressed that the IQAC committee will need a revamp soon.

The members expressed grave concern over the mental health of the students in the midst of the COVID-19 pandemic. Discussions were afoot on inviting psychologists like Dr. Dipjyoti Borah, Dr. Adi Sharma, etc. to hold sessions for students on Google Meet. This will ensure their mental health to some extent. A Mental Health/ Counseling Cell, which will include the CKBCC Women Cell members, will be constituted as soon as possible so that counseling on a one-to-one basis with students can be started immediately.

The following resolutions were taken in the meeting:

Resolution No. 1: The house resolved to entrust the responsibility of preparing a code of conduct / handbooks for different stakeholders to the IQAC Coordinator, Dr. Neeta Lagachu Taye.

Resolution No. 2: It is resolved to constitute a Counseling Cell for the Mental Well-being of the students.

Resolution No. 3: It is resolved to publish a book with ISBN.

Resolution No. 4: It is resolved to organize National Seminars.

Resolution No. 5: It is resolved to organize more Student Development Programs.

Resolution No. 6: It is resolved to apply for B.A. & M.Com in Distance and Regular Mode.
The Coordinator expressed her sincere thanks to the Chairperson and members present in the meeting for their interactive and meaningful cooperation.

R. Sarma
30.12.2020
Dr. Ranjit Sarma
Principal, & Chairperson (IQAC),
CKB Commerce College
Jorhat-785001

Principal
CKB Commerce College
JORHAT

Nagachu
30.12.2020
Dr. Neeta Lagachu Taye
Coordinator (IQAC)
CKB Commerce College
Jorhat-785001


Coordinator
IQAC
CKB Commerce College, Jorhat

9th NOTICE (IQAC-2019)

The 6th meeting of the IQAC, Chandra Kamal Bezbaruah Commerce College, is convened on 16/09/2019 (Monday) at 2.00 pm in the Teachers' Common Room. The members of the IQAC core committee are requested to attend the aforesaid meeting. *Digital*

Agenda:

1. Signing in
2. Taking of the Chair by the Chairperson
3. Opening Remarks from the Chairperson
4. Reading out and Confirmation (Approval) of the minutes of the last meeting held on 15/06/2019
5. Action Taken
6. Committee-wise discussion on activities already carried out
7. Committee-wise discussion on future activities to be implemented
8. Any other matter with the permission of the Chair
9. Vote of Thanks from the Coordinator.


02/09/19
Dr. Ranjit Sarma
Principal, & Chairperson (IQAC)
CKB Commerce College
Jorhat-785001


02/09/19
Dr. Neeta Lagachu Taye
Coordinator (IQAC)
CKB Commerce College
Jorhat-785001


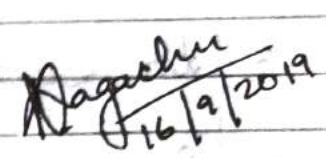
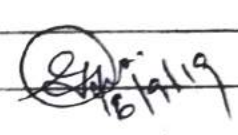

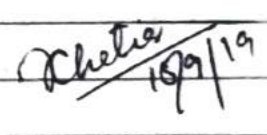
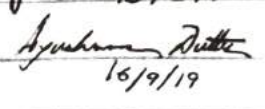
Coordinator
IQAC
CKB Commerce College, Jorhat



6th Meeting of the IOAC (Core Committee):
Dated : September 16, 2019. Time : 2.00 PM.

IOAC Members

Signature

1. Dr. Ranjit Sarma
(Principal & Chairperson) P

2. Dr. Neeta Lagachu Taye
(IOAC Coordinator) P

3. Dr. Sarat Borah (Member) P
4. Dr. Gobindo Deka (Member) P

5. Mrs. Gitali Hazarika (Member) P
6. Dr. Satya Deka (Member)
Former Coordinator P

7. Dr. Kironmoy Chetia (Member) P

8. Mr. D. P. Gattani
(Industrialist Member)
9. Mr. B. C. Saikia (Alumni Member)
10. Ms. Tindisha Mahanta
(Administrative Staff)
11. Ayfad Ahmed (Vice-President, CKBCCSU)
JYOTI KOIRI (Girls Common Room Secretary)
12. Ayushman Dutta (G.S., CKBCCSU ") P




Advisory Members

Signature

1. Dr. Umen Dutta
(Vice Principal)

2. Dr. P. Borthakur
(Academic V-P)

~~P. Borthakur~~
16/9/19

3. Dr. Sanjib Baruah

4. Dr. G. K. Bordoloi

~~G. K. Bordoloi~~
16/9/19



Internal Quality Assurance Cell, Chandra Kamal Bezbaruah Commerce College.

Subject : 6th Meeting of the IQAC (Core Committee)

Ref. No.: 06IQAC19

Date : 16-09-2019

Venue : Digital Room

Time : 2.00 pm

Minutes of the 6th meeting of the IQAC held on September 16, 2019 in the Digital Room of the College at 2.00 pm.

A. Members Present:

1. Dr. Ranjit Sarma (Principal & Chairperson, IQAC)
2. Dr. (Mrs) Neeta Lagachu Taye (Coordinator, IQAC)
3. Dr. (Mrs) Purabi. Borthakur (Member & Academic Vice Principal)
4. Dr. G.K. Bordoloi (Member)
5. Dr. Sarat Borah (Member)
6. Dr. Gobindo Deka (Member)
7. Mrs. Gitali Hazarika (Member)
8. Dr. Satya Deka (Member & Past IQAC Coordinator)
9. Dr. Kironmoy Chetia (Member)
10. Mr. Arfad Ahmed (Vice President, CKBCCSU 2018-19)
11. Mr. Ayushman Dutta (General Secretary, CKBCCSU 2018-19)
12. Miss Jyoti Koiri (Girls' Common Room Secretary, CKBCCSU 2018-19)



Minutes of the 6th meeting of the IQAC (September 16, 2019)

Item No. 1: Signing in

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

Item No. 3: Opening Remarks from the IQAC Coordinator

The 6th IQAC meeting of Chandra Kamal Bezbaruah Commerce College held on 16-09-2019 started with the welcome address given by the IQAC Coordinator, Dr. Neeta Lagachu Taye. Taking the chair, the new Principal of the College, who is also the Chairperson of IQAC, welcomed the members and spoke about the need of Feedback Analysis, a separate room for IQAC and a Master Plan of the college.

Item No. 4: Reading out, and Confirmation of the Minutes of the 5th meeting held on June 15, 2019 and Action Taken.

The proceeding of the 5th meeting held on June 15, 2019 was read out by Dr. Kironmoy Chetia and it was approved after discussion.

Item No. 5: Discussion on the activities already carried out by the Committees and Sub-committees (from 16/06/2019 to 15/09/2019)

- a) A **Workshop on Yoga for Health** was organised from **June 18, 2019 to June 21, 2019** by the NSS Wing of the college in association with Vivekananda Kendra, Kanyakumari, Jorhat Chapter.
- b) On **June 26, 2019** a **Legal Awareness Program** was organized by District Legal Services Authority (DLSA) in association with T.I In Tandem, Jorhat under Assam State AIDS Control Society (ASACS) on the occasion of **International Day Against Drug Abuse & Illicit Trafficking** in Chandra Kamal Bezbaruah Commerce College, Jorhat.
- c) On **June 29, 2019** an **Awareness cum Interaction Program** on **Cyber Crime and Cyber Security** was organized in the College.
- d) On **August 08, 2019** four teachers from the college attended the **Faculty Knowledge Sharing Program** hosted by ICFAI Business School in The Manor, Jorhat.



Item No. 6: Suggestions & Views of Members

Dr. Umen Dutta, Vice-Principal of the College queried about the existing Commerce Forum and its functioning. The Principal gave his assurance that he would look into the matter.

Item No. 7: Committee-wise discussion on future activities to be implemented

In the discussion of **Curricular Aspects Committee**, the importance of taking feedback from employers like Brijesh Poddar (CA), Assam Agricultural University, State Bank of India, etc., (who has alumni from the college in their payroll), was suggested by the Coordinator. Principal, Dr. Ranjit Sarma, stressed on making the feedback simple and bilingual (both English & Assamese). He further suggested taking of online feedback of teachers and students. The house agreed on the display of name and face of Faculty members on a board/banner for proper identification by students. A consensus was arrived that the feedback of teachers and students is to be done and collected by the TLE Committee, Curriculum & Employer by the Curricular Aspects Committee, and of Parents & Alumni by the Student Support & Progression Committee.

Teaching Learning & Evaluation Committee (TLE): Members opined that the Felicitation Program for the meritorious students should be organised soon. The house accepted that Field Projects & Study should be conducted yearly. Student members present in the meeting suggested about conducting sessional exams in the morning hours and continuation of classes in the afternoon. The Principal said that the Faculty should start creating e-content of teaching materials such as soft copies of lectures, modules, and recording of lectures. He suggested that teachers should record their lectures in a phased manner before going on leave so that classes are not hampered during their absence. The house suggested that the Facebook account of the college should be made official and Mr. Prosanto Mandal is entrusted with this responsibility. The Principal, Dr. Ranjit Sarma, further stated that starting of an e-journal with RUSA grant from next year is also of utmost requirement of the college.

Research Innovation & Extension Committee:

The formation of a separate Research Committee in the college was discussed. It was also suggested that economic assistance should be given to faculty members for research activities like financing one publication of a teacher, etc. The Principal told that earlier an amount of Rs. 1 lakh was provided to colleges to aid teachers in attending seminars and conferences. He also stated that from next year, teachers will be advised to attend Refresher / Orientation Courses during the semester breaks. The Principal informed about starting an Incubation Centre



where there would be high speed internet computer facility and experts. The discussion also revolved around the proposed support to be offered by SIDBI for organising programs for developing entrepreneur skills.

Infrastructure & Learning Resources Committee: The house discussed about the lack of budget for infrastructure and learning resources. It was suggested that the budget be prepared earlier from the next year. The Principal asked everyone present to contact Prodip Dutta, office staff, for details of budget vis-à-vis infrastructure.

Student Support & Progression Committee: The house agreed that to accelerate the rate of Campus Placement, an active Career Counsellor is required. Along with the Placement Cell, the Student Support & Progression Committee should take up this responsibility on a war footing from the current session.

Governance, Leadership & Management Committee: The procedure of working of the IQAC was also discussed. Any plan or decision of any undertaking is to be taken by the IQAC. The latter can place before the Principal for suggestion and implementation. If needed, IQAC can place its proposal(s) directly before the GB. The Principal further said that Academic Audit is to be done at the earliest.

Regarding **Institutional Values & Best Practices Committee;** Members agreed that Green Audit of the college is to be done immediately. Both the common and botanical names of the various plants in the college campus should be displayed. The house decided to entrust the responsibility of naming the trees in the college campus to Associate Prof. Mr. Rupam Sarmah. The need for planting more medicinal plants in the campus was also articulated in the meeting.

Item No. 8: Any Other Matter

The house opined that the Grievance Redressal Cell needs to be revamped and a new committee formed. Signing of an MOU with NIELIT for a course in e-content, module software and other services was also discussed. The house also deliberated on the induction of new members to the IQAC core committee because of vacancy due to retirement, etc. A unanimous decision was arrived to induct Dr. Nitu Konwar as Assistant Coordinator, IQAC.

The following resolutions were taken in the meeting:

Resolution No. 1: It is resolved to start an E-Journal from the next academic session.

Resolution No. 2: The house resolved to entrust the responsibility of naming the plants/trees in the college campus to Mr. Rupom Sarmah, Associate Prof., Department of Statistics & Maths.



Resolution No. 3: It is resolved that the following will be members of the Grievance Redressal Cell:

- a) Dr. Ranjit Sarma (Principal)- Chairperson
- b) Dr. Beauty Bhatta (Member)
- c) Dr. Raju Roy (Member)

Resolution No. 4: It is resolved to instate Dr. Nitu Konwar as Assistant Coordinator, IQAC-CKBCC.

Resolution No. 5: It is resolved to publish a book with ISBN.

Resolution No. 6: It is resolved to organise a National Seminar.

Resolution No. 7: It is resolved to organise Awareness Programs & Activities relevant to Society.

Resolution No. 8: It is resolved to organise more Student Development Programs.

The meeting concluded with a vote of thanks from the IQAC Co-ordinator, Dr. Neeta Lagachu Taye.

Accepted

Ranjit Sarma
17-06-2020

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

Principal
CKB Commerce College
JORHAT

Neeta Lagachu
17/06/2020

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

Coordinator
IQAC
CKB Commerce College, Jorhat



8th NOTICE (IQAC-2019)

The 5th


meeting of the IQAC, CKB Commerce College, is convened on 15/06/2019 (Saturday) at 12.00 noon in the Teachers' Common Room. The Chairpersons, Conveners and Members of the respective committees are 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 and Confirmation (Approval) of the minutes of the last meeting held on 30/11/2018
5. Action Taken
6. Committee-wise discussion on activities already carried out
7. Committee-wise discussion on future activities to be implemented
8. Any other matter with the permission of the Chair
9. Vote of Thanks from the Coordinator.



Dr. Umen Dutta
Principal (i/c), & Chairperson (IQAC)
CKB Commerce College
Jorhat-785001

 **Principal**
CKB Commerce College
Jorhat




07-06-2019

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


Coordinator
IQAC
CKB Commerce College, Jorhat

IQAC meeting convened on 15/06/2019 (Saturday) at 12.00 Noon in the Digital Room of the College.

A. Members Present:

Signature with Date

1. Dr. Umen Dutta (Principal i/c)


15.6.2019

2. Dr. (Mrs) P. Borthakur
(Chairperson, Student Support & Progression)

Absent (not well)

3. Mr. Shobhan Saikia
(Chairperson, Curricular Aspects)


15/6/19

4. Dr. G.K. Bordoloi
(Chairperson, Research Innovations & Extension)


15/6/19

5. Dr. S.K. Baruah
(Vice-Chairperson, Infrastructure & Learning Resources)

*Absent
(busy in conducting
S&NOU exams)*

6. Dr. (Mrs.) B.S. Bhatta
(Chairperson, Teaching, Learning & Evaluation)


15/6/2019

7. Dr. Sarat Borah
(Convener, Governance Leadership & Management)


15/6/2019

8. Dr. Gobinda Deka
(Convener, Research Innovations & Extension)

Carroll leave

9. Mr. Rupam Sarmah
(Convener, Infrastructure & Learning Resources)

Absent

10. Mrs. Gitali Hazarika (IQAC Member)


15/6/19

11. Mr. Horeswar Das
(Jt. Convener, Institutional Values & Best Practices)

Absent



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

Subject: 5th Meeting of IQAC

Ref. No.: 05IQAC19

Date : 15-06-2019

Venue: Digital Room

Time : 12.20 PM

Minutes of the 5th meeting of the IQAC (along with sub-committee members) held on June 15, 2019 in the Digital Room at 12.20 PM.

A. Members Present:

1. Dr.Umen Dutta (Principal [i/c] & Chairperson, IQAC)
2. Mr.ShobhanSaikia
(Chairperson, Curricular Aspects)
3. Dr. G.K. Bordoloi
(Chairperson, Research Innovations & Extension)
4. Dr.(Mrs.) B.S. Bhatta
(Chairperson, Teaching, Learning & Evaluation)
5. Dr.Sarat Borah
(Convener, Governance Leadership & Management)
6. Mrs.GitaliHazarika (IQAC Member)
7. Mrs.Mallika Das
(Jt. Convener, Institutional Values & Best Practices)
8. Mr. D. Borah (Member)
9. Dr. (Mrs) Neeta LagachuTaye
(Coordinator, IQAC)
10. Dr.Raju Roy
(Jt. Convener, Teaching, Learning & Evaluation)
11. Mrs.Rupasree Dutta
(Jt. Convener, Teaching, Learning & Evaluation)
12. Mr.ProsantoMandal (Member)
13. Dr.KironmoyChetia
(IQAC Member& Convener, Curricular Aspects)
14. Mr.NituKonwar
(Convener, Student Support & Progression)



Minutes of the 5th meeting of the IQAC (June 15, 2019)

15. Mrs.Barsha Borah (Member)

16. Mrs. R. Borthakur (Librarian)

B. Following members could not attend the meeting due to their pre-occupations.

1. Dr. (Mrs) P. Borthakur(Taken ill)
(Chairperson, Student Support & Progression)
2. Dr. S.K. Baruah(Busy in IGNOU duty)
(Vice- Chairperson, Infrastructure & Learning Resources)
3. Dr.GobindaDeka(Casual Leave)
(Convener, Research Innovations & Extension)
4. Mr.RupamSarmah(Absent)
(Convener, Infrastructure & Learning Resources)
5. Mr.Horeswar Das (Absent)
(Jt. Convener, Institutional Values & Best Practices)
6. Dr.SatyaDeka(Casual Leave)
(Former IQAC Coordinator & IQAC Member)
7. Mr.RubulSaikia (Member) (Absent)



* The IQAC Coordinator, Dr. Neeta Lagachu Taye, informed the house that AGARs of 2016-17 and 2017-18 were submitted to NAAC on 13.12.2018 & 29.12.2018 respectively after taking due permission from the College Management Body.

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Minutes of the 5th meeting of the IQAC (June 15, 2019)

Item No. 1: Signing in

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

Item No. 3: Opening Remarks from the Chair

The IQAC meeting held on 15-06-2019 was brought to order by the **Chairperson, Dr. Umen Dutta** at 12: 20 pm. In his opening remarks, Dr. Umen Dutta, who is also the Principal (i/c), requested for valuable advice and comments from the members present. He further added that IQAC meetings should be held more regularly. *

Item No. 4: Reading out and Confirmation of the Minutes of the 4th meeting held on November 30, 2018 and Action Taken

The proceeding of the 4th meeting held on **November 30, 2018** was read out by Dr. Kironmoy Chetia. It was accepted after minor modifications.

In pursuance of the resolutions taken in the previous meeting, the following steps were taken:

- a) As per the first resolution of the last meeting, an **All Assam Inter-College Prize-Money Debate Competition** was organised by the college on **April 23, 2019** in association with Rotary Club of Jorhat. Ms. Rishikanya Batswa of Cotton University was adjudged the Best Debater while the Second and Third prizes went to Ms. Aliva Dutta of Assam Agricultural University, Jorhat and Ms. Suhana Tasneem of JB College (Autonomous) respectively.
- b) With regard to the second resolution, a **Skill Development Workshop on Flower Bouquet Making** was organised by Student Support and Progression Committee, IQAC, Chandra Kamal Bezbaruah Commerce College, in association with Pidilite, Jorhat on **March 15 and 16, 2019**. The Resource Person of the Workshop was Ms. Dulary Kotoky. 40 girl students of the college participated in the workshop.
- c) As per the third resolution of the last meeting, a **Workshop on Spoken English** was organised from **March 23, 2019 to April 5, 2019**. The workshop was conducted by the Department of English and co-ordinated by Dr. Kironmoy Chetia. The Resource Persons in the Workshop were Ms. Mithumani Barman (Communicative & Spoken English Specialist), Mr. Angshuman Baruah, (Co-owner, Track & Trail), and Mr. Siddharth Boruah (Soft Skills & Spoken English Expert). 50 students actively participated in the workshop.
- d) In pursuance of the fourth resolution on Faculty Development and Research
 - i. Two teachers of the college, Mrs. Gitali Hazarika & Dr. Neeta Lagachu Taye attended the **NAAC Sponsored One-Day Workshop on Revised Assessment and Accreditation Framework (RAF)** organized by IQAC, Kakojan College on January 18, 2019.
 - ii. Two teachers of the college, Dr. Neeta Lagachu Taye and Dr. Kironmoy Chetia attended a one-day workshop on **Preparation of Self Study Report - NAAC** organized by IQAC, BCB Girls' College on 15th December 2018.
 - iii. Eight Teachers of the college, Dr. S. Baruah, Dr. G. Deka, Dr. G. K. Bordoloi, Sri S. Saikia, Sri R. Baruah, Dr. R. Roy, Dr. K. Chetia and Sri N. Konwar participated in a one day district level workshop on **Implementation of Choice Based Credit System (CBCS)** in the undergraduate



- ii. Three teachers from the college namely, Mr. Prosanto Mandal, Mr. Rubul Saikia & Dr. Raju Roy attended the **Ten-Day Faculty Development Program on Entrepreneurship Development** in Kaziranga University from March 18, 2019 to March 29, 2019.

Item No. 5: Discussion on the activities already carried out by the Committees and Sub-committees (from 01/12/2018 to 14/09/2019) → should have been 14/06/2019

a) On December 16, 2018 NCC students of the college took part in a Seminar on **Water and Waterways Management** hosted by Rotary Club of Jorhat in the Conference Hall of Jorhat Planetarium. Retd. Prof Dr. JN Sharma of Dibrugarh University, Retd. Chief Engineer of PHE, Guwahati AK Pal, and Retd. Prof of POWIET and alert citizen of Jorhat, Mr. Bhobho Chetia were amongst the Resource Persons.

b) On **January 17, 2019** an on-the-spot **Essay Writing Competition** was organised in the college on the occasion of Silpi Divas where 32 students took part. Students were asked to write on *any one* of the following two topics:

- i. Life history of Jyoti Prasad Agarwala.
- ii. Jyoti Sangeet.

c) On **January 28, 2019** an **Awareness Program on "Pre and Post Natal Child Care" and "Hygiene and Sanitation"** was organised by Aashta, the Women Cellof Chandra Kamal Bezbaruah Commerce College for the women of PangiryaGaon, the adopted village of the college. The Resource Persons invited for the program were Dr. Jinamoni Saikia, Principal Scientist, Faculty of Community Science, Assam Agricultural University, Jorhat and Dr. Juliana Sarma, Professor, Faculty of Community Science, Assam Agricultural University, Jorhat respectively. About 50 women of PangiryaGaon were present along with their children.

d) On **January 29, 2019** Chandra Kamal Bezbaruah Commerce College organised a **Campus Interview** which was conducted by Chennai-based Company **India Filings**. Ms Daphne Anand was the official representative for the campus drive. 45 graduates from Chandra Kamal Bezbaruah Commerce College, JB College (Autonomous), Jorhat, DKD College, Dergaon and Dhemaji College took part in the recruitment. 20 students were selected, out of which 15 were from the college and 5 were from the other colleges. The **Campus Interview** was held from 1.30 pm to 7.30 pm and was co-ordinated by Dr. Kironmoy Chetia and Dr. Neeta Lagachu Taye.

e) From **January 2019 till date**, **Coaching Classes** for SSC, Banking, Railway and other Govt. Competitive Exams is being conducted in Chandra Kamal Bezbaruah Commerce College by Mr. Navneet NK, New Delhi, who is a Specialist in Reasoning, General Studies and Arithmetic. Ex-student of the college, Subhnarayan Gupta also takes a few classes. Many students and ex-students from the college and other colleges are taking advantage of the coaching.



On Feb. 2, 2019, the college collected a sum of ₹ 500/- and donated it to the library of the college. On Feb. 26, 2019, the Student Support and Progression Cell, IQAC, Chandra Kamal Bezbaruah Commerce College organised a Workshop on Interview Skills in collaboration with Downtown University, NE Campus and Career Choice, Jorhat. The Resource Persons were PrajnalBorbora and JoydevMahanta, both Directors of Downtown University, NE Campus and Career Choice respectively.

g) The 55th Foundation Day of the College took place on February 6, 2019. Founder Principal Madhab Chandra Chakraborty Memorial Lecture on the burning issue of “Big River Dams, Flood, Erosion and Assam” was delivered by Dr.BhupendraNathGoswami, Department of Geography, Mariani College.

h) On March 06, 2019, Jio Reliance conducted a Campus Drive which was organized by Placement Cell and Training Sub-Committee, IQAC, Chandra Kamal Bezbaruah Commerce College, Jorhat. 19 passed out students of 2017 and 2018 of the college participated in the drive. 3 students were disqualified in the pre-assessment while the remaining 16 faced the PI (Personal Interview). Finally, the following 6 students were selected for the Training:

- i. Bipul Sharma
- ii. ChandanSaikia
- iii. ParthaBordoloi
- iv. PriyankushBhuyan
- v. Subhmarayan Gupta
- vi. Abhishek Ghosh

i) On March 08, 2019 the college observed International Women’s Day in association with Assam Film Society (AFS), Chandra Kamal Bezbaruah Commerce College Cine Club and Chandra Kamal Bezbaruah Commerce College Women Cell. The Assamese film *AkhakiTorarKoihare* which won the Rajat Kamal Award in 2003 was screened for the girl students and faculty. An interaction on the meaning and nuances of the film followed the screening with interesting inputs from Dr.JayantaMadhav Dutta, Secretary, Assam Film Society, Dr.PoranBoruah, Writer and Scientist of NEIST, Jorhat and Dr.MouchumiMahanta, Executive Member of Assam Film Society who were present on the occasion.

j) On March 09, 2019 luminaries from the Assam Film Industry like Singer-Lyricist-Social Worker JayantaNath visited the college to participate in the promotion of the Assamese film, *Kaneen* which was slated to be released on March 22, 2019. The film is based on a novel by Rita Choudhury. About 100 students were present in the event.

k) On March 09, 2019 Amity University conducted a Student Development Program on the topic *Basic Professional Skills for a Beginner & Career Options after Graduation*. 25 students of the college participated in the program.



l) On **March 13 & 14, 2019** under the umbrella of National Skill Development Corporation, ICT Academy of Tamil Nadu, Chennai conducted the Skill Saathi Nationwide Career Counselling Program on **Personal Career Profiling** for 800 students of the college. The officials who represented the ICT Academy of Tamil Nadu, Chennai were Mr. Sunil Borah and Mr. Deep SekharSapkota.

m) On **March 15 and 16, 2019** a **Skill Development Workshop on Flower Bouquet Making** was organised by Student Support and Progression Committee, IQAC,Chandra Kamal Bezbaruah Commerce College, in association with Pidilite, Jorhat. The Resource Person of the Workshop was Ms DularyKotoky. 40 girl students of the college participated in the workshop.

n) From **March 23, 2019 to April 5, 2019** a **Workshop on Spoken English** was organised in the college. The workshop was conducted by the Department of English and co-ordinated by Dr.KironmoyChetta. The Resource Persons in the Workshop were Ms.Mithumani Barman (Communicative & Spoken English Specialist), Mr.AngshumanBaruah, (Co-owner, Track & Trail), and Mr.SiddharthBaruah (Soft Skills & Spoken English Expert). 50 students actively participated in the workshop.

o) An **All Assam Inter-College Prize-Money Debate Competition** was organised by the college on **April 23, 2019** in association with Rotary Club of Jorhat. Ms.RishikanyaBatswa of Cotton University was adjudged the Best Debater while the Second and Third prizes went to Ms.Aliya Dutta of Assam Agricultural University, Jorhat and Ms.SuhanaTasneem of JB College (Autonomous) respectively.

p) On **June 05, 2019**, the College observed **World Environment Day** in association with the NSS Wing of the college.

q) On**June 17, 2019** the College organised an **Induction and Orientation Programme** for the newly admitted 300 students of B.Com. 1st Sem. After according them a warm welcome, the Freshers' were briefed about the rules and regulations to be followed in the college.

r) A **Workshop on Yoga for Health** was organised from **June 18, 2019 to June 21, 2019** by the NSS Wing of the college in association with Vivekananda Kendra, Kanyakumari, Jorhat Chapter. Mr. Nolin Sarmah of Vivekananda Kendra, and his team ledthe Yoga Workshop. The Principal (i/c), Dr.Umen Dutta, students, and teachers were among those who participated in the workshop. Mr. D. Borah, NSS Programme Officer of the college was the Co-ordinator of the Workshop.

s) On**June 20, 2019****Bishnu Prasad Rabha Divas** was observed in the college commemorating the death anniversary of cultural icon, Bishnu Prasad Rabha. About 50 students participated in the function.



t) On **June 26, 2019** Legal Awareness Program was organized by District Legal Services Authority (DLSA) in association with T.I In Tandem, Jorhat under Assam State AIDS Control Society (ASACS) on the occasion of **International Day Against Drug Abuse & Illicit Trafficking** in Chandra Kamal Bezbaruah Commerce College, Jorhat. The program highlighted on NALSA (Legal Services to Victims of Drug Abuse and Eradication of Drug Menace) Scheme, 2015. 60 students were present in the program. The Resource Persons/Guests present on the occasion were:

- i. Dr. Ajoy Borah, Demonstrator, Pharmacology, Jorhat Medical College and Hospital.
- ii. Mayurponkhi Baruah, Advocate, Jorhat.
- iii. Kasturi T. Baruah, Advocate, Jorhat.
- iv. Parinita Deka, DLSA, Jorhat.
- v. Tridip Hazarika, DLSA, Jorhat.
- vi. Pinku Borah, Counsellor, In Tandem, Jorhat.
- vii. Siamoni Dutta, Project Director, In Tandem, Jorhat.
- viii. Tulika Gogoi, Project Manager, In Tandem, Jorhat.
- ix. Siddharth S. Borah, In Tandem, Jorhat.
- x. Bulbul Das, In Tandem, Jorhat.
- xi. Nilutpall Bora, In Tandem, Jorhat.

u) On **June 29, 2019** an Awareness cum Interaction Program on **Cyber Crime and Cyber Security** was organized by Aastha, the Women Cellof Chandra Kamal Bezbaruah Commerce College. Lecturer and Publisher, Mr. Devolyoti Borah was invited as the Resource Person. He enlightened the audience about plagiarism, how to avoid phishing attacks, and ways to protect passwords, etc. There was a lively interaction from the students and faculty present on the occasion.

v) On **July 1, 2019** students of Chandra Kamal Bezbaruah Commerce College joined hands with students of Jagannath Baruah College (Autonomous) in a Voluntary Blood Donation Camp organized by Rotary Club of Jorhat in collaboration with Jorhat Medical College and Hospital.

w) On **August 8, 2019** four teachers of the college attended a **Faculty Knowledge Sharing Programme (FKSP)** on the theme, *Beyond Professorship- The 21st Century Academician*, organised by ICFAI Business School in Hotel Manor. Teachers from various colleges and technical institutes participated in the Programme. The teachers of the college who attended the FKSP were:

- i. Dr. GK Bordoloi
- ii. Mr. D. Borah
- iii. Dr. N. Lagachu Taye
- iv. Dr. K. Chetia



Item No. 6: Suggestions & Views of Members:

Dr. GK Bordoloi expressed his satisfaction at the enthusiasm shown by the people of Pangiriyagaon, the adopted village of the college during the Children's Day program.

Mrs Rupasree Dutta spoke on the need of speeding up the Student Mentoring process. She suggested that students should be informed about the Mentoring in the Induction program. Dr. B. S. Bhatta stated the need of stressing on Personality Development in Mentoring. Dr. Umen Dutta, Principal (i/c) asked the faculty members to take immediate steps to start the Mentoring Process for 2019-20.

Item No. 7: Committee-wise discussion on future activities to be implemented

The Curricular Aspects	Committee	Chairperson	&	Convener
Mr.SobhanSaikia&Dr.KironmoyChetia informed that the syllabus regarding starting of a Certificate Course in developing Entrepreneurship Skills is almost ready, and the courses will start soon.				

Dr. R. Roy& Mrs Rupasree Dutta, Joint Coordinators of **Teaching Learning & Evaluation Committee (TLE)** proposed to the House that a day-long training workshop for the Office Staff will be organized during the 3rd week of July, which falls in the Summer Vacation of the college. Mrs Rupasree Dutta suggested that the GB President of the college, Dr. JCS Kotoky and former Principal, Dr. P.C Borah may be invited as Resource Persons. Following a discussion on conducting a Seminar as stated in the last meeting, Dr.Raju Roy remarked that we cannot depend on UGC for funds. It is better if seminars are organised with available funds of the college. Dr.Sarat Borah suggested about pooling funds from the Commerce Forum. The House also agreed that, if the need arises, funds can be generated from individual contributions. Dr. Neeta LagachuTaye opined that a National Seminar or Workshop on Intellectual Property Rights should be organized by the college as early as possible. The House understands that the Teaching Learning aspects requires more attention as it carries the maximum marks.

The **Research Innovation & Extension Committee**Chairman, Dr. G.K. Bordoloi put forward that seminars are not fruitful nowadays. Dr. B.S. Bhattacharya stated that conducting workshops will be more beneficial. The House decided to organize a National Seminar on Intellectual Property Rights. Dr.Sarat Borah and Dr. R. Roy was entrusted with the responsibility of organising the seminar.

Matters of **Infrastructure & Learning Resources Committee** couldnot be discussed in details both the Chairman and Convener were absent in the meeting.Dr.Umen Dutta, Principal (i/c) offered the suggestion of conducting Unit Test every month. Dr. N.LagachuTaye stressed on giving actual figure of number of books in the library. Mrs.RunjunBorthakur, Librarian of the college, said that the suggestion will be kept in mind in the future.



The **Student Support & Progression Committee** Convener, Mr.Nitukonwar spoke of conducting a Talk on Sexual Harassment as future plan of the committee. He further remarked that there are other plans and projects they are thinking of which will be made known once it is finalized.

Regarding the works done by the **Governance, Leadership & Management Committee**, Mr. D. Borah pointed out that the construction of the Auditorium and Indoor Stadium needs to be completed immediately. He also insisted on the punctuality of the office staff. Dr.Umen Dutta, Principal (i/c) informed the House that Mr.RanjitBezbaruah is still given the responsibility of maintaining the UGC file. The House unanimously agreed that the responsibility be transferred to Mr.BikironBorthakur as a retired employee is not accountable for such works. The IQAC Co-ordinator, Dr. N.LagachuTaye, suggested that the committee should take the help of Mr.ProsantoMandal in E-governance matters. She further emphasised on the need of reading the AQAR reports by everyone in the House before onward submission to NAAC. She sought for complete cooperation from everyone in this regard. Dr.Sarat Borah, Convener, Governance, Leadership & Management Committee, reiterated his suggestion of nominating Employee of the Year from amongst the teaching and non-teaching staff respectively. He also proposed that teachers undertaking research work could be given financial help as a mark of encouragement.

Regarding **Institutional Values & Best Practices Committee**, Dr. N.LagachuTayeremarked that records of activities carried out by the committee should be maintained. The Bokul trees that are planted (a Best Practice) need proper tending and care. Mrs. M. Das, Convener of the committee, stated that more trees will be planted for beautification of the college. She specified about using vermii● compost to the newly planted trees. The IQAC Co-ordinator suggested taking the help of students in this regard by forming an Eco Club.

Mrs. M. Das presented before the House her plans for forming different clubs. For example: Nature Club in the name of JadavPayeng; Music Club in the name of Sudhakontho; Literary Club (already formed by the English Department, named DELVESS), and Fun Club in the name of Rasaraj or Charlie Chaplin. Mrs. R. Dutta suggested about forming a Debating Club as students of our college have often been winners in Debating Competitions.

Mrs. M. Das also proposed to organise a program on 'Gurupujan' during Parent-Teacher Meet. She further suggested that Teachers should be in uniform one day a week. Dr. N. LagachuTaye indicated that NAAC gives importance to new and innovative practices and that it is necessary to file at least two best practices of the college.



Item No. 8: Any Other Matter:

The IQAC Co-ordinator reminded that a Blood Donation Camp should be organised by the college immediately as it has not been done since the last NAAC visit. She sought the co-operation of Mr. D. Borah in this. She further talked about the importance of holding student-related seminars in the college. The House requested Mrs. M. Das and Mrs. R. Dutta to take initiative for organizing a student-level Inter-college seminar based on an inter-disciplinary theme.

Mrs. G. Hazarika was entrusted with the responsibility of holding an inter-departmental Wall Magazine and Hand-Written Magazine Competition. In addition, Mr. D. Borah and Mrs. G. Hazarika were also assigned the task of overseeing the activities of the Dramatic Society.

The following resolutions were taken in the meeting:

Resolution No. 1:

It is resolved to start a Certificate Course in developing Entrepreneurship Skills in students.

Resolution No. 2:

It is resolved to hold a Training Workshop for the Office Staff *FDP/Students.*

Resolution No. 3:

It is resolved to organise a Talk on Sexual Harassment.

The meeting concluded with a vote of thanks from the IQAC Co-ordinator, Dr. Neeta LagachuTaye.

Accepted

Dr. Ranjit Sarmah
16/09/19

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



Principal
CKB Commerce College
Jorhat

Dr. Neeta LagachuTaye
16/09/2019

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

Coordinator
IQAC
CKB Commerce College, Jorhat

7th NOTICE (IQAC, CKBCC-2018)

The 4th meeting of the IQAC, CKB Commerce College, is convened on 30/11/2018 (Friday) at 11.30 a.m. in the Teachers' Common Room. The Chairpersons, Conveners and Members of the respective committees are 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. (a) Reading out and Confirmation (Approval) of the minutes of the last meeting held on 29/05/2018
(b) Matters arising out of the above
5. Action Taken Report on the decisions of the 3rd meeting of the IQAC.
6. Committee-wise discussion on activities already carried out
7. Committee-wise discussion on future activities to be implemented
8. Any other matter with the permission of the Chair
9. Vote of Thanks from the Coordinator.


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




27.11.2018
Dr. Neeta Lagachu Taye
Coordinator (IQAC)
CKB Commerce College
Jorhat-785001
Coordinator
IQAC
CKB Commerce College, Jorhat



IQAC meeting convened on 30/11/2018 (Friday) at 11.30 a.m. in the Teachers' Common Room.

Members present:

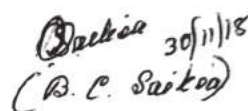
Signature with Date

1. Dr. P.C. Borah
(Principal & Chairperson, IQAC)
2. Mr. Om Prakash Gattani
(Industrialist Member, IQAC)
3. Dr. Gojen Bordoloi
(Management Member, IQAC)
4. Mr. B.C. Saikia
(Alumni Member, IQAC)
5. Mr. R.K. Bezbaruah
(Guardian Member, IQAC)
6. Ms. Tridisha Mahanta
(Administrative Staff, IQAC)
7. Ms. Simran Borthakur
(President, CKBCCSU, 2018-19)
8. Mr. Ayushman Dutta
(G.S., CKBCCSU, 2018-19)
9. Dr. Umen Dutta (Vice-Principal)
10. Dr. (Mrs) P. Borthakur
(Chairperson, Student Support & Progression)
11. Mr. ^hSobhan Saikia
(Chairperson, Curricular Aspects)
12. Dr. G.K. Bordoloi
(Chairperson, Research Innovations & Extension)
13. Dr. S.K. Baruah
(Vice- Chairperson, Infrastructure & Learning Resources)

 30/11/18



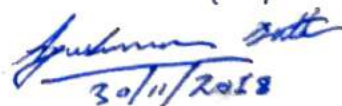


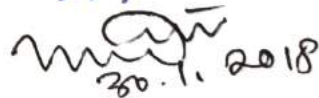
 30/11/18
(B. C. Saikia)

Absent
(due to official work)

Tridisha Mahanta
30/11/18

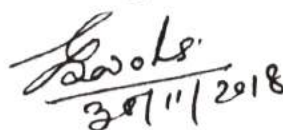
Simran Borthakur
30/11/2018

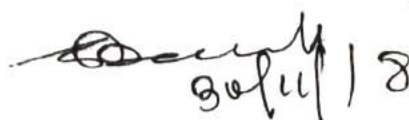
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IQAC meeting convened on 30/11/2018 (Friday) at 11.30 a.m. in the Teachers' Common Room.

Members present:

Signature with Date

14. Dr. (Mrs) B.S. Bhatta.
(Chairperson, Teaching, Learning & Evaluation)
15. Dr. Sarat Borah
(Convener, Governance Leadership & Management)
16. Dr. Gobinda Deka
(Convener, Research Innovations & Extension)
17. Mr. Rupam Sarmah
(Convener, Infrastructure & Learning Resources)
18. Mrs. Gitali Hazarika (IQAC Member)
19. Mr. Horeswar Das
(Jt. Convener, Institutional Values & Best Practices)
20. Mrs. Mallika Das
(Jt. Convener, Institutional Values & Best Practices)
21. Mr. Satya Deka
(Former Coordinator & IQAC Member)
22. Mr. D. Borah (Member)
23. Dr. (Mrs) Neeta Lagachu Taye
(Coordinator, IQAC)
24. Mr. Rubul Saikia (Member)
25. Dr. Raju Roy
(Jt. Convener, Teaching, Learning & Evaluation)
26. Mrs. Rupasree Dutta
(Jt. Convener, Teaching, Learning & Evaluation)

B.S. Bhatta
30/11/18

Sarat Borah
30/11/2018

Gobinda Deka
30/11/18

Rupam Sarmah
30/11/18

Gitali Hazarika
30/11/18

Absent

On leave (CC)

Satya Deka
30/11/18

D. Borah
30/11/18

Neeta Lagachu Taye
30.11.18

Absent for medical reasons

Rubul Saikia
30.11.18

Rupasree Dutta
30-11-2018

mmmm



IQAC meeting convened on 30/11/2018 (Friday) at 11.30 a.m. in the Teachers' Common Room.

Members present:

Signature with Date

27. Mr. Prosanto Mandal (Member)

Prodl
30/11/18

28. Dr. Kironmoy Chetia
(Convener, Curricular Aspects)

Chetia
30/11/18

29. Mr. Nitu Konwar
(Convener, Student Support & Progression)

Nitu
30/11/18

30. Mrs. Barsha Borah (Member)

On leave

31. Mrs. R. Borthakur (Librarian)

Leave On Duty

-----X-----



Rborthakur

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

Subject: 4th Meeting of IQAC

Ref. No.: 04IQAC18

Date : 30-11-2018

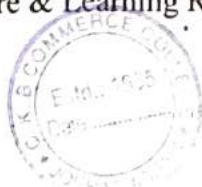
Venue: Teachers' Common Room

Time : 11.30 AM

Minutes of the 4th meeting of the IQAC (along with sub-committee members) held on November 30, 2018 in the Teachers' Common Room at 11.30 AM.

A. Members Present:

1. Dr. P.C. Borah
(Principal & Chairperson, IQAC)
2. Mr. Om Prakash Gattani
(Industrialist Member, IQAC)
3. Dr. Gojen Bordoloi
(Management Member, IQAC)
4. Mr. B.C. Saikia
(Alumni Member, IQAC)
5. Ms. Tridisha Mahanta
(Administrative Staff, IQAC)
6. Ms. Simran Borthakur
(President, CKBCCSU, 2018-19)
7. Mr. Ayushman Dutta
(G.S, CKBCCSU, 2018-19)
8. Dr. Umen Dutta (Vice-Principal)
9. Dr. (Mrs) P. Borthakur
(Chairperson, Student Support & Progression)
10. Mr. Shobhan Saikia
(Chairperson, Curricular Aspects)
11. Dr. G.K. Bordoloi
(Chairperson, Research Innovations & Extension)
12. Dr. S.K. Baruah
(Vice- Chairperson, Infrastructure & Learning Resources)



Rborthakur

Minutes of the 4th meeting of the IQAC (November 30, 2018)

13. Dr. (Mrs.) B.S. Bhatta
(Chairperson, Teaching, Learning & Evaluation)
14. Dr. Sarat Borah
(Convener, Governance Leadership & Management)
15. Dr. Gobinda Deka
(Convener, Research Innovations & Extension)
16. Mr. Rupam Sarmah
(Convener, Infrastructure & Learning Resources)
17. Mrs. Gitali Hazarika (IQAC Member)
18. Mr. Satya Deka
(Former Coordinator & IQAC Member)
19. Mr. D. Borah (Member)
20. Dr. (Mrs) Neeta Lagachu Taye
(Coordinator, IQAC)
21. Dr. Raju Roy
(Jt. Convener, Teaching, Learning & Evaluation)
22. Mrs. Rupasree Dutta
(Jt. Convener, Teaching, Learning & Evaluation)
23. Mr. Prosanto Mandal (Member)
24. Dr. Kironmoy Chetia
(IQAC Member & Convener, Curricular Aspects)
25. Mr. Nitu Konwar
(Convener, Student Support & Progression)

B. Following members could not attend the meeting due to their pre-occupations.

1. Mr. R.K. Bezbaruah (Guardian Member, IQAC)
2. Mr. Horeswar Das (Absent)
(Jt. Convener, Institutional Values & Best Practices)
3. Mrs. Mallika Das (On Child Care Leave)
(Jt. Convener, Institutional Values & Best Practices)
4. Mr. Rubul Saikia (Member) (Absent due to medical reasons)
5. Mrs. Barsha Borah (Member) (On Leave)
6. Mrs. R. Borthakur (Librarian) (Leave on Duty)



Rammi

Minutes of the 4th meeting of the IQAC (November 30, 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, Dr. P.C. Borah welcomed Dr. Gojen Bordoloi (Management Representative), Shri Bimal Chandra Saikia (Alumni Representative), Shri O.P. Gattani (Industrialist Member), Student Representatives and the Teachers present in the meeting. In his address he apprised the house that the AQAR is to be submitted within 31st December, 2018. He entreated the members to expedite matters regarding submission of their respective committee reports since it has to be sent on-line to NAAC.

Item No. 4: Reading out and Confirmation of the Minutes of the 3rd meeting held on May 29, 2018 and Action Taken

The proceeding of the 3rd meeting held on May 29, 2018 was read out by Mrs. Ruparee Dutta. The latest mandatory letter received from NAAC with reference to AQAR & SSR was also 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 steps were taken:

- a) As per the first resolution of the last meeting, a Health & Sanitation Club was formed with Asstt Prof. Nitu Konwar as the Nodal Officer.
- b) With regard to the second resolution adopted in the previous meeting, the three committees-Village Adoption Committee, Health & Sanitation Club, and the NSS had organised the following programme.

➤ On November 14, 2018, teachers of the college celebrated Children's Day along with the children of 130 No. Namoni Gaon Primary School, in the adopted village of the college, Paangiria Gaon, Jorhat. All the children of the school participated and recited rhymes, sang songs and performed dances for the audience. Each child was given stationery items like colour pencils and copies as gifts. The inaugural speech was delivered by Shri Binoy Kr. Saikia, founder teacher of the primary school. Associate Prof. Dr. Beauty Bhattacharya of Chandra Kamal Bezbaruah Commerce College, the keynote speaker on the occasion, gave a succinct speech on personal hygiene, sanitation and how to maintain cleanliness of one's neighbourhood. Parents, especially mothers of the school children, also took part in the programme. Two young boys from Maharishi Ram Raj Trust, who gave classes on peace and meditation to the young students of the primary school, were also present. The programme, arranged by Mr. D. Borah (NSS Coordinator) and Mr. Nitu Konwar (Nodal Officer, Health & Sanitation Club), concluded with lunch for all.

* Asst. Prof., Dr. G.K. Bordoloi spoke about the benefits of Village Adoption Scheme. He further highlighted about the different aspects to be covered under the programme.

Item No. 5: Discussion on the activities already carried out by the Committees and Sub-committees (from 29/05/2018 to 29/11/2018)

- a) On June 04, 2018, Aastha, the Women Cell of the college observed its foundation day by arranging a **Lecture on Coping with Stress-Do's and Don'ts**, for the teachers and girl students of the college. The Resource Person invited for the talk was Dr. Anuja Baruah, Department of Community Medicine, Jorhat Medical College and Hospital. Mrs. R. Borthakur, Librarian of the college and Aastha Co-ordinator, supervised the event.
- b) A **Workshop on Yoga for Health** was organised from June 18, 2018 to June 21, 2018 by the NSS Wing of the college in association with Vivekananda Kendra, Kanyakumari, Jorhat Chapter. Mr. Nolin Sarma of Vivekananda Kendra, and his team led the Yoga Workshop. The Principal, Dr. P.C. Borah, students, teachers and retired teachers were among those who participated in the workshop. Mr. D. Borah of the Hindi Department was the Workshop Co-ordinator.
- c) From June 19, 2018 to June 25, 2018, a week-long **Workshop on Soft Skills and Effective Communication** was organised by the Department of English and co-ordinated by Dr. Kironmoy Chetia. About 60 students of the college participated in the workshop. The Resource Persons in the workshop were Mr. Prasun Kumar (Manager, HR, ONGCL), Mr. M.K. Taye (Manager, MM, ONGCL), Mr. Angshuman Baruah, (Co-owner, Track & Trail), Mr. Nitul Kumar Phukan, (Area Head, Aviva) and Mr. Bitupon Phukan (Partner Training, Aviva).
- d) From July 01, 2018 to July 07, 2018, the week-long **4th Film Appreciation Course** was held in Chandra Kamal Bezbaruah Commerce College (CKBCC). It was organised by Assam Film Society in association with Federation of Film Societies of India and Chandra Kamal Bezbaruah Commerce College Cine Club. About 30 Film enthusiasts from all over the country participated in the course. All the Resource Persons belonged to the world of films and film-making, particularly to the Assam film arena. They were Gautam Borah, Manoj Borpujari, Pranjal Borah, Manabiyoti Borah and Sourav Das, who covered the technical side. They talked on the History of Cinema, Film Criticism, World Cinema Today, and Sounds (Audiography). A few foreign, regional and local films were also screened during the week-long course. The participants were also lucky to meet Mr. Himiyoti Talukdar, the story-writer, co-producer and director of the Assamese film, *Calendar*, a film, with just four characters. *Calendar* touched a chord with the public due to the superb cinematography on the theme of post-retirement and old age home.
- e) On August 14, 2018, commemorating the 72nd Independence Day Celebration, an **Inter-class Quiz Competition** was organised by Chandra Kamal Bezbaruah Commerce College with Dr. Neeta Lagachu Taye of the Dept of English, acting as Quizmaster. The quiz competition was based on the theme of India's Independence.
- f) On August 20, 2018, an **NSE-IFT Investor Awareness Programme** was organised by the IQAC, Chandra Kamal Bezbaruah Commerce College in collaboration with National Stock Exchange, Bombay. The Resource Persons were Mr. Aritra Mahapatra



Aritra Mahapatra

and Mr. Pratyush Bhaskar. Students of B. Com and BBA 5th Semester of the college participated in this motivational and awareness programme.

g) On September 07, 2018, **Universal Brotherhood Day** was observed by the college in collaboration with ACTA (Assam College Teachers' Association) and Vivekananda Kendra, Kanyakumari. On the occasion, Mananiya Pravin Dabholkar, All India Joint General Secretary, Vivekananda Kendra, Kanyakumari, gave a valuable speech on the essence of maintaining universal peace and brotherhood, especially in today's fast-paced life. Both teachers and students attended the programme.

h) On September 18, 2018, going with the motto **Swachhata Hi Sewa**, students and teachers of the college enthusiastically took part in a cleanliness drive of the classrooms and college campus.

i) On October 01, 2018, the Student Support and Progression Committee organised a **Student Development Program** in association with ICFAI Foundation for Higher Education, on the theme 'College to Corporate'. The Resource Person in the programme was Mr. Surjyabrot Buragohain from ICFAI Business School, Bangalore. About 70 students took active part in the program.

Item No. 6: Suggestions & Views of IQAC Members:

Dr. Gojen Bordoloi, Management Member, IQAC, CKBCC and Retd. Principal, Kamargaon College, spoke on the responsibility of IQAC and opined that success of IQAC is the result of Teamwork. Based on his first-hand experience, he talked of the need of proper documentation, keeping records, holding at least one seminar in a year, student-support in terms of sports, culture, etc, straightforwardness in presentation, and avoidance of ornamentation. He further suggested that IQAC should sit daily, and refrain from taking up many activities at a time. He stressed on the need of maintaining detail record of expenditure.

Shri B.C. Saikia, Alumni Member, IQAC, CKBCC and Retd. Vice-Principal of the college opined that the Alumni Association needs to be rejuvenated. He appreciated the support of the Alumni Association in the previous NAAC visits and further apprised the House the following names of the office-bearers:

Chairman: Shri Sadhan Chakraborty
Vice-President: Dr. Bijoy Sharma
General Secretary: Shri Prabir Dutta
Treasurer: Shri Dipak Bhattacharjee

Shri B.C. Saikia expressed his willingness to participate in all college-related activities.

Shri O.P. Gattani, Industrialist Member, IQAC, CKBCC and an alumnus of the college, assured the house of all possible help from his side whenever required. He also informed that some ex-students are also employed by him.

The President of CKBCC Students' Union, Miss Simran Borthakur spoke of the need of organising student-related seminars. At this juncture, Dr. G.K. Bordoloi pertinently stated



that the students themselves should be entrusted with the responsibility of organising inter-college or inter-department seminars. Miss Borthakur also suggested that Spoken English Classes should be conducted regularly. Dr. Neeta Lagachu Taze, Co-ordinator, IQAC, CKBC asked the Students' Union Body to immediately submit the names of students interested in Spoken English Classes. The IQAC Co-ordinator stressed the need for conducting Value-Added/Skill Development Courses.

Item No. 7: Committee-wise discussion on future activities to be implemented

The **Curricular Aspects Committee** Chairperson, Mr. Sobhan Saikia, has plans to organise a workshop on biodegradable disposable dish/plate making from the bark of Areca Nut Tree. He cited the example of Assam Agricultural University (AAU) and specified that it is very eco-friendly. He informed the House that he will be contacting Mrs. Leena Das of AAU soon. Dr. P.C. Borah, the Principal of the college offered the suggestion that Shri Saikia should first of all prepare a course syllabus for the purpose.

Dr. R. Roy, Joint Coordinator of **Teaching Learning & Evaluation Committee (TLE)** informed the House that Mentoring of Students in an enhanced manner will be done from the next academic session (2019-20). He assured that immediate steps will be taken to reduce the number of dis-collegiate students. He requested the IQAC Co-ordinator to fix a meeting with the single agenda on Student Mentoring. The Principal said that the college is ready to arrange such a meeting but it should be convened with a proper plan.

The Principal, who is also the Chairperson of the **Infrastructure & Learning Resources Committee** informed that the services and connectivity provided by BSNL was dismal. He assured that RAILNET services will be facilitated at the earliest to provide e-learning facilities to the students. The house suggested that Jammer could be used to prevent unfair means during exams.

Both the Joint Conveners of **Institutional Values & Best Practices Committee**, Mr. H. Das & Mrs. M. Das were unavailable due to their preoccupations on the day of the meeting.

The **Student Support & Progression Committee** Convener, Mr. Nitu Konwar spoke of providing Book Bank facilities to more students if applications for requirement are received. The committee also stated about the successful completion of programmes- one on Student Development and another on *Swachh Bharat* (in association with NSS). They had organised a Campus Cleanliness Drive and an Essay Competition on the theme of *Swachh Bharat*. Dr. P. Borthakur, Chairperson of the Committee, informed the house that they will be organising a skill-based workshop very soon.

The Convener of **Governance, Leadership & Management Committee**, Dr. S. Borah informed that Orientation in 'Office Management' for the Office Staff is going on. Mr. Ranjit Bezbaruah, ex- employee of the college, though retired, is working part-time, and giving hands-on training on 'Office Management' to the newly recruited office staff.

Dr. G. Deka, Convener of **Research Innovation & Extension Committee** apprised the house that a book with ISBN, titled *Corporate Social Responsibility*, and edited by himself was recently published by the Principal, Chandra Kamal Bezbaruah Commerce College, Jorhat. The house was also informed that a few members of the college faculty are in the final stages of their Ph. D research work.



Item No. 8: Any Other Matter:

The IQAC Co-ordinator proposed that an All Assam Inter-College Debate Competition can be organised by the college.

Dr. R. Roy & Mr. Nitu Konwar informed that our college will be signing an MOU (Memorandum of Understanding) soon with Assam Skill Development Corporation for training our students in Tally. The sub-committees of **Student Support & Progression, Teaching Learning & Evaluation** and **Curricular Aspects** are asked to coordinate and look into the programmes.

Dr. S. Borah proposed that some contribution should come from the college also for carrying out projects and for higher studies. He further put forward that in order to increase employee loyalty and enthusiasm, titles like 'Employee of the Year' can be given.

The following resolutions were taken in the meeting:

Resolution No. 1:

It is resolved to organize an All Assam Inter-College Debate Competition.

Resolution No. 2:

It is resolved to hold a Skill Development Workshop.

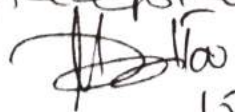
Resolution No. 3:

It is resolved to conduct a Spoken English Workshop.

Resolution No. 4:

It is resolved to encourage Faculty Development and Research.

Dr. Neeta Lagachu Taye, the IQAC Co-ordinator, thanked all for their cooperation and presence. She requested the support, encouragement and guidance of all faculty members and entreated them to come to college in December even though it will be semester break since the AQARs will have to be submitted within 31st of December, 2018.

Accepted —

 15.6.2019



Dr. Umen Dutta
Principal (i/c) & Chairperson (IQAC),
Chandra Kamal Bezbaruah Commerce College,
Jorhat-785001

Principal
 CKB Commerce College
 JORHAT

6th NOTICE (IQAC-2018)

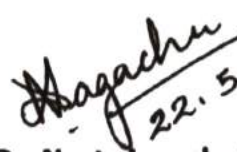
A meeting of the IQAC, CKB Commerce College, is convened on 29/05/2018 (Tuesday) at 11.30 a.m. in the Teachers' Common Room. The Chairpersons, conveners and Members of the respective committees are ~~also~~ requested to attend the aforesaid meeting.

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


22.5.2018
Dr. Neeta Lagachu Taye
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 Calendar

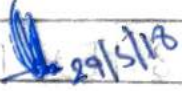
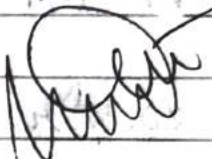

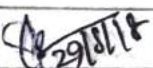
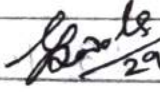
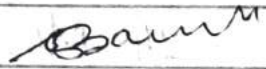


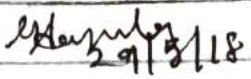
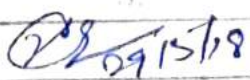
✓ Yoga day

* Masterclass - regular + ~~back~~ backlogs





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. Deeka	
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	M Das 29.05.2018
16.	Mr. S. Deka	SMD
17.	Mr. D. Borah	D Borah
18.	Dr N. Lagachu Taya	Nagachu 29/5/18
19.	Mr. R. Saikia	R Saikia
20.	Dr. R. Roy	R Roy 29/5/18
21.	Mrs. R. Dutta	R Dutta 29-05-2018
22.	Mr. P. Mandal	P Mandal 29/05/18
23.	Mr. K. M. Chetia	K Chetia 29/5/18
24.	Mr. N. Konwar	N Konwar 29-05-18
25.	Mrs. B. Borah	B Borah 29/5/18
26.	Mr. Mriganko Bora (President, CKBCCSU, 2017-18)	M Bora 29-05-18
27.	Mr. Priyam Tyoti Borah (G.S., CKBCCSU, 2017-18)	P Tyoti



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**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. Miriganko 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)



Signature

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 Taye
(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)
24. **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



Rohini

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

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Signature

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Rhanna

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- g) For the weaker and mediocre students, arrangements will be made for extra coaching and so also for the advanced learners. *Implemented*

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*

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



Abhinav

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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
21/11/23

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



Principal
CKB Commerce College
JORHAT

Principal

6th NOTICE (IQAC-2018)


A 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


22.5.2018
Dr. Neeta Lagachu Taye
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 Calendar

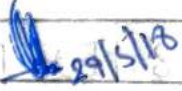
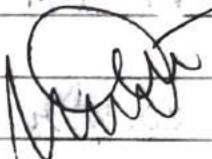

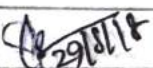
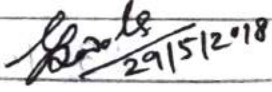
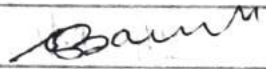


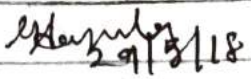
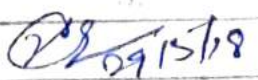
✓ Yoga day

* Masterclass - regular + ~~back~~ backlogs



Alumni

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	 29/5/18
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	M Das 29.05.2018
16.	Mr. S. Deka	SMD
17.	Mr. D. Borah	D Borah
18.	Dr N. Lagachu Taya	Nagachu 29/5/18
19.	Mr. R. Saikia	R Saikia
20.	Dr. R. Roy	R Roy 29/5/18
21.	Mrs. R. Dutta	R Dutta 29-05-2018
22.	Mr. P. Mandal	P Mandal 29/05/18
23.	Mr. K. M. Chetia	K Chetia 29/5/18
24.	Mr. N. Konwar	N Konwar 29-05-18
25.	Mrs. B. Borah	B Borah 29/5/18
26.	Mr. Mriganko Bora (President, CKBCCSU, 2017-18)	M Bora 29-05-18
27.	Mr. Priyam Jyoti Borah (G.S., CKBCCSU, 2017-18)	P Jyoti Borah



Prima

**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. Miriganko 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)



Signature

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 Taye
(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)
24. **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



Rubul

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

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Rhanna

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21/11/23

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



Principal
CKB Commerce College
JORHAT

Principal

3rd 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



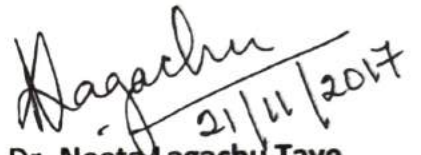
4th NOTICE (IQAC-2017)

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












21/11/2017

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

Coordinator
IQAC
CKB Commerce College, Jorhat

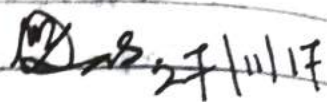
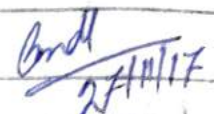



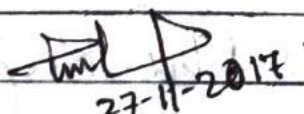
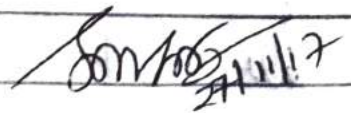
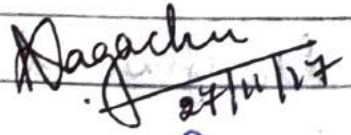

Abraham

IOAC 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





<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 Lagachan	 27/11/17
24)	Dr. Raju Roy.	 27/11/17

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PROCEEDING OF THE 2nd 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 11:30AM. 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.

b) The President, CKBCCSU, 2017-18 and Priyam Tyoti Barah, 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. 1st Sem / BBA 1st 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 ^{key} criteria in mind. The important matter of organising National Seminars was also discussed. Respective departments



Phomm

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

~~In the agenda on an~~

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. Deka 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-NERD office.

The meeting concluded with a formal vote of thanks by the IGAC Coordinator, Dr Neeta Lagachhi Taye.

Approved

 29/5/19





NOTICE

The first meeting of the newly-constituted IQAC is convened on 13/02/2017 (Monday) at 2.00 pm in the Teachers' Common Room. Members of the IQAC, CKB Commerce College are requested to attend the aforesaid meeting.

Agenda:

- ✓ 1. Signing in
- ✓ 2. Taking of the Chair by Chairperson
- ✓ 3. Opening Remarks from Chairperson
- ✓ 4. Constitution & Selection of Members for different Committees
- ✓ 5. Roadmap (Plan or Strategy) — for Next Meeting
- ✓ 6. Any other issues
7. Vote of Thanks from the Coordinator.


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

Principal
CKB Commerce College
JORHAT




11/02/2017
Dr. Neeta Lagachu
Coordinator (IQAC)
CKB Commerce College
Jorhat-785001


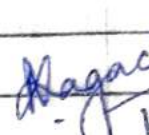
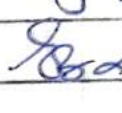
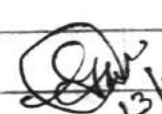
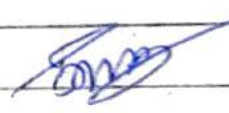

Coordinator
IQAC
CKB Commerce College, Jorhat

Rhuma

First Meeting of the newly-constituted
I.O.A.C. convened on 13/02/2017 (Monday)
at 2 pm in the Teachers' Common Room.

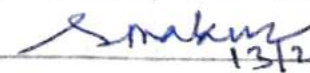
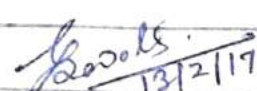
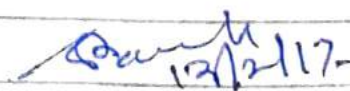
Members Present

Signature with Dt.

1. Dr. P. C. Borah (Chairperson)  13/2/17
2. Dr. Neeta Lagachu (Coordinator)  13/02/2017
3. Dr. Sarat Borah (Member)  13/2/17
4. Dr. Gobinda Deka (Member)  13/2/17
5. Mrs. Gitali Hazarika (Member) Absent (on leave)
6. Mr. Satya Deka (Member) 
7. Mr. Kironmoy Chetia (Member)  13/2/17

Advisory Members

Signature with Date

1. Mr. Santanu Thakur  13/2/17
2. Dr. G. K. Bordoloi  13/2/17
3. Dr. S. K. Baruah  13/2/17



Baruah

PROCEEDING OF THE 1st MEETING OF THE NEWLY
CONSTITUTED IQAC HELD ON 13-02-2017 AT
TEACHER'S COMMON ROOM FROM 2:30 PM

The meeting presided over by the Principal, Dr. P. C. Borah, was brought to order at 2:30 PM. Welcoming the members, the Chair referred to the decision of the Staff Meeting (convened on 09-01-2017) wherein the incumbent IQAC was newly constituted. He called upon the IQAC to remain active and regular in its functioning and duties, and offered his suggestions that relevant report preparations should be as per latest NAAC stipulation and for this, regular visits to the NAAC website is necessary.

A. As per the first ^{item of the} agenda and resultant discussion regarding the constitution of various sub-committees, the following resolution was passed:

Resolution no. 1:

The meeting resolved to constitute the following sub-committees:

I. CURRICULAR ASPECTS

Chairperson : Mr. Subhan Saikia
Convener : Mr. K. M. Chetia
Members : Mrs. Barsha Borah
Mr. Nitul Saikia

II. TEACHING, LEARNING AND EVALUATION

Chairperson : Dr. B. S. Bhattacharyya
Convener : Mrs. Rupasree Dutta
Members : Mrs. Gituli Hazarika



TEACHING, LEARNING AND EVALUATION (Contd.)

Members : Mr. Satya Deka
Mrs. Bonti Saikia

III. RESEARCH CONSULTANCY AND EXTENSION

Chairperson : Dr. G.K. Bardoloi
Convener : Dr. Gobinda Deka
Members : Dr. Umen Dutta
Dr. Pallavi H. Saikia

IV. INFRASTRUCTURE & LEARNING RESOURCES

Chairperson : Dr. P.C. Barah, Principal
Vice-Chairperson : Dr. S.K. Baruah
Convener : Mr. Rupam Sarma
Members : Mr. Santanu Thakur
Mr. Rubul Saikia
Mrs. Runjun Borthakur

V. STUDENT SUPPORT & PROGRESSION

Chairperson : Dr. Purabi Borthakur
Convener : Mr. Nitin Kumar
Members : Mr. Dimbeswar Bara
Mr. Prasanto Mandal
Mr. Sarangapani Phukan

VI. GOVERNANCE, LEADERSHIP & MANAGEMENT

Chairperson : Dr. P.C. Barah, Principal
Convener : Dr. Sarat Barah
Members : Dr. Raju Roy
Mrs. Barsha Barah

VII. INNOVATIONS & BEST PRACTICES

Chairperson : Dr. P.C. Barah, Principal
Joint Convener : Mr. Horenwar Das

Joint Convenors : Mrs. Mallika Das
Members : Mr. Santanu Thakur
Dr. S.K. Baruah

VIII. DOCUMENTATION COMMITTEE

Chairperson : Dr. P.C. Borah, Principal
Convenor : Mr. Prasanto Mandal
Members : Mrs. Barsha Borah
Mr. Bikinon Borthakur

IX. GRIEVANCE & REDRESSAL CELL

Chairperson : Dr. P.C. Borah, Principal
Convenor : Mr. Dimbeswar Bora
Members : Mr. M.R. Lahon
Dr. B.S. Bhattacharyya
Mrs. Mallika Das

X. PLACEMENT CELL & TRAINING

Chairperson : Dr. P.C. Borah, Principal
Convenor : Mrs. Barsha Borah
Members : Mr. Nitu Konwar
Mrs. Prakriti Sarmah

XI. RAPPORTEUR COMMITTEE

Chairperson : Dr. Umen Dutta
Convenor : Mrs. Gitali Hazarika
Members : Dr. Pallavi H. Saikia
Mrs. Rupasree Dutta
Mr. Kironmoy Chetia



XII. PUBLICATION UNIT (Members of IQAC)

Chairperson : Dr. P.C. Borah, Principal

Convenor & Editor : Dr. Neeta Lagachan

Members : Mr. Santanu Thakur

Dr. Sarat Borah

Dr. Gobinda Deka

Mrs. Gitali Hazarika

Mr. Satya Deka

Mr. Kirenmay Chetia

B. The Chair declared that the next ^{item} matter of the agenda, 'Road Map', is to be discussed in the next meeting.

C. In any other matters, there were discussions on several issues. There was a discussion for a new spacious room for the IQAC as the present room is too small for its activities. The members further talked about holding regular meetings of IQAC. There was also talk on maintaining and keeping separate files for every teacher. The members opined that it would be a good practice if every teacher member submits a copy of their certificates of Seminars / Workshops / Refresher Course, etc. attended, on regular basis to the IQAC for record purposes. Furthermore, the IQAC arrived at a consensus that such individual files of the teachers can be shown in the Staff Meetings for verification and updating. In addition, the members felt that every matter / report / events / records should be maintained in soft copy and subsequently forwarded to the IQAC. The meeting also discussed the issues of regular submission of Self-Appraisal

reports, reconsideration of the earlier feedback procedure, starting of skill-based/need-based programmes in collaboration with IGNOU and other institutions. The requirement for an IQAC letter pad was also considered. The members further agreed that the NAAC Newsletter should be subscribed regularly by the College.

The meeting took the following resolutions:

Resolution no. 2 :

The meeting resolved to hold IQAC meeting every two months.

Resolution no. 3 :

It is resolved to keep separate files for each teacher member for record purposes.

Resolution no. 4 :

It is resolved to reconsider the earlier feedback procedure as per NAAC Peer Team suggestion.

Resolution no. 5 :

It is resolved that the NAAC Newsletter should be subscribed regularly by the College.

The meeting ended with a formal vote of thanks by the IQAC Coordinator.

Attested

27/11/22

Principal
CKB Commerce College
Jodhpur

Ramoon



Action Taken Report of August 29, 2021 IQAC Meeting held on Google Meet

CHANDRA KAMAL BEZBARUAH COMMERCE COLLEGE, JORHAT-785001.


Resolution No.	Resolution Taken	Action Taken
01	It is resolved to augment research and publication work.	On February 19, 2022 <i>Saraswat</i> (a book with ISBN), an initiative of the ACTA (Assam College Teachers' Association) Unit of the college was released by Prof. (Dr.) Jiten Hazarika, Registrar, Dibrugarh University. Mrs. Gitali Hazarika and Dr. H. Das are the Joint Editors of the book. Further, work is going on in full swing to bring out the second issue of <i>Cognition</i> , (a Multidisciplinary Research Peer-reviewed Volume) published by the college with Dr. H. Das as its Chief Editor.
02.	It is resolved to sign an MOU with employment service providers for providing job and placement opportunities.	On January 20, 2022, an MOU was signed with Edupur Employment Services Pvt. Ltd., an employment service provider of Tezpur, to assist the development of professional skills of students by aiding career counselling and assist in employment opportunities to the students.
03.	It is resolved to organize Workshops, Awareness Programs & Activities relevant to students, other stakeholders of the institution, and the society.	I. On September 9, 2021 a Quiz Competition on Blood Donation/ TB/ AIDS Awareness Campaign, 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. II. 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. III. From November 12, 2021 to November 15, 2021 the NSS unit of the College in collaboration with the College

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IQAC Document
2021



		<p>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.</p> <p>IV. 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.</p> <p>V. On December 11, 2021 the IQAC & Dept. Of Accountancy of the college in collaboration with The Kaziranga University, organized Value Added Sessions for the B.Com and BBA students on the following pertinent topics:</p> <p>a) Rural Marketing in India: Opportunities & Challenges.</p> <p>b) Digital Marketing</p> <p>Mr. Debanuj Khound, Assistant Prof. in the School of Business, The Kaziranga University, was the Resource Person. Total participants: 70</p>
04.	It is resolved to conduct Energy Audit.	Work on Energy Audit is currently going on.
05.	It is resolved to submit IIQA to NAAC, Bengaluru within December, 2021.	IIQA submitted to NAAC, Bengaluru on December 15, 2021.


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

Principal
CKB Commerce College
JORHAT




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

Coordinator
IQAC
CKB Commerce College, Jorhat

Action Taken Report of April 3, 2021 IQAC Meeting

CHANDRA KAMAL BEZBARUAH COMMERCE COLLEGE, JORHAT-785001.

Resolution No.	Resolution Taken	Action Taken
01	It is resolved to publish the second issue of <i>Divergence</i> , an ISBN book consisting of inter-disciplinary research articles.	The second issue of <i>Divergence</i> (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.
02.	It is resolved to organize a National level FDP on Intellectual Property Rights.	A National level Online FDP on Intellectual Property Rights for Academia was organized from 20-09-21 to 25-09-21 in association with CSIR-Indian Institute of Chemical Technology (IICT) Hyderabad. The Coordinators of the FDP were Dr. Kironmoy Chetia (CKBCC, Jorhat, Assam) and Dr. Sanjib Kr. Paul (CSIR-IICT, Hyderabad). The FDP attracted 218 participants from all over the country.
03.	It is resolved to organize an International level Seminar for students.	An International Webinar on "Awareness of Students at the Wake of the 3 rd Wave of COVID-19 in India" was organized on September 18, 2021. The Resource Person of the Webinar was Dr. Gaffar Sarwar Zaman, Associate Professor, King Khalid University, Saudi Arabia.
04.	It is resolved to offer an NSQF Level-4 200-hour Certificate Course for SC/ST students that would help in building employability.	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 30 SC/ST students began from November 1, 2021 and is likely to be concluded in March, 2022.
05.	It is resolved to sign more MOUs with other institutions for knowledge exchange (for students as well as faculty), imparting industry relevant skill sets for employability, and entrepreneurship and skill development opportunities.	Two MOUs were inked on December 21, 2021 and December 22, 2021. The first MOU was with P3 Tally Education Centre, Jorhat, Assam and the College, and the second MOU was with NESSIA (North Eastern Small Scale Industries Association), Jorhat, Assam and the College.

Bhuma
Principal
CKB Commerce College
JORHAT



06.	It is resolved to organize Workshops, Awareness Programs & Activities relevant to students and the society.	<ul style="list-style-type: none"> i. From March 22, 2021 to April 12, 2021 a 30 hour Workshop on Entrepreneurship Development was conducted for the college students in collaboration with Assam Agricultural University, Jorhat. 26 students participated in the competition. ii. From April 1, 2021 to April 11, 2021 a 7-Day Workshop on Bihu was conducted for 30 students of the college. iii. 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. Ibharani Morang, MD (Obstetrics and Gynaecology), Consultant Gynaecologist, Jorhat Christian Medical Centre. iv. 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. v. On May 12, 2021 a Web-based Investors Awareness Programs was organized by TLE Committee for B.Com./BBA 6th Sem. Students in association with BSE-IPF, Mumbai. Marina Jose of BSE-IPF was the Resource Person.
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Rhanna
Principal
GKS Commerce College
Jorhat



07.	It is resolved to conduct another Short Term Course of 45 hours in Tally ERP 9 with GST for B.Com & BBA students.	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.
08.	It is resolved to bring out the first ever issue of IQAC Newsletter inscribed with QR code very soon.	On December 18, 2021 the maiden issue of <i>Pulsebeat</i> (Issue I, Volume I, Jan-June, 2021), the College IQAC Newsletter inscribed with QR code, was released by Dr. Minakshi Phookan Hazarika, Associate Professor, Dept of Geography, JB College (Autonomous), Jorhat.

Sd/-

Dr. Neeta Hazarika (Taye)
Co-ordinator, IQAC.
CKB Commerce College.
Jorhat - 1. Assam



Coordinator
IQAC
CKB Commerce College, Jorhat



Principal
CKB Commerce College
JORHAT



Action Taken Report of December 30, 2020 IQAC Meeting

CHANDRA KAMAL BEZBARUAH COMMERCE COLLEGE, JORHAT-785001.

Resolution No.	Resolution Taken	Action Taken
01	The house resolved to make Yoga Course compulsory for the holistic development of the students by including it in the Time-Table of the coming academic session.	Started since 2018-19 Session, but could not be included in the Time-Table of 2019-20 due to the COVID-19 pandemic. In the process to include it in the Academic Session of 2021-22 .
02.	It is resolved to distribute the last two years' pending awards to the meritorious students of the college.	Cash awards, prizes and certificates distributed to the meritorious students, in a felicitation program organised on April 3, 2021 in the presence of students, faculty & invited guests. Further, 22 NCC students of the institution who cleared the NCC 'C' Certificate Examination were also felicitated.
03.	It is resolved to give a Motivational Award to Dashrath Kumar , a student of B. Com. 3 rd Sem. for his outstanding performance in Cricket and for his inclusion in the India A Under-19 Challenger Trophy, 2019 .	A Certificate of Appreciation and a Cash Award of Rupees 10,000/- was handed over to Dashrath Kumar to encourage him so that he can rise up further in his cricketing journey. He was felicitated in the same program organised on April 3, 2021.
04.	It is resolved to conduct a Short Term Course of 96 hours in Tally ERP 9 with GST for B.Com & BBA students.	The Short Term Course of 96 hours in Tally ERP 9 with GST is currently going on in full swing with a total of 24 students from both B.Com & BBA. The college has teamed up with MSME (Ministry of Micro, Small & Medium Enterprises, Govt. of India) for conduction of the said course.
05.	It is resolved to sign MOU with other institutions for knowledge exchange (for the benefit of both students as well as faculty), sharing of technological knowhow, and academic collaboration.	The Principal of the College, Dr. Ranjit Sarma, has signed an MOU with Kaziranga University (KU) , represented by its Registrar, Dr. Diganta Munshi, in a formal function held in KU, on March 12, 2021 . Both the institutions have agreed to promote and develop reciprocal academic cooperation.
06.	It is resolved to organize innovative activities to develop creativity in students.	An Instant Handwritten Chain Story Writing Event in four languages (Hindi, Assamese, Bengali & English) was organised by the Innovation, Entrepreneurship & Career Guidance Cell (IECGC) of the College on March 20, 2021 for the B. Com. & BBA students. The best contributors in each of the four languages were given attractive prizes

Ranjan
Principal
CKB Commerce College
JORHAT



07.	It is resolved to initiate an Expression of Interest with NIELIT for running courses that would help in building employability in ST/SC students of the college.	and certificates. An Expression of Interest for Potential Academic Partnership has been placed before NIELIT, in February 2021, to conduct two courses for ST/SC students: a) Certificate Course in ITES BPO, Soft Skills & Communicative English (200 hrs). b) Advance Diploma in Computer Application, Accounting & Publishing (200 hrs).
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R. B. Choudhary

Principal
CKB Commerce College
Jorhat



D. G. Choudhary

Coordinator
IQAC
CKB Commerce College, Jorhat

Action Taken Report of June 17, 2020 IQAC Meeting

CHANDRA KAMAL BEZBARUAH COMMERCE COLLEGE, JORHAT-785001.

Resolution No.	Resolution Taken	Action Taken
01	The house resolved to entrust the responsibility of preparing a code of conduct / handbooks for different stakeholders to the IQAC Coordinator, Dr. Neeta Lagachu (Taye).	Prepared, submitted and published in the Academic calendar of 2020-21.
02.	It is resolved to constitute a Counselling Cell for the Mental Well-being of the students.	Constituted as Students' Welfare and Grievance Redressal Committee.
03.	It is resolved to publish a book with ISBN.	In the process.
04.	It is resolved to organize National Seminars.	<p>a) On June 20, 2020 a National Webinar on "Perspectives on the Global Pandemic Scenario: Health, Education & Society" was hosted by the Department of English, Chandra Kamal Bezbaruah Commerce College, Jorhat in association with Rotary Club of Jorhat. The Webinar was the first of its kind in the district with more than 200 participants from all over India. The Webinar was conducted on Zoom platform.</p> <p>b) On August 8, 2020 a National Webinar on "Women's Rights and COVID-19 Pandemic: Issues and Challenges" was hosted by AASTHA, the Chandra Kamal Bezbaruah Commerce College Women Cell, Jorhat in collaboration with Department of Economics & HRM, and IQAC-</p>

Rhaimi
Principal
CKB Commerce College
JORHAT



		<p>CKBCC. The Webinar was conducted on Google Meet platform.</p> <p>c) On August 10, 2020 a National Webinar on "Enhancement of Writing Skill of Theses and Research Papers: Some Tips" was jointly organized by Department of Business Management & Department of Accountancy, Chandra Kamal Bezbaruah Commerce College, Jorhat at 2.00 pm. The Webinar was conducted on Google Meet platform.</p>
0.5.	It is resolved to organize more Student Development Programs.	<p>a) The Soft Skills & Communicative English Course, generally conducted offline in March-April every year, was delayed due to the Covid-19 Pandemic. The Programme Co-ordinator of this year's Course, Mrs. Rupasree Dutta co-ordinated with NIELIT and successfully conducted the course ONLINE from June 24, 2020 to July 14, 2020. 60 students of the college were accommodated for the course.</p> <p>b) On August 28, 2020 a Students' Development Program on "Group Discussion & Personal Interview Techniques" was conducted in Virtual Platform (Zoom) at 1.00 pm. The program was jointly organized by IQAC, Chandra Kamal Bezbaruah Commerce College, Jorhat and IBS Business School. 100 students of the College enthusiastically participated in the program.</p>

Rhanna
Principal
CKB Commerce College
JORHAT



		<p>c) On October 31, 2020 a National Webinar on "Investor Awareness" was organized for the Faculty members, Administrative Staff & Students by the IQAC, Chandra Kamal Bezbaruah Commerce College, Jorhat at 3.00 pm in association with Ambition Learning Solutions, Mumbai (on behalf of Bombay Stock Exchange, Investor Protection Fund). The Webinar was conducted on Zoom platform. There were 70 participants in the Webinar.</p> <p>d) On December 7, 2020 a Webinar on "Fundamentals of Securities Market" was organized by Training & Placement Cell, Chandra Kamal Bezbaruah Commerce College, Jorhat. The Webinar was conducted by SEBI (Securities and Exchange Board of India), Guwahati Local Office.</p>
06.	It is resolved to apply for B.A. & M.Com in Distance and Regular Mode.	<p>i. On September 8, 2020 the College got the approval from KKHSOU (Krishna Kanta Handique State Open University) to open a Study Centre. At present, 6 students have already registered: M. Com-01, B.A.-05.</p>

Abarna
 IQAC
 Chandra Kamal Bezbaruah Commerce College
 Jorhat



Nagachin
 Coordinator
 IQAC
 Chandra Kamal Bezbaruah Commerce College, Jorhat

Action Taken Report of September 16, 2019 IQAC Meeting

CHANDRA KAMAL BEZBARUAH COMMERCE COLLEGE, JORHAT-785001.

Resolution No.	Resolution Taken	Action Taken
01.	It is resolved to start an E-Journal from the next academic session.	In the course of action.
02.	It is resolved to name the plants/trees in the college campus.	In the process.
03.	It is resolved to reconstitute the Grievance Redressal Cell.	Reconstituted.
04.	It is resolved to institute Dr. Nitu Konwar as Assistant Coordinator, IQAC-CKBCC.	Appointment given.
05.	It is resolved to publish a book with ISBN.	On February 6, 2020 Aastha, the Women Cell of the College, published its first book with ISBN named <i>Tejaswani</i> . The theme of the book was "The Contribution of Indian Women in Making New India" .
06.	It is resolved to organise a National Seminar.	On June 20, 2020 a National Webinar on "Perspectives on the Global Pandemic Scenario: Health, Education & Society" was hosted by the Department of English, Chandra Kamal Bezbaruah Commerce College, Jorhat in association with Rotary Club of Jorhat. The Webinar was the first of its kind in the district. The National Webinar attracted more than 200 participants from different nooks and corners of India.
07.	It is resolved to organise Awareness Programs & Activities relevant to	a) On September 28, 2019 an Interactive cum Awareness Program on Draft New

Society.	<p>Education Policy, Govt. of India was jointly organized by North Jorhat Senior Citizens Association and IQAC, Chandra Kamal Bezbaruah Commerce College, Jorhat.</p> <p>b) On November 5, 2019 a Street Play on AIDS Awareness was organized by Maguli-based organization, Replica (an organization promoting folk artists in Assam) in the premises of Chandra Kamal Bezbaruah Commerce College, Jorhat.</p> <p>c) On November 14, 2019 Chandra Kamal Bezbaruah Commerce College, Jorhat observed Children's Day at Kahar Gaon Senior Basic School under NO. 50 South-East Charabahi Gaon Panchayat. A day-long programme was organised collaboratively by the Village Adoption Committee and NSS wing of the college. Five schools from the Panchayat participated in the program.</p> <p>d) On December 8, 2019 a Mega Free Medical Camp was conducted in 2 No. Chowdang Chetia Gaon, Bagchung for the benefit of the adopted villages of the College. The camp was jointly organized by Rotary Club of Jorhat and IQAC, Chandra Kamal Bezbaruah Commerce College in partnership with Red Cross Society, Jorhat, Niranoy Hospital & Research Centre, Jorhat and Sanjivani Hospital, Jorhat. More than hundred beneficiaries took advantage of the medical facilities provided</p>
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Rhume
 02/11/2019
 10:10 AM



		<p>which included Blood Sugar Test, Blood Grouping, BP Test, etc. Free medicines were also distributed to the needy patients. 7 Doctors & 3 Nurses provided exemplary service in the camp.</p> <p>c) On March 18, 2020 two teams of College Faculty went to two different areas of Jorhat to disseminate awareness on Covid-19. One team went to Puroimaidi area in the outskirts of Jorhat while the other team went to the adopted villages of the college to spread awareness on Covid-19 and also distributed soaps and advisory leaflets to individual households.</p> <p>f) On April 27, 2020 under the leadership of the Principal of the College, and in association with AASTU, Jorhat, food items were distributed to 70 households affected by the Covid-19. The households belonged to Pangriya, Bezgaon, & Utuliya –all adopted Villages of the college.</p>
08.	It is resolved to organise more Student Development Programs.	<p>a) On October 22 & 23, 2019 a Two-Day National Level Training & Championship Program cum Personality Development & Career Planning Workshop was organized by IQAC, Chandra Kamal Bezbaruah Commerce College in association with Entrepreneurship Cell, IIT Kanpur & DC Cricketers, Gurgaon.</p> <p>b) On November 05, 2019 a <i>Youth Camp for Inner Awareness & Personal Growth</i></p>

		<p>was organized by Sri Aurobindo Society, Jorhat Centre in collaboration with Chandra Kamal Bezbaruah Commerce College.</p> <p>c) On November 06, 2019 on the occasion of Vigilance Awareness Week, an Essay Writing Competition on the topic "Corruption in Public Life: A Menace" was organized in the college under the sponsorship and management of UCO Bank, Jorhat Zonal Office.</p> <p>d) Founder Principal Madhav Chandra Chakraborty Memorial Lecture was organized on February 6, 2020 the 56th Foundation Day of the College. The topic of the lecture was "Role of Students in the Uplift of the Present Society with Special Reference to Assam" and the Speaker invited on the occasion was Dr. Apurba Borah, Associate Prof., Jorhat Kendriya Mahavidyalay, Jorhat.</p> <p>e) On March 3, 2020 a Motivational Seminar on "Personal Development" was organized by The Assam Kaziranga University in collaboration with TLEFC (IQAC) of the College. The Speaker was Kula Prasad Bora, Deputy Manager (Admissions). Ms. Rumi Devi of KU was also present as facilitator.</p> <p>f) On March 14, 2020 a Workshop on Interview Skills was conducted by Assam Down Town University for the BBA students.</p>
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		<p>g) In the month of May, the IQAC, Chandra Kamal Bezbaruah Commerce College in collaboration with Rotary Jorhat organized a National level Prize Money Online Essay Competition (in English & Assamese) for Higher Secondary and Graduate Level students. The topic of the essay competition was "Post Covid-19 Life: Will the World be the Same Again". The competition attracted an overwhelming 100 participants from different colleges of India. 3 prizes each were given to both the English and Assamese categories.</p>
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[Signature]

Principal
CKB Commerce College



[Signature]

Coordinator
CWC, Jorhat

Action Taken Report of June 15, 2019 IQAC Meeting

CHANDRA KAMAL BEZBARUAH COMMERCE COLLEGE, JORHAT-785001.

Resolution No.	Resolution Taken	Action Taken
01.	It is resolved to start a Certificate Course in developing Entrepreneurship Skills in students.	Technicalities of collaboration in the process with Assam Agricultural University, Jorhat.
02.	It is resolved to hold a Training Workshop for Office Staff, FDP for the Teaching Faculty and the Librarian, and a Personality Development and Career Planning Workshop for students.	<p>A 15-Day Faculty Development Program on 'E-Content Development and Use of ICT' was organized by IQAC, Chandra Kamal Bezbaruah Commerce College, and conducted by NIELIT (National Institute of Electronics and Information Technology), Jorhat from October 25, 2019 to November 14, 2019.</p> <p>A 10-Day Training on 'Office Automation and Soft Skills' for Office Staff was organized by IQAC, Chandra Kamal Bezbaruah Commerce College, and conducted by NIELIT (National Institute of Electronics and Information Technology), Jorhat from November 25, 2019 to December 6, 2019.</p> <p>A 2-Day Personality Development and Career Planning Workshop for students was organized by IQAC, Chandra Kamal Bezbaruah Commerce College in association with the Entrepreneurship Cell, IIT Kanpur & DC Crackers, Gurgaon on October 22 and 23, 2019.</p>
03.	It is resolved to organize a Talk on Sexual Harassment.	A Talk on Gender Sensitization and Sexual Harassment was organized on October 21, 2019 by Student Support and Progression Committee, IQAC, Chandra Kamal Bezbaruah Commerce College, Jorhat.

Rhanna
Principal
CKB Commerce College
JORHAT



Agachin
Coordinator
IQAC
CKB Commerce College, Jorhat

Action Taken Report of November 30, 2018 IQAC Meeting

CHANDRA KAMAL BEZBARUAH COMMERCE COLLEGE, JORHAT-785001.

Resolution No.	Resolution Taken	Action Taken
01.	It is resolved to organize an All Assam Inter-College Debate Competition.	An All Assam Inter-College Prize-Money Debate Competition was organized by the college on April 23, 2019 in association with Rotary Club of Jorhat.
02.	It is resolved to hold a Skill Development Workshop.	A Skill Development Workshop on Flower Bouquet Making was organized by Student Support and Progression Committee, IQAC, Chandra Kamal Bezbaruah Commerce College, in association with Pidilite, Jorhat on March 15 and 16, 2019 .
03.	It is resolved to conduct a Spoken English Workshop.	A Workshop on Spoken English was organized by the Department of English from March 23, 2019 to April 5, 2019 .
04.	It is resolved to encourage Faculty Development and Research.	Faculty of the college participated in four Workshops and Faculty Development Programs held in different colleges and universities of the state. Satya Deka, of the Department of Commerce, Chandra Kamal Bezbaruah Commerce College, was awarded with Ph. D by Dibrugarh University on March 3, 2019. Four Faculty of the College are currently pursuing their Ph. D from well-recognized universities of India.

Ramesh
Principal
CKB Commerce College
JORHAT



Nagachu
Coordinator
IQAC
CKB Commerce College, Jorhat

Feedback analysis for the year 2020-21 session

Feedback samples were taken from the fifth-semester students using the dropbox method. Significantly few students responded to this matter after several requests to them. We have collected the feedback in eight different criteria, viz. Effective Communication, Interactive in Class, Sincere and committed towards work, Generate interest in studies, Provide subject material adequately, Motivated to participate in co-curricular activities, Guide for career advancement, and Knowledge about his/her subject is good. The students are directed to respond to all the statements in heretical order, where one is the lowest mark and ten is the highest mark. We have seen that the overall performances of the faculty members are good. Those faculty members whose performances are average or below average are personally communicated with and suggested for improvement. Following are the observations from the student's feedback-

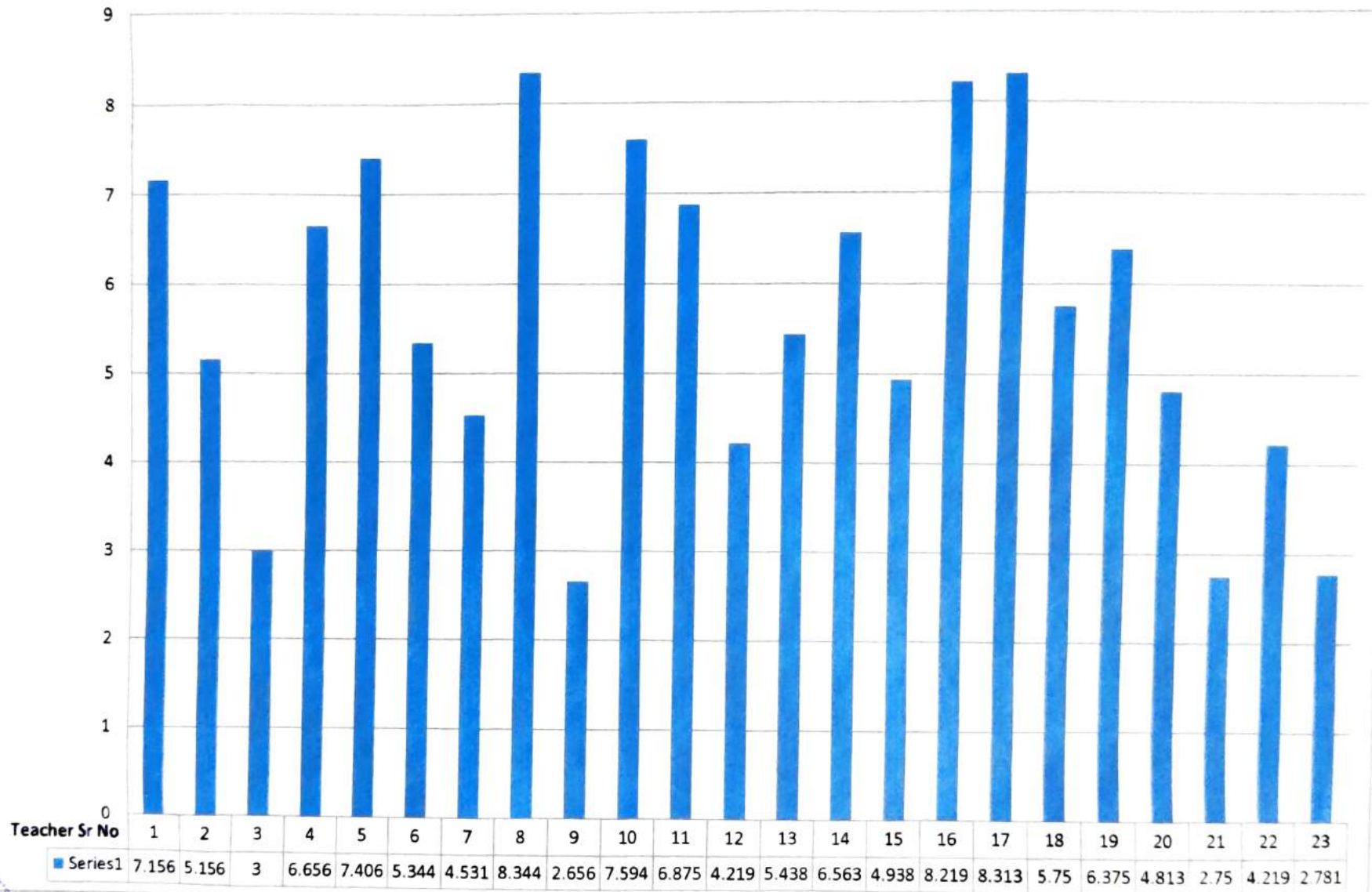
1. It is seen that 60.86 % of faculty members effectively communicate with the students.
2. It is also seen that 60.86% of faculty members are interactive in class, sincere and committed to working and generating interest in learners' studies.
3. From the analysis, it is found that 56.5% of faculty members provide subject material adequately and properly guide the students for career advancements.
4. It is revealed that 52.1% of faculty members successfully motivate the students to participate in co-curricular activities.
5. 65.2% of faculty members' subject Knowledge is adequate.

The criteria wise bar diagrams are given in annexures.



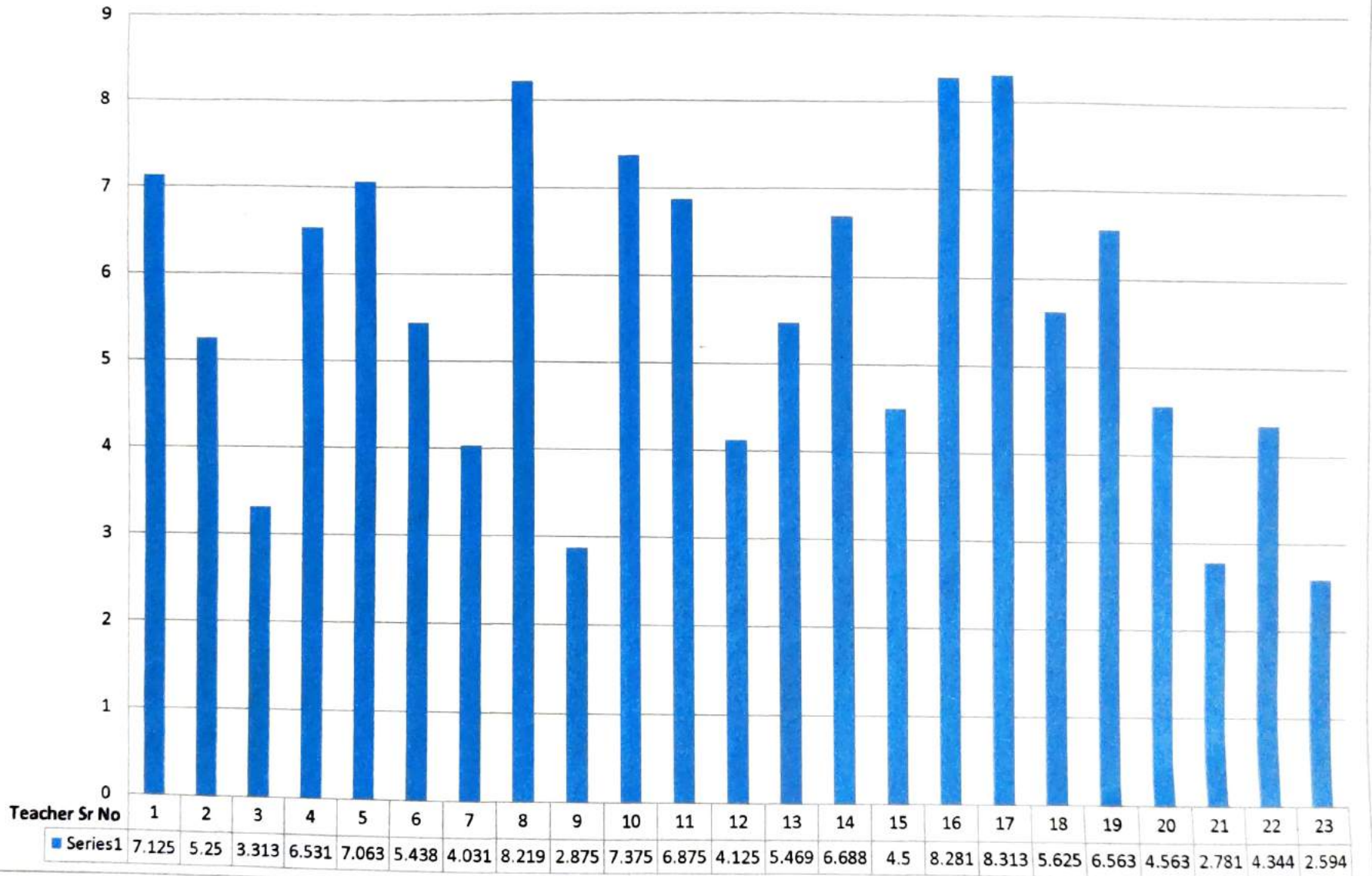

Principal
CKB Commerce College
JORHAT

Criteria : *Effective in Communication*



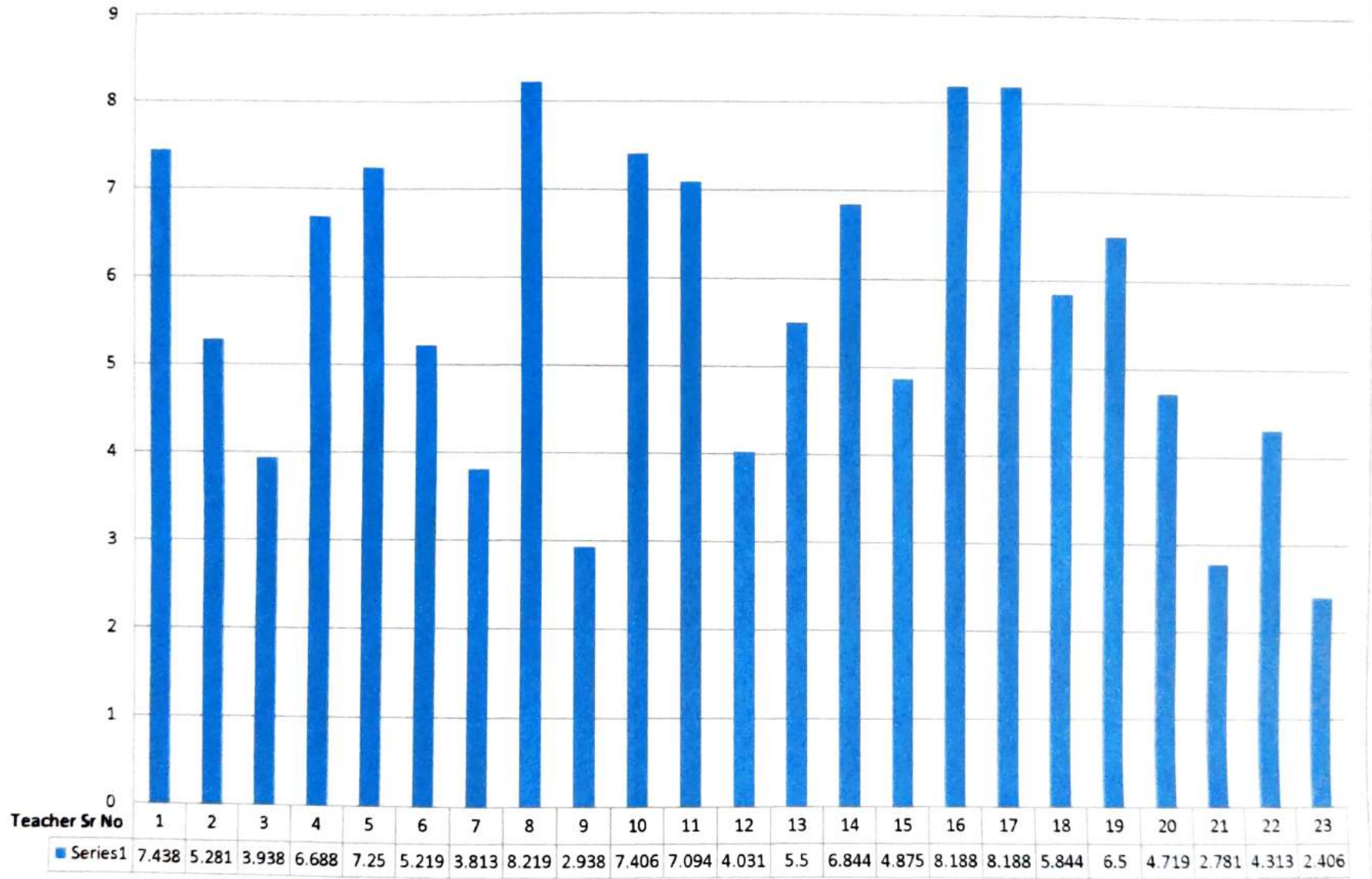
Principal
K. J. Somaiya Institute of Management Studies & Research

Criteria : *Interactive in Class*

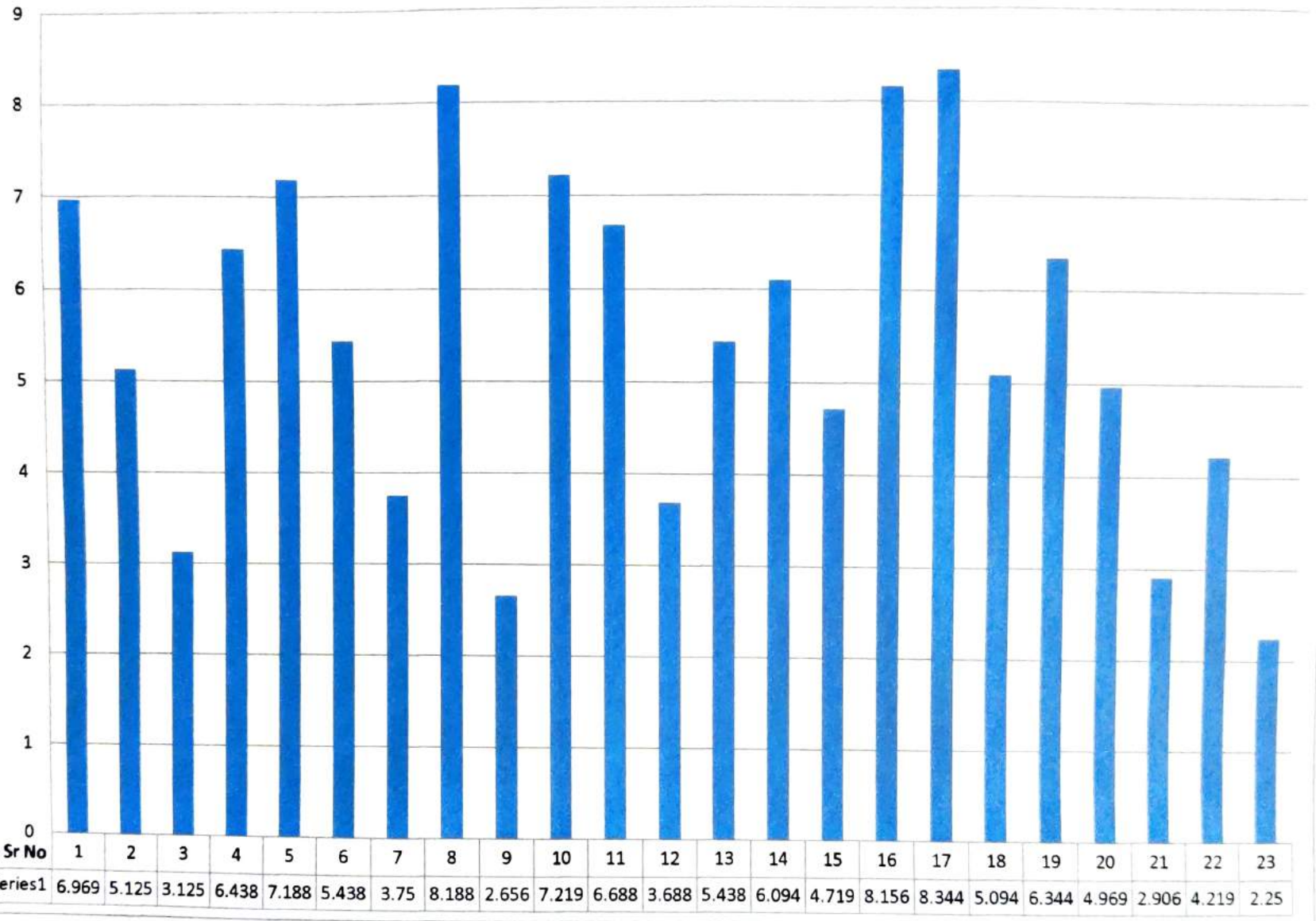


Principal
KB Commerce College
Jorhat

Criteria: *Sincere and committed towards work*

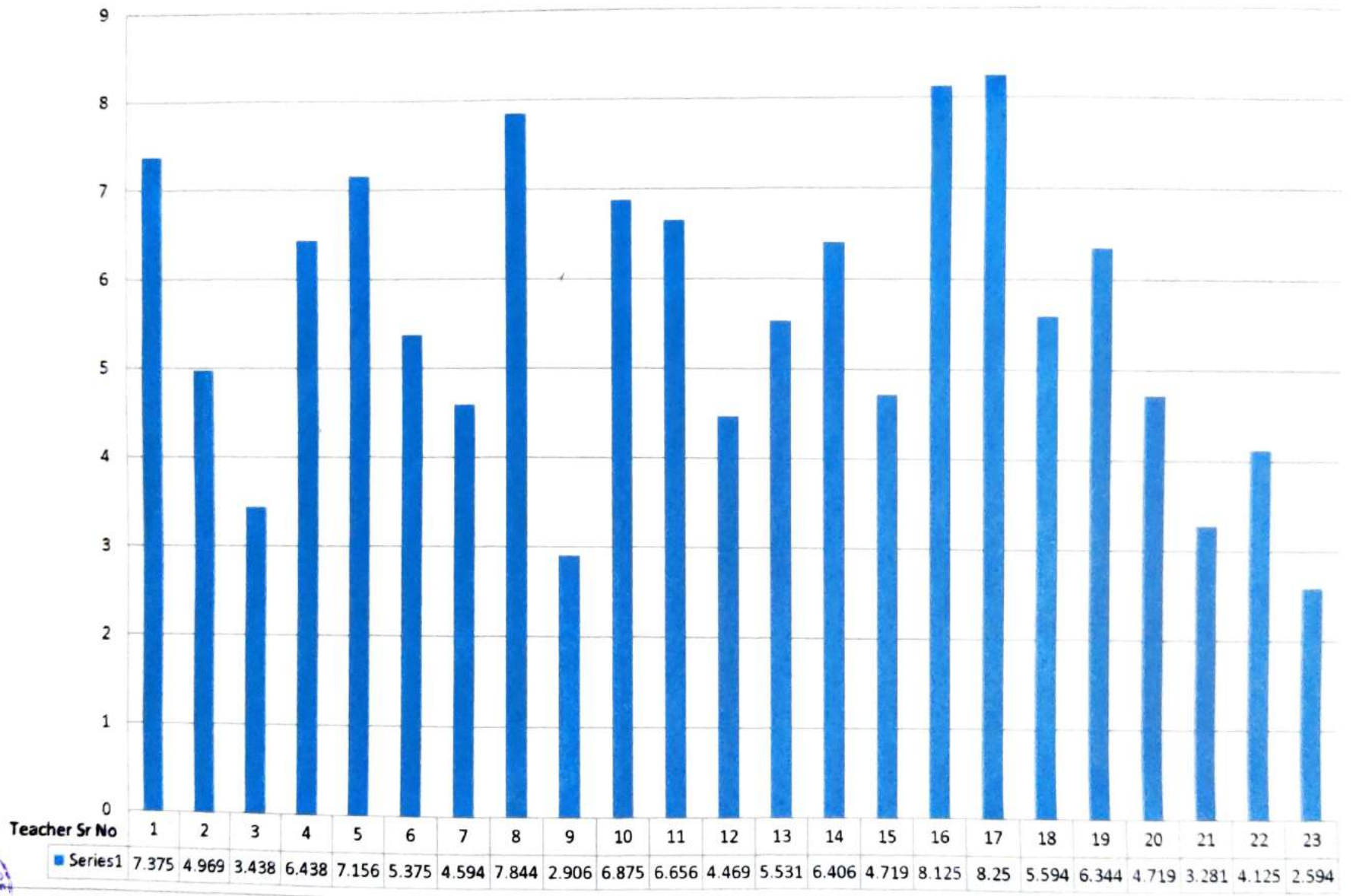


Criteria: *Generate interest in studies*



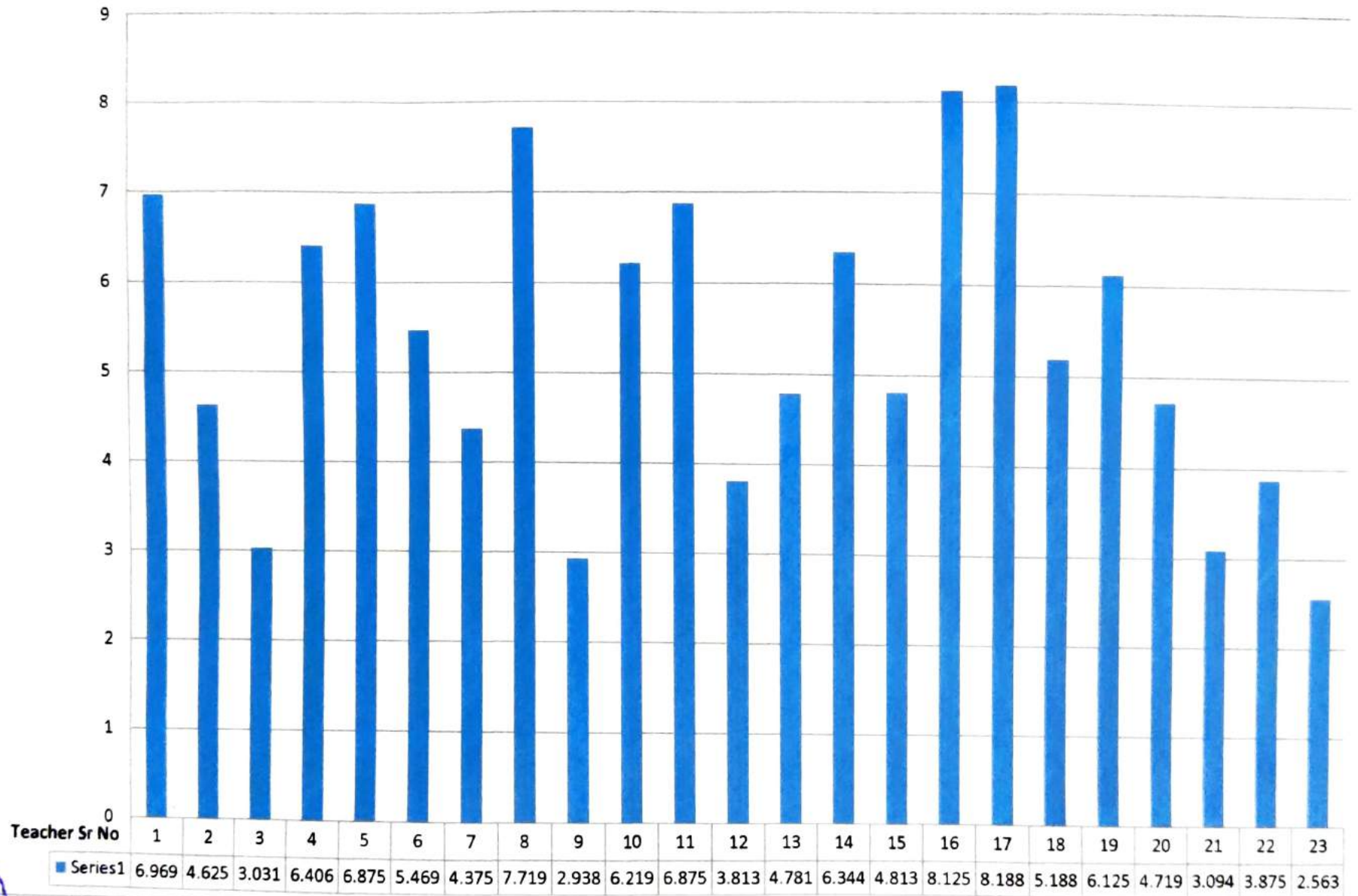
R. Kumar
Principal
CKB Commerce College

Criteria : *Provide subject material adequately*

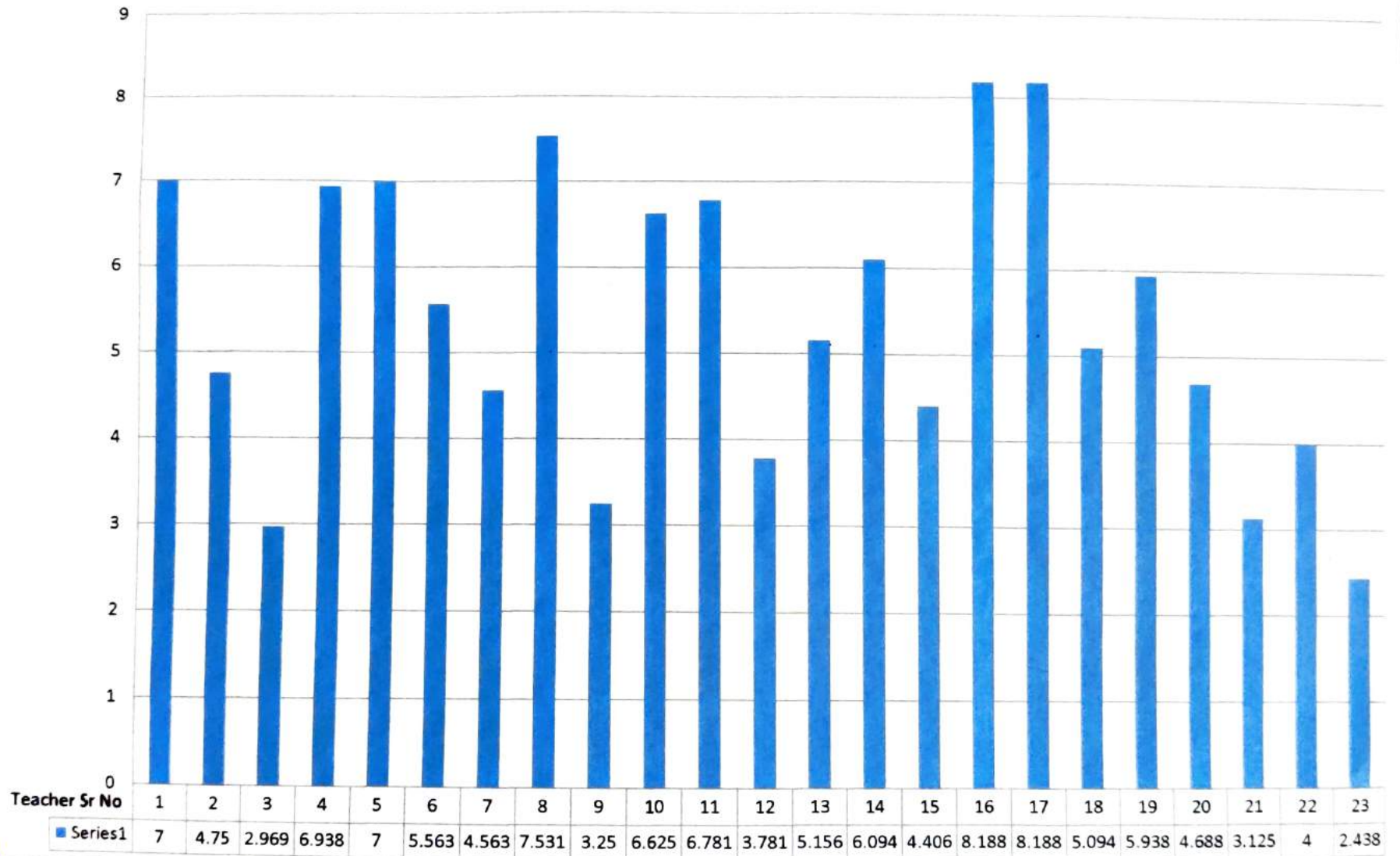


Principal
CKB Commerce College
JORHAT

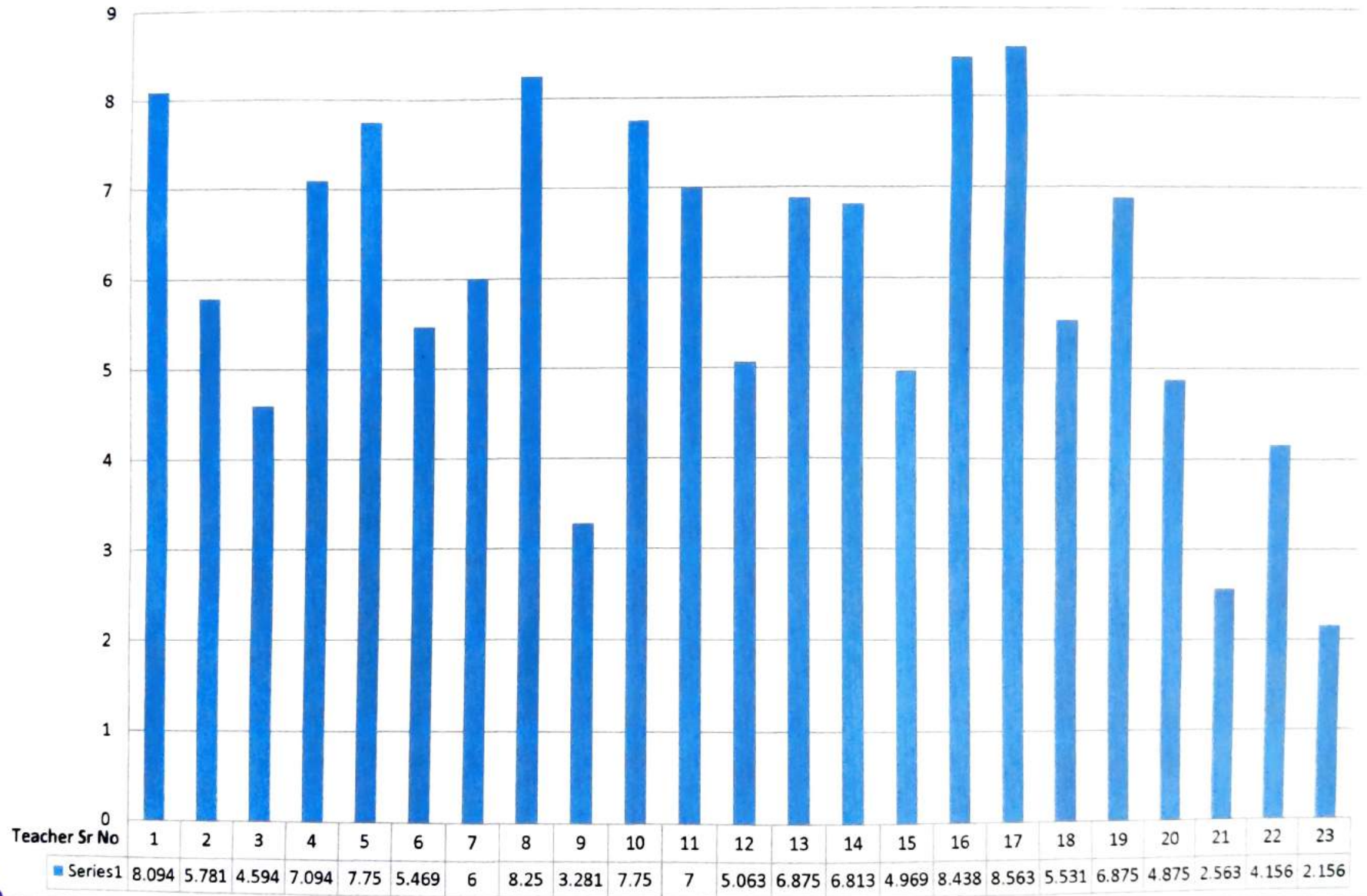
Criteria : Motivate to participate in co curricular activities



Criteria : *Guide for career advancement*



Criteria: Knowledge about his/her subject is good



Principal
CKB Commerce College
JORHAT

PROGRAMME REPORT

A One day Career counselling session was organized by IQAC, CKB Commerce College, Jorhat on March 23, 2017 for B.Com and BBA students to make them aware about various opportunities and trends in the field of Commerce after graduation. The programme started at 12.00 pm in the Digital Classroom. The Resource person for the session was Mr. Swapan Dasgupta, NDIM. He suggested varied ways that how to opt the career in one's life depending on the capabilities and potential. He talked about how to focus on the chosen career and what are the efforts to be put in to make that dream true. It was a very informative day for the students. A total of 64 students participated in the programme.

Date: 24/03/2017

Place: Jorhat.


Dr. Neeta Lagachu

Co-ordinator, IQAC.



PROGRAMME REPORT

Chandra Kamal Bezbaruah Commerce College organised a Career Counselling cum Placement drive programme in the college on 20-01-2017. HDFC was hiring B.Com and BBA pass out and final year appearing students. The programme started with a session on career counselling. Mr. Aklanta Pratim Dutta was the resource person for the session. A total of 71 students from the college participated in the programme. 4 students from the college were selected by HDFC in the programme. Dr. Neeta Lagachu, Co-ordinator of IQAC offered vote of thanks to the resource person and his team assisted in the placemenmt drive programme.

Date: 22-01-2017

Place: Jorhat



Dr. Neeta Lagachu

Co-ordinator, IQAC



PROGRAMME REPORT

Chandra Kamal Bezbaruah Commerce College organised a Counselling on Career in Civil service programme in the college on 06-08-2017. Mr. Vinaysheel Choudhary, Sukalp Foundation was the resource person for the session. A total of 32 students from the college participated in the programme. He informed the students about the most popular branches of the Indian Civil Services and how to prepare for UPSC examination. Dr Neeta Lagachu, Co-ordinator of IQAC offered vote of thanks to the resource person, students participated and the faculty members present in the programme.

Date: 08/08/2017

Place: Jorhat



Dr. Neeta Lagachu

Co-ordinator, IQAC

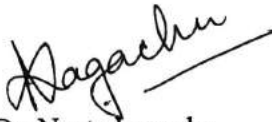


PROGRAMME REPORT

A one day Career Counselling programme was organised in Chandra Kamal Bezbaruah Commerce College on 21-02-2018. The programme started with a session on career counselling. Annunciate Tigga, PIBM Foundation was the resource person for the session. Dr. Purabi Borthakur took the opportunity of welcoming the guests and thanking them for their decision to spend time with the students of the college . A total of 39 students from the college participated in the programme. He spoke to the students telling them of the importance of setting up personal goals in life and how it helps make their vision for the future career. Neeta Lagachu, Co-ordinator of IQAC offered vote of thanks.

Date: 22-02-2018

Place: Jorhat.


Dr. Neeta Lagachu
Co-ordinator, IQAC




PROGRAMME REPORT

Chandra Kamal Bezbaruah Commerce College organised a Special Coaching Class for SSC held from programme in the college on 10.01.2019. The programme run for more than 3 months. Navneet NK (New Delhi) was the resource person for the entire duration of the programme. A total of 32 students from the college participated in the programme. Several Mock tests were taken for their improvement. He also discussed previous years question papers and taught the students about writing skills.

Date: 12/06/2019

Place: Jorhat


Dr. Neeta Lagachu
Co-ordinator, IQAC



PROGRAMME REPORT

Chandra Kamal Bezbaruah Commerce College organised a Workshop on Interview Skills programme in the college on 26-02-2019. Mr. Debashish Sarmah, Director, Career Choice was the resource person for the session. A total of 79 students from the college participated in the programme. Neeta Lagachu, Co-ordinator of IQAC took the opportunity to welcome the resource person. The resource person explained how to give the answers very effectively of certain questions like, why should we hire you? Where do you see yourself 5 years from now? What are your strengths and weaknesses? He explained all the scenarios of Interview Environment. He also elaborated the ways of explaining and justifying the answers of various questions and make a very good impression on the interviewer. Mr. Nitu Konwar offered vote of thanks to the resource person.

Date: 28/02/2019

Place: Jorhat.



Dr. Neeta Lagachu

Co-ordinator, IQAC



PROGRAMME REPORT

A one day Career Counselling and Campus drive programme was organised in the college on 06-03-2019. Officials from Reliance Jio visited the College for counselling and placement. Madhurima Das was the resource person for the session. After the counselling of the students, The team conducted GD and Interview for placement. A total of 21 students from the college participated in the programme. Mrs. Barsha Borah offered vote of thanks to the resource person.

Date: 06-03-2019

Place: Jorhal



Dr. Neeta Lagachu

Co-ordinator, IQAC



PROGRAMME REPORT

Chandra Kamal Bezbaruah Commerce College organised a Career Counselling programme in the college on 13-03-2019 to 14-03-2019 for B.Com and BBA students. Mr. Sunil Bora, NSDC was the resource person for the session. A total of 300 students from the college participated in the programme. The programme was conducted class wise for the students. It was a very informative and interactive session. He discussed different tips to get success in interview. Dr. Neeta Lagachu, Co-ordinator of IQAC Co-ordinated the offered vote of thanks to the resource person.

Date: 14-03-2019

Place: Jorhat



Dr. Neeta Lagachu

Co-ordinator, IQAC

PROGRAMME REPORT

Chandra Kamal Bezbaruah Commerce College organised a Career Counselling cum Campus Placement Drive programme in the college on 29-01-2019. India Fillings was hiring B.Com and BBA pass out and final year appearing students. The programme started with a session on career counselling. Daphne Anand, India Fillings was the resource person for the session. A total of 36 students from the college participated in the programme. 3 final year students from the college were asked to contact after completing graduation. Neeta Lagachu, Co-ordinator of IQAC offered vote of thanks to the resource person and his team assisted in the placement drive programme.

Date: 29-01-2019

Place: Jorhat



Dr. Neeta Lagachu

Co-ordinator, IQAC



PROGRAMME REPORT

Chandra Kamal Bezbaruah Commerce College organised a Workshop Cum Aptitude test in the college on 15-02-2021. The programme started with welcome speech by Dr. Neeta Lagachu, Co-ordinator IQAC. Mr. Abhijit Bora, ICA, Jorhat was the resource person for the session. A total of 62 students from the college participated in the programme. He covered maths, quantitative skills and quoted some simple examples to demonstrate the students that if correct techniques are applied how a difficult question can be solved by simple calculation. The session ended with an hour test on Aptitude skills. The session was well appreciated by the students and they also demanded for more such sessions. The session ended with the vote of thanks by the Programme Co-ordinator.

Date: 17/02/2021

Place: Jorhat



Dr. Kironmoy Chetia

Programme Co-ordinator



CALL FOR PAPERS for Edited Book Volume

Title of the Edited Book: *Divergence* (with ISBN).

Issue: **Second**

Just like the tributaries of a river meet at the eddy, and commensurate with the title of the book, submissions are invited in the form of chapters from Academicians, Researchers, Administrators and NGOs from any relevant discipline addressing issues having a bearing on society and its functioning. The edited book is based on a multidisciplinary perspective and its objective is to stimulate deliberations on diverse topics that will be covered by the authors.

Every research article should be accompanied by an abstract of 300 words that highlights the focus area of the full paper. The articles should be unpublished, original research papers. The articles may be based on primary or secondary sources. Author(s) should avoid plagiarism in order to maintain the standard of the publication. They should follow the appropriate research methodology suitable to the topic taken up.

Word Limit for Submission (including Footnotes): **2,500-3,000 words.**

GUIDELINE FOR WRITING THE RESEARCH ARTICLE:

The ABSTRACT should not exceed 300 words and a maximum of five keywords should be given. The keywords should be arranged in alphabetical order, separated by commas and full stop at the end.

TITLE: (14-point Times New Roman)

Author(s) names: (12-point Times New Roman),

Designations, affiliation/ address, telephone number and email id: (10-point Times New Roman),

CONTENT: 12 Font Size (Times New Roman style) with 1.5 line spacing

FOOTNOTES: (10-point Times New Roman), with 1.0 line spacing.

DOCUMENT TYPES ALLOWED: Word Document but **not** in PDF format

Deadline for Submission: Wednesday, September 15, 2021

Acceptance notification: October 1, 2021

PUBLICATION DATE: October, 2021

Kindly mail your Submissions to: neetataye@gmail.com

PUBLICATION CHARGES: 500/- (Five hundred only)

For any queries, please WhatsApp in the given number: 9435051277

NEWSLETTER

CKB COMMERCE COLLEGE



PULSEBEAT

পালসবিট

Issue I, Volume I, Jan - June, 2021



from the desk of
PRINCIPAL
Dr. Ranjit Sarma

The IQAC of CKB Commerce College has made a significant contribution towards the all-round development of the college. They are going to publish a bi-annual News Letter PULSEBEAT now. I congratulate all the editorial board members, including the IQAC Coordinator, for this sensible initiative.

With best wishes,

Ranjit Sarma

Principal
CKB Commerce College

from the desk of
IQAC Coordinator
Dr. Neeta Lagachu (Taye)



The Internal Quality Assurance Cell is the pulse of Chandra Kamal Bezbaruah Commerce College, and as long as its beat is constant, regular, and sincerely devoted, it will be the manifestation of harmony, growth and progress. Baptising the College IQAC newsletter as 'Pulsebeat' felt like I had named my own child. The COVID-19 pandemic caught us on the back foot and the launch of this maiden bi-annual newsletter was therefore somewhat delayed. We hope the pulse of our readers will skip a beat and appreciate the patchwork spread before you so that we are inspired to regenerate and create more work to seep in the universe of our revered temple of learning.

EDITOR'S NOTE



Inspite of the Covid-19 pandemic, the pulse beat of our esteemed institute continued its normal sway with a number of activities being carried out on-the-campus and off the campus. This is a humble effort to record our initiatives to keep the pulse beat of the college normal. We regret for the omission and deletion of any activities for time and space constraints.

Dr. Kironmoy Chetia



concept & design
Bulbul Sahariah



Achievement

- The winners of the online poetry recitation competition organised on the occasion of World Poetry Day, on 21st March, 2021 were :

1st Prize
Divya Choudhan, 1st Semester
2nd Prize
(i) K. R. Dihidar, 1st Semester
(ii) A. Dhar, 1st Semester
3rd Prize
(i) A. Dutta, 1st Semester
(ii) A. Deuri, 1st Semester
(iii) A. Shish Neog, 1st Semester

- Darshan Kumar of B. Com 3rd Semester has been selected in Under-19 Indian Cricket Association's 'Challengers' Trophy Red Team.

- Dr. Horeswar Das, Associate Professor & HOD, Department of Accountancy, Dr. Satya Deka, Associate Professor and HOD, Department of Commerce and Dr. Nitu Konwar, Assistant Professor, Department of Accountancy were conferred their Ph. D degrees in the 19th Convocation of Dibrugarh University held on 25th April, 2021.
- On 12th April 2021, Dr. Neeta Lagachu Taye, Associate Professor & HOD, Department of English was awarded Outstanding Secretary Award (2019-20) by Rotary Club, Jorhat.

An Awareness Programme on "Women's Health" was held on 7th April, 2021. The Resource Person of the Program was Dr. Ibharani Morang, M. D. (Obst. & Gynaecology), Consultant Gynaecologist, Jorhat Christian Medical Centre.



The 57th Foundation Day of the college was celebrated in the college on 6th February 2021. Attended by a large number of retired teachers and alumni, the Day was organised to pay homage to all the retired teachers and alumni who worked for the glory of the college.

The 3rd edition of The Quill, the wall magazine of the English Department was released on 6th February, 2021. The inaugurator, Dr. Bijoy Sarma, an alumni of the college and the retired Principal of J. B. College, Jorhat highly appreciated the efforts of the students in bringing it out.



A Career Counseling programme was conducted by Kaziranga University on 10th February 2021 at 1 pm in the digital room of the college. This Motivational programme on Career Development was highly beneficial for the students.



A felicitation programme was held on 3rd April 2021 where the meritorious students of different departments of the college were given Teachers' Inspirational Award, Chimoy Saikia Memorial Award and Rupak Dutta Memorial Award. NCC cadets attaining 'C' Certificates were also felicitated.

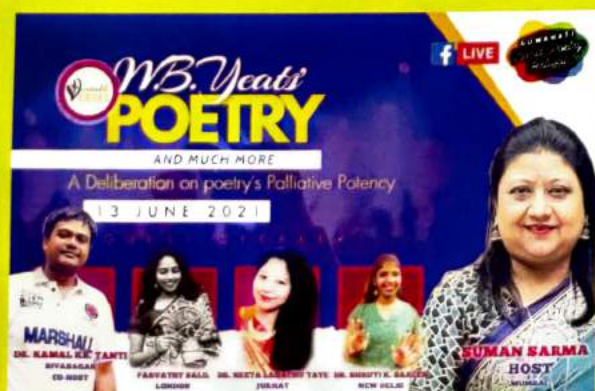


The peer-reviewed ISBN volume of Cognition: Multi disciplinary Research was inaugurated by Mrs Binita Dutta, President, Governing Body of the college and retired Principal of Post Graduate Training College, Jorhat on 6th February 2021. The inaugurator appreciated the multidisciplinary research and the efforts of the Editorial Board.

An MoU was signed between CKB Commerce College and Kaziranga University on 12th March 2021 for academic exchange and collaboration. This will boost up the career advancement of the students of both the institutes.



● Election for Students' Union of 2020-2021 Session was held in the college on 19th February 2021.



Dr. Neeta Lagachu Taye, Associate Professor & Head of the Department of English, of the college was honoured as a Guest Speaker in the international online event celebrating W. B. Yeats' Poetry commemorating his 156th Birth Anniversary on 13th June 2021, along with other renowned personalities.

A week long workshop on Bihu Dance, Pepa and Dhol was organised in the college from 1st April 2021, where a number of students of the college participated and gave a wonderful performance on the concluding day. The Resource Persons of the workshop were renowned Bihu artists Mr. Jibon Hazarika, Mr Bikul Chetia and Ms. Mridusmita Dutta.



On 9th April 2021, the women's cell of the college 'Aastha' organised a special programme named 'Pranaam' by visiting 'Saroithi' - the old age home, located at Lichubari, Jorhat. There the aged residents were felicitated and provided with the much needed essentials.



NSS Unit of the college organised a COVID awareness program on 24th April 2021 at Jorhat town with around twenty students. Faculty members of the college also cooperated with them in the event.



An Instant Handwritten Chain Story Writing Event was organised among the under graduate students on 20th March, 2021.

The winners of the event were
English Section: Arpita Dutta
Hindi Section : Bishal Shah
Assamese: Protyush P Hazarika
Bengali Section : Anupama Das

Office Staff Training Course Inbox x



neeta lagachu taye <neetataye@gmail.com>

Fri, Nov 22, 2019, 9:04 PM



to Prankrishna, Dr ▾

Respected Mr. Tamooli,

Thank You for the FDP your esteemed institute had conducted recently in our institution. All the teachers who participated found it very fruitful. As mentioned earlier in the e-mail sent to you on September 23, 2019 regarding Office Staff Training Course (20 hour duration), we would like to inform you that we have 6 Nos of Office Staff and we would be happy if your esteemed institute could equip them with more knowledge of Customized Office Automation and Soft Skills. We are comfortable with the dates from November 25, 2019 to December 6, 2019 for the Office Staff Training.

Kindly let us know whether the dates are suitable for you and other related aspects such as fees, etc.

Regards

Dr. Neeta Lagachu Taye
Head, Department of English, & IQAC Co-ordinator
Chandra Kamal Bezbaruah Commerce College
Jorhat-785001.
Mobile No.: 9435051277



neeta lagachu taye <neetataye@gmail.com>

Oct 21, 2019, 11:48 AM



to Dr ▾

----- Forwarded message -----

From: **neeta lagachu taye** <neetataye@gmail.com>
Date: Mon, 21 Oct 2019, 11:47 a.m.
Subject: Re: Teachers' Training / Office Staff Training Course
To: Prankrishna Tamooli NIELIT <prankrishna@nielit.gov.in>
Cc: Rintu Das <rintu.das@nielit.gov.in>



neeta lagachu taye <neetataye@gmail.com>

Oct 21, 2019, 12:54 PM



to PrankrishnaTamooli.NIELIT ▾

Respected Mr. Tamooli,

We convey our acceptance of the conduction of FDP for teaching staff on "e-content development & use of ICT" and conduction of staff training on "Office Automation & Soft Skills" at our college. We are satisfied with the details of the programs along with the fees mentioned therein.

Thank You & Regards

Dr. Neeta Lagachu Taye
Head, Department of English, & IQAC Co-ordinator
Chandra Kamal Bezbaruah Commerce College
Jorhat-785001.
Mobile No.: 9435051277



PrankrishnaTamooli.NIELIT <prankrishna@nielit.gov.in>

Oct 21, 2019, 11:33 AM



to Rintu, me ▾

Respected Madam

Reference to above competent authority has approved the conduction of FDP for teaching staff on "e-content development & use of ICT" and conduction of staff training on "Office Automation & Soft Skills" at your esteemed college. The details of the programs with fees and probable dates are submitted here with your kind consideration.

Kindly Acknowledge the same and convey your acceptance in this regard.

Thanks & regards

From: neetataye@gmail.com

To: "PrankrishnaTamooli.NIELIT" <prankrishna@nielit.gov.in>

Sent: Monday, September 23, 2019 11:43:02 PM

Subject: Teachers' Training / Office Staff Training Course

2 Attachments



Teachers' Training / Office Staff Training Course

Inbox x



neeta lagachu taye <neetataye@gmail.com>

Sep 23, 2019, 11:43 PM



to Prankrishna ▾

Respected Mr. Tamooli,

This is in connection with the discussion we had in the Principal's chamber regarding Teachers' Training (30 hour duration) & Office Staff Training Course (20 hour duration) for the college.

We have 23 Nos of Teaching Staff which includes the Librarian & 6 Nos of Office Staff.

We would like your esteemed institute to conduct a 30 hr Teachers' Training Course on E-Content Development and Use of ICT. We are comfortable with the dates from October 25, 2019 to November 9, 2019 for the Teachers' Training Course.

In the matter of Training for Office Staff, we would like your esteemed institute to equip them with more knowledge of Customized Office Automation and Soft Skills. We are comfortable with the dates from November 13, 2019 to November 23, 2019 for the Office Staff Training.

Kindly let us know whether the dates are suitable for you and other related aspects such as fees, etc.

Regards

Dr. Neeta Lagachu Taye
Head, Department of English, & IQAC Co-ordinator
Chandra Kamal Bezbaruah Commerce College
Jorhat-785001.
Mobile No.: 9435051277



PrankrishnaTamooli.NIELIT <prankrishna@nielit.gov.in>

Mon, Nov 25, 2019, 9:22 AM



to me, rsarmajr ▾

Respected Madam

Thank you for your encouraging feedback. It will help us to develop ourselves as well as NIELIT as a whole towards imparting knowledge in the field of IT & Electronics to students and teachers.

We will start the customized Office Automation and Soft Skills training programs for 6 Nos of Office Staff of your esteemed college from 25th Nov'19 as per scheduled proposed, i.e. from 2 PM to 4 PM.

This is for your kind consideration.

regards

Skills Enhancement Programmes and workshops(2016-2021)

Imitation Jewellery Making



Yoga 21-06-2017



Holistic Development Programme



Entrepreneurship Development Programme 29-03-2018



Yoga 21-06-2018



Soft Skill 19-06-2018 to 21-06-2018



ICFAI Students Dev. Prog. 01-10-2018



Spoken English 23-03-2019 to 05-04-2019



Cyber Security 29-06-2019



Flower Bouquet Making 15-03-2019



Gender Sensitisation Programme 21-10-2019



Personality Development 03-03-2020



Ent. Development 22-03-2021



BIHU Workshop from 02-04-2021



Women's Health 07-04-2021



Investors Awareness and Personality Development 14-12-2021



DEPTT. OF BUSINESS MANAGEMENT,
CKB COMMERCE COLLEGE

ORGANISES A
BLENDED MODE PROGRAMME ON

Investment Awareness & Personality Development

SPONSORED BY
Bombay Stock Exchange, Mumbai

DECEMBER 14, 2021
12.45 PM

Resource Person
Prof Pranjal Bezborah
Former Dean & HOD,
Deptt. of Commerce, DU

Tally with GST

08-03-2021 to 12-04-2021

SHORT TERM COURSE ON TALLY WITH GST
ORGANISED BY IQAC, CKB COMMERCE COLLEGE, JORHAT
IN ASSOCIATION WITH TOOL ROOM & TRAINING CENTER, GUWAHATI
UNDER MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISE OF INDIA


Mousum Hazarika
ADO-TRTC Jorhat


Joyeeta Majumder
Faculty


Dr. Banjit Sarma
Principal
CKB Commerce College


Dr. Neeta Lazach
Coordinator, IQAC
Head Department of English

Row 1: Amlan Jyoti Baruah, Debashis Neog, Rishiraj Dutta, Rituraj Borah, Ramandeep Singh, Gyanjyoti R Dhiidar, Jyotiranjana Borah, Kampon Jyoti Gogoi

Row 2: Abhishek Sarma, Rituba Jyoti Borthakur, Manpreet Kaur, Khushbu Saha, Gurpreet Virji, Jahid Ahmed, Sita Thapa, Adil Ali

Row 3: Krishna Kumari Phukan, Parismita Neog, Badakshi Kashwan, Prashita Pathak, Ridam Baruah, Parvez Kunkar, Tishor Thakuria, Manita Kachari

Tally Accounting (Tally India Pvt. Ltd.) 25-11-2021



NSQF Level 4 by NIELIT 01-11-2011



01-12-2021



Collaborative Programs with other Institutions:

12/1/17 National Youth Day



20/1/17 Discussion on Digital Transaction (SBI Buddy):



23/3/17: Career Counseling:



29-30/3/17: Imitation Jewellery Making:



26/2/19: Interview Skills



8/3/19: Display and Discussion of Film by Assam Cine Society:



13-14/3/19: Career Counseling by Skill India:



19/3/19: AMITY University's Career Counseling Programme:



26/6/19: Legal Awareness Programme:



28/11/19: Student Programme With NIELIT



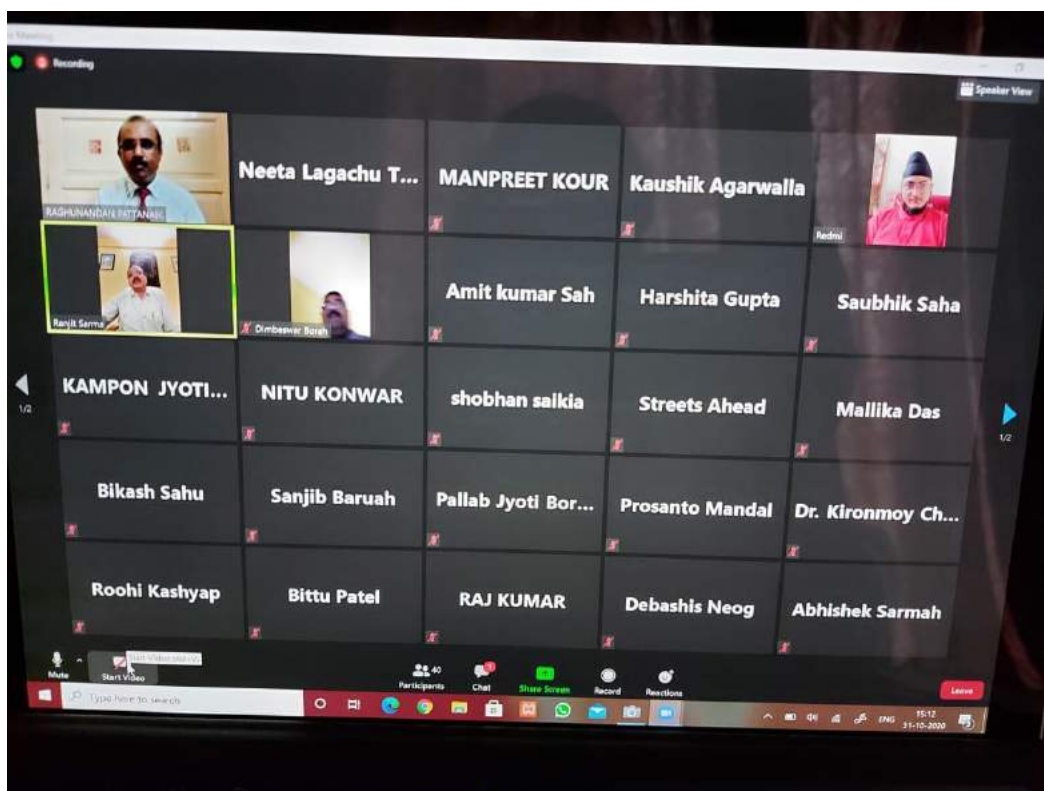
March,2020: Muaythai Training:



3/3/2020: Personality Development by Kaziranga University:



31/10/2020: BSE Investment Awareness:



March,2021: Entrepreneurship Development Programme by Assam Agriculture University:



11/12/2021: Value Added Sessions by Kaziranga Univer



sity:

14/12/2021: Investment Awareness and Personality Development by BSE:



**DEPTT. OF BUSINESS MANAGEMENT,
CKB COMMERCE COLLEGE**

ORGANISES A
BLENDED MODE PROGRAMME ON

Investment Awareness & Personality Development

SPONSORED BY
Bombay Stock Exchange, Mumbai

DECEMBER 14, 2021
12.45 PM

Resource Person
Prof Pranjal Bezborah
Former Dean & HOD,
Deptt. of Commerce, DU

15/12/2021: Aptitude Test cum Workshop by ICA:



21/12/2021: Programme on Career Plan by JOBSDEL.COM:



National Institutional Ranking Framework

Ministry of Education

Government of India

Welcome to Data Capturing System: COLLEGE

Submitted Institute Data for NIRF'2022'

Institute Name: C.K.B. Commerce College P.O. Jorhat-785001 [IR-C-C-8455]

Sanctioned (Approved) Intake

Academic Year	2020-21	2019-20	2018-19	2017-18	2016-17	2015-16
UG [3 Years Program(s)]	390	330	330	-	-	-

Total Actual Student Strength (Program(s) Offered by Your Institution)

(All programs of all years)	No. of Male Students	No. of Female Students	Total Students	Within State (Including male & female)	Outside State (Including male & female)	Outside Country (Including male & female)	Economically Backward (Including male & female)	Socially Challenged (SC+ST+OBC Including male & female)	No. of students receiving full tuition fee reimbursement from the State and Central Government	No. of students receiving full tuition fee reimbursement from Institution Funds	No. of students receiving full tuition fee reimbursement from the Private Bodies	No. of students who are not receiving full tuition fee reimbursement
UG [3 Years Program(s)]	577	275	852	852	0	0	343	435	778	0	0	0

Placement & Higher Studies

UG [3 Years Program(s)]: Placement & higher studies for previous 3 years

Academic Year	No. of first year students intake in the year	No. of first year students admitted in the year	Academic Year	No. of students graduating in minimum stipulated time	No. of students placed	Median salary of placed graduates(Amount in Rs.)	No. of students selected for Higher Studies
2016-17	330	330	2018-19	91	30	240000(Two lakh forty thousand)	40
2017-18	330	330	2019-20	223	33	300000(Three lakh)	40
2018-19	330	330	2020-21	215	40	300000(Three lakh)	45

Financial Resources: Utilised Amount for the Capital expenditure for previous 3 years

Academic Year	2020-21	2019-20	2018-19
	Utilised Amount	Utilised Amount	Utilised Amount
Annual Capital Expenditure on Academic Activities and Resources (excluding expenditure on buildings)			
Library	161582 (One lakh sixty one thousand five hundred eighty two)	268805 (Two lakh sixty eight thousand eight hundred five)	255652 (Two lakh fifty five thousand six hundred fifty two)
New Equipment for Laboratories	672530 (Six lakh seventy two thousand five hundred thirty)	520110 (Five lakh twenty thousand one hundred ten)	430410 (Four lakh thirty thousand four hundred ten)
Other expenditure on creation of Capital Assets (excluding expenditure on Land and Building)	11050000 (One crore fifty thousand)	850000 (Eight lakh fifty thousand)	630000 (Six lakh thirty thousand)

Financial Resources: Utilised Amount for the Operational expenditure for previous 3 years

Academic Year	2020-21	2019-20	2018-19
---------------	---------	---------	---------

	Utilised Amount	Utilised Amount	Utilised Amount
Annual Operational Expenditure			
Salaries (Teaching and Non Teaching staff)	56000000 (Five crore sixty lakh)	45000000 (Four crore fifty lakh)	41000000 (Four crore ten lakh)
Maintenance of Academic Infrastructure or consumables and other running expenditures(excluding maintenance of hostels and allied services,rent of the building, depreciation cost, etc)	520000 (Five lakh twenty thousand)	450000 (Four lakh fifty thousand)	351000 (Three lakh fifty one thousand)
Seminars/Conferences/Workshops	50000 (Fifty thousand)	40000 (Forty thousand)	35000 (Thirty five thousand)

PCS Facilities: Facilities of physically challenged students

1. Do your institution buildings have Lifts/Ramps?	Not available
2. Do your institution have provision for walking aids, including wheelchairs and transportation from one building to another for handicapped students?	Yes
3. Do your institution buildings have specially designed toilets for handicapped students?	Not available

Faculty Details

Srno	Name	Age	Designation	Gender	Qualification	Experience (In Months)	Currently working with institution?	Joining Date	Leaving Date	Association type
1	Dr Ranjit Sarma	53	Dean / Principal / Director / Vice Chancellor	Male	Ph.D	312	Yes	21-08-2019	--	Regular
2	Dr Umen Dutta	59	Associate Professor	Male	Ph.D	407	Yes	08-08-1987	--	Regular
3	Dr Purabi Borthakur	59	Associate Professor	Female	Ph.D	412	Yes	01-01-1987	--	Regular
4	Shobhan Saikia	58	Associate Professor	Male	M. Phil	400	Yes	01-03-1988	--	Regular
5	Dr Sarat Borah	53	Associate Professor	Male	Ph.D	335	Yes	12-08-1993	--	Regular
6	Rupam Sarmah	54	Associate Professor	Male	M.Sc.	316	Yes	01-04-1995	--	Regular
7	Gitali Hazarika	53	Associate Professor	Female	M.A	289	Yes	07-04-1997	--	Regular
8	Dr Horeswar Das	49	Associate Professor	Male	Ph.D	268	Yes	29-03-1999	--	Regular
9	Mallika Das	47	Associate Professor	Female	M.A.(Economics)	267	Yes	29-04-1999	--	Regular
10	Dr Satya Deka	50	Associate Professor	Male	Ph.D	246	Yes	20-01-2001	--	Regular
11	Dimbeswar Borah	48	Associate Professor	Male	M. Phil	254	Yes	28-03-2001	--	Regular
12	Dr Neeta Lagachu	46	Associate Professor	Female	Ph.D	244	Yes	29-03-2001	--	Regular
13	Rubul Saikia	55	Assistant Professor	Male	M. Phil	195	Yes	06-04-2005	--	Regular
14	Dr Raju Roy	50	Assistant Professor	Male	Ph.D	188	Yes	14-11-2005	--	Regular
15	Rupasree Dutta	42	Assistant Professor	Female	M.A	159	Yes	24-04-2008	--	Regular
16	Prosanto Mandal	36	Assistant Professor	Male	M. Phil	145	Yes	30-06-2009	--	Regular
17	Dr Kironmoy Chetia	47	Assistant Professor	Male	Ph.D	143	Yes	08-08-2009	--	Regular
18	Dr Nitu Konwar	35	Assistant Professor	Male	Ph.D	94	Yes	05-09-2013	--	Regular
19	Barsha Borah	32	Assistant Professor	Female	M. Phil	85	Yes	11-06-2014	--	Regular

20	Prerana Sarma	27	Assistant Professor	Female	M.COM	5	Yes	09-02-2021	--	Regular
21	Bulbul Sahariah	28	Assistant Professor	Male	M. Phil	5	Yes	23-02-2021	--	Regular
22	Prarthana Phukan	24	Assistant Professor	Female	M.A	5	Yes	25-02-2021	--	Regular

National Institutional Ranking Framework

Ministry of Education

Government of India

Welcome to Data Capturing System: COLLEGE

Submitted Institute Data for NIRF'2021'

Institute Name: C.K.B. Commerce College P.O. Jorhat-785001 [IR-C-C-8455]

Sanctioned (Approved) Intake

Academic Year	2019-20	2018-19	2017-18	2016-17	2015-16	2014-15
UG [3 Years Program(s)]	330	330	330	-	-	-

Total Actual Student Strength (Program(s) Offered by Your Institution)

(All programs of all years)	No. of Male Students	No. of Female Students	Total Students	Within State (Including male & female)	Outside State (Including male & female)	Outside Country (Including male & female)	Economically Backward (Including male & female)	Socially Challenged (SC+ST+OBC Including male & female)	No. of students receiving full tuition fee reimbursement from the State and Central Government	No. of students receiving full tuition fee reimbursement from Institution Funds	No. of students receiving full tuition fee reimbursement from the Private Bodies	No. of students who are not receiving full tuition fee reimbursement
UG [3 Years Program(s)]	534	249	783	783	0	0	126	415	126	0	0	415

Placement & Higher Studies

UG [3 Years Program(s)]: Placement & higher studies for previous 3 years

Academic Year	No. of first year students intake in the year	No. of first year students admitted in the year	Academic Year	No. of students graduating in minimum stipulated time	No. of students placed	Median salary of placed graduates(Amount in Rs.)	No. of students selected for Higher Studies
2015-16	330	302	2017-18	189	27	180000(one lakh eighty thousand)	24
2016-17	330	298	2018-19	140	30	240000(two lakh forty thousand)	40
2017-18	330	323	2019-20	97	35	240000(two lakh forty thousand)	36

Financial Resources: Utilised Amount for the Capital expenditure for previous 3 years

Academic Year	2019-20	2018-19	2017-18
	Utilised Amount	Utilised Amount	Utilised Amount
Annual Capital Expenditure on Academic Activities and Resources (excluding expenditure on buildings)			
Library	268805 (Two lakh sixty eight thousand eight hundred five)	255652 (Two lakh fifty five thousand xix hundred fifty two)	213058 (Two lakh thirteen thousand fifty eight)
New Equipment for Laboratories	320330 (Three lakh twenty thousand three hundred thirty)	269700 (Two lakh sixty nine thousand seven hundred)	59000 (Fifty nine thousand)
Other expenditure on creation of Capital Assets (excluding expenditure on Land and Building)	1025440 (Ten lakh twenty five thousand four hundred forty)	840719 (Eight lakh forty thousand seven hundred nineteen)	969220 (Nine lakh sixty nine thousand two hundred twenty)

Financial Resources: Utilised Amount for the Operational expenditure for previous 3 years

Academic Year	2019-20	2018-19	2017-18
	Utilised Amount	Utilised Amount	Utilised Amount
Annual Operational Expenditure			
Salaries (Teaching and Non Teaching staff)	49366537 (Four crore ninety lakh sixty six thousand five hundred thirty seven)	53832273 (Five crore thirty eight lakh thirty two thousand two hundred two hundred seventy three)	42366000 (Four crore twenty three lakh sixty six thousand)
Maintenance of Academic Infrastructure or consumables and other running expenditures(excluding maintenance of hostels and allied services,rent of the building, depreciation cost, etc)	1520850 (fifteen lakh twenty thousand eight hundred fifty)	1331407 (thirteen lakh thirty one thousand four hundred seven)	1119670 (eleven lakh nineteen thousand six hundred seventy)
Seminars/Conferences/Workshops	410630 (four lakh ten thousand six hundred thirty)	365218 (three lakh sixty five thousand two hundred eighteen)	301520 (three lakh one thousand five hundred twenty)

PCS Facilities: Facilities of physically challenged students

1. Do your institution buildings have Lifts/Ramps?	Yes, more than 60% of the buildings
2. Do your institution have provision for walking aids, includingwheelchairs and transportation from one building to another for handicapped students?	Yes
3. Do your institution buildings have specially designed toilets for handicapped students?	Not available

Faculty Details

Srno	Name	Age	Designation	Gender	Qualification	Experience (In Months)	Is Associated Last Year	Currently working with institution?	Joining Date	Leaving Date	Association type
1	Dr Ranjit Sarma	52	Dean / Principal / Director / Vice Chancellor	Male	Ph.D	300	Yes	Yes	21-08-2019	--	Regular
2	Dr Umen Dutta	58	Associate Professor	Male	Ph.D	395	Yes	Yes	08-08-1987	--	Regular
3	Dr Purabi Borthakur	58	Associate Professor	Female	Ph.D	400	Yes	Yes	01-01-1987	--	Regular
4	Shobhan Saikia	57	Associate Professor	Male	M. Phil	388	Yes	Yes	01-03-1988	--	Regular
5	Dr Gautam Kumar Bordoloi	59	Associate Professor	Male	Ph.D	372	Yes	Yes	01-08-1989	--	Regular
6	Dr Sanjib Baruah	59	Associate Professor	Male	Ph.D	389	Yes	Yes	04-02-1988	--	Regular
7	Dr Beauty Sarmah Bhattacharyya	59	Associate Professor	Female	Ph.D	424	Yes	Yes	27-03-1985	--	Regular
8	Dr Sarat Borah	52	Associate Professor	Male	Ph.D	323	Yes	Yes	12-08-1993	--	Regular
9	Dr Gobinda Deka	53	Associate Professor	Male	Ph.D	307	Yes	Yes	08-12-1994	--	Regular
10	Rupam Sarmah	53	Associate Professor	Male	M.Sc.	304	Yes	Yes	01-04-1995	--	Regular
11	Gitali Hazarika	52	Associate Professor	Female	M.A	277	Yes	Yes	07-04-1997	--	Regular
12	Dr Horeswar Das	48	Associate Professor	Male	Ph.D	256	Yes	Yes	29-03-1999	--	Regular

13	Mallika Das	46	Associate Professor	Female	M.A.(Economics)	255	Yes	Yes	29-04-1999	--	Regular
14	Dr Satya Deka	49	Associate Professor	Male	Ph.D	234	Yes	Yes	20-01-2001	--	Regular
15	Dimbeswar Borah	47	Assistant Professor	Male	M. Phil	242	Yes	Yes	28-03-2001	--	Regular
16	Dr Neeta Lagachu	45	Assistant Professor	Female	Ph.D	232	Yes	Yes	29-03-2001	--	Regular
17	Rubul Saikia	54	Assistant Professor	Male	M. Phil	183	Yes	Yes	06-04-2005	--	Regular
18	Dr Raju Roy	49	Assistant Professor	Male	Ph.D	176	Yes	Yes	14-11-2005	--	Regular
19	Rupasree Dutta	41	Assistant Professor	Female	M.A	147	Yes	Yes	24-04-2008	--	Regular
20	Prosanto Mandal	35	Assistant Professor	Male	M. Phil	133	Yes	Yes	30-06-2009	--	Regular
21	Dr Kironmoy Chetia	46	Assistant Professor	Male	Ph.D	131	Yes	Yes	08-08-2009	--	Regular
22	Dr Nitu Konwar	34	Assistant Professor	Male	Ph.D	82	Yes	Yes	05-09-2013	--	Regular
23	Barsha Borah	31	Assistant Professor	Female	M. Phil	73	Yes	Yes	11-06-2014	--	Regular

National Institutional Ranking Framework

Ministry of Human Resource Development

Government of India

Welcome to Data Capturing System: COLLEGE

Submitted Institute Data for NIRF'2020'

Institute Name: C.K.B. Commerce College P.O. Jorhat-785001 [IR-C-C-8455]

Sanctioned (Approved) Intake

Academic Year	2018-19	2017-18	2016-17	2015-16	2014-15	2013-14
UG [3 Years Program(s)]	330	330	330	-	-	-

Total Actual Student Strength (Program(s) Offered by Your Institution)

(All programs of all years)	No. of Male Students	No. of Female Students	Total Students	Within State (Including male & female)	Outside State (Including male & female)	Outside Country (Including male & female)	Economically Backward (Including male & female)	Socially Challenged (SC+ST+OBC Including male & female)	No. of students receiving full tuition fee reimbursement from the State and Central Government	No. of students receiving full tuition fee reimbursement from Institution Funds	No. of students receiving full tuition fee reimbursement from the Private Bodies	No. of students who are not receiving full tuition fee reimbursement
UG [3 Years Program(s)]	534	249	783	783	0	0	126	415	126	0	0	415

Placement & Higher Studies

UG [3 Years Program(s)]: Placement & higher studies for previous 3 years

Academic Year	No. of first year students intake in the year	No. of first year students admitted in the year	Academic Year	No. of students graduating in minimum stipulated time	No. of students placed	Median salary of placed graduates(Amount in Rs.)	No. of students selected for Higher Studies
2014-15	330	325	2016-17	135	25	180000(one lakh eighty thousand)	20
2015-16	330	323	2017-18	189	27	180000(one lakh eighty thousand)	24
2016-17	330	309	2018-19	91	30	240000(two lakh forty thousand)	40

Financial Resources: Utilised Amount for the Capital expenditure for previous 3 years

Academic Year	2018-19	2017-18	2016-17
	Utilised Amount	Utilised Amount	Utilised Amount
Annual Capital Expenditure on Academic Activities and Resources (excluding expenditure on buildings)			
Library	255652 (Two lakh fifty five thousand six hundred fifty two)	213058 (Two lakh thirteen thousand fifty eight)	108343 (One lakh eight thousand three hundred forty three)
New Equipment for Laboratories	269708 (Two lakh sixty nine thousand seven hundred eight)	59000 (Fifty nine thousand)	0 (Zero)
Other expenditure on creation of Capital Assets (excluding expenditure on Land and Building)	840719 (Eight lakh forty thousand seven hundred nineteen)	969220 (Nine lakh sixty nine thousand two hundred twenty)	857204 (Eight lakh fifty seven thousand two hundred four)

Financial Resources: Utilised Amount for the Operational expenditure for previous 3 years

Academic Year	2018-19	2017-18	2016-17
	Utilised Amount	Utilised Amount	Utilised Amount
Annual Operational Expenditure			
Salaries (Teaching and Non Teaching staff)	53832273 (Five crore thirty eight lakh thirty two thousand two hundred seventy three)	42271412 (Four crore twenty two lakh seventy one thousand four hundred twelve)	40838340 (Four crore eight lakh thirty eight thousand three hundred forty)
Maintenance of Academic Infrastructure or consumables and other running expenditures(excluding maintenance of hostels and allied services,rent of the building, depreciation cost, etc)	1331407 (Thirteen lakh thirty one thousand four hundred seven)	1119670 (Eleven lakh nineteen thousand six hundred seventy)	582893 (Five lakh eighty two thousand eight hundred ninety three)
Seminars/Conferences/Workshops	0 (Zero)	20000 (Twenty thousand)	13000 (Thirteen thousand)

PCS Facilities: Facilities of physically challenged students

1. Do your institution buildings have Lifts/Ramps?	Not available
2. Do your institution have provision for walking aids, includingwheelchairs and transportation from one building to another for handicapped students?	No
3. Do your institution buildings have specially designed toilets for handicapped students?	Not available

Awards Details

1.How many faculty member of your institution have received highly reputed national/international awards/recognition from central government agencies in the previous academic year 2018-19	0
2.How many students of your institution have won international awards in the previous academic year 2018-19	0

Accreditation

NAAC Accreditation

1. Does your institute have a valid NAAC Accreditation?	YES		
Valid from	Valid upto	CGPA	
16-12-2016	15-12-2021	2.54	

Village Adoption

Have your institute adopted any village under Unnat Bharat Scheme?	YES
--	-----

Faculty Details

Srno	Name	Age	Designation	Gender	Qualification	Experience (In Months)	Is Associated Last Year	Currently working with institution?	Joining Date	Leaving Date	Association type
1	Dr Umen Dutta	57	Associate Professor	Male	Ph.D	384	Yes	Yes	08-08-1987	--	Regular
2	Dr Purabi Borthakur	57	Associate Professor	Female	Ph.D	384	Yes	Yes	01-01-1987	--	Regular
3	Shobhan Saikia	56	Associate Professor	Male	M. Phil	372	Yes	Yes	01-03-1988	--	Regular
4	Dr Gautam Kumar Bordoloi	58	Associate Professor	Male	Ph.D	360	Yes	Yes	01-08-1989	--	Regular

5	Dr Sanjib Baruah	58	Associate Professor	Male	Ph.D	336	Yes	Yes	04-02-1988	--	Regular
6	Dr Beauty Sharma Bhattacharyya	58	Associate Professor	Female	Ph.D	408	Yes	Yes	27-03-1985	--	Regular
7	Dr Sarat Borah	51	Associate Professor	Male	Ph.D	312	Yes	Yes	12-08-1993	--	Regular
8	Dr Gobinda Deka	52	Associate Professor	Male	Ph.D	300	Yes	Yes	08-12-1994	--	Regular
9	Rupam Sarmah	52	Associate Professor	Male	M.Sc.	288	Yes	Yes	01-04-1995	--	Regular
10	Gitali Hazarika	51	Associate Professor	Female	M.A	267	Yes	Yes	07-04-1997	--	Regular
11	Dr Horeswar Das	47	Associate Professor	Male	Ph.D	240	Yes	Yes	28-03-1999	--	Regular
12	Mallika Das	45	Associate Professor	Female	M.A.(Economics)	240	Yes	Yes	29-04-1999	--	Regular
13	Dr Satya Deka	48	Associate Professor	Male	Ph.D	216	Yes	Yes	20-01-2001	--	Regular
14	Dimbeswar Borah	46	Assistant Professor	Male	M. Phil	216	Yes	Yes	28-03-2001	--	Regular
15	Dr Neeta Lagachu Taye	44	Associate Professor	Female	Ph.D	228	Yes	Yes	29-03-2001	--	Regular
16	Rubul Saikia	53	Assistant Professor	Male	M. Phil	171	Yes	Yes	06-04-2005	--	Regular
17	Dr Raju Roy	48	Assistant Professor	Male	Ph.D	168	Yes	Yes	14-05-2005	--	Regular
18	Rupasree Dutta	40	Assistant Professor	Female	M.A	168	Yes	Yes	28-04-2008	--	Regular
19	Prosanto Mandal	34	Assistant Professor	Male	M. Phil	120	Yes	Yes	30-06-2009	--	Regular
20	Dr Kironmoy Chetia	45	Assistant Professor	Male	Ph.D	228	Yes	Yes	08-08-2009	--	Regular
21	Dr Nitu Konwar	33	Assistant Professor	Male	Ph.D	96	Yes	Yes	05-09-2013	--	Regular
22	Barsha Borah	30	Assistant Professor	Female	M. Phil	60	Yes	Yes	11-06-2014	--	Regular
23	Dr Poresch Ch Borah	60	Dean / Principal / Director / Vice Chancellor	Male	Ph.D	19	Yes	No	31-08-1985	31-01-2019	Other