The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent (UG) Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, June 1, 2017 to May 31, 2018)*

(with effect from academic year 2020-21)

The Annual Quality Assurance Report (AQAR) of the IQAC
CHANDRA KAMAL BEZBARUAH COMMERCE COLLEGE, JORHAT. ASSAM.

January, 2021 to December, 2021

Part – A

Data of the Institution

Name of theInstitution: **CHANDRA KAMAL BEZBARUAH COMMERCE COLLEGE, JORHAT. ASSAM.**

- Name of the Head of the institution:**Dr.RANJIT SARMA**
- Designation:**Principal**
- Does the institution function from own campus:Yes
- Phone no./Alternate phone no.:**9435092990/9435051277**
- Mobile no.:**9435092990**
- Registered e-mail:**info@ckbcc.org**
- Alternate e-mail:**neetataye@gmail.com**
- Address :**Chandra Kamal Bezbaruah Commerce College, Near Circuit House, K.B. Road.**
- City/Town :**JORHAT**
- State/UT :**ASSAM**
- Pin Code :**785001**

2. Institutional status:

- Affiliated /Constituent:**Affiliated**
- Type of Institution: **Co-education**
- Location :**Urban**
- Financial Status: **Grants-in aid/ UGC 2f and 12 (B)/ Self-financing(BBA Program is Self-financed)**

- Name of the Affiliating University:**DibrugarhUniversity**
- Name of the IQAC Coordinator:**Dr. NEETA LAGACHU (TAYE)**
- Phone no.

  :**9435051277**

- Alternate phone no.:

  7002503107

- Mobile:**9435051277**

- IQAC e-mail address:**Chandra Kamal Bezbaruah Commerce College, Near Circuit House, K.B. Road.**

- Alternate e-mail address:**Chandra Kamal Bezbaruah Commerce College, Near Circuit House, K.B. Road.**

3. Website address:

Web-link of the AQAR: (Previous Academic Year):
https://ckbcc.org/images/AQAR_2019-20.pdf

4. Whether Academic Calendar prepared during the year? **Yes**

, if yes, whether it is uploaded in the Institutional website:**Yes**

Weblink:

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period	
1st	B	73.15	2004	2005	2009
2nd	B+	2.54	2016	2016	2021
3rd				from:	to:
4th				from:	to:
5th				from:	to:

6. Date of Establishment of IQAC: **06/02/1965**

7. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
College	Development Fund	RMSA	2020-21	45,213
College		UGC	2020-21	60,000

8. Whether composition of IQAC as per latest NAAC guidelines: **Yes**

*upload latest notification of formation of IQAC

9. No. of IQAC meetings held during the year: **4**

Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?**Yes**

(If No, please upload the minutes of the meeting(s) and Action Taken Report.)

10. Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

If yes, mention the amount:**NA** Year:**NA**

11. Significant contributions made by IQAC during the current year (maximum five bullets):

- Self-financed 96 hour Short Term Course on "GST with Tally 9.0" conducted in association with MSME from **March 8, 2021 to** April 12, 2021. **Total Participants: 24**
- 30 hour Workshop on EntrepreneurshipDevelopment conducted for the college students in collaboration with Assam Agricultural University, Jorhat from March 22, 2021 to April 12, 2021.

  Total Participants: 26
- National level Online FDP on *Intellectual Property Rights for Academia* was organized inassociation with CSIR-Indian Institute of Chemical Technology (IICT) Hyderabad. The FDP attracted participants from all over the country from September 20, 2021 to September 25, 2021(**One Week). Total Participants: 218**
- 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 SC/ST students conducted from November 1, 2021 to March 15, 2022. **Total Participants: 27**
- ASelf-financing Certificate Course of 35 hours in Tally Accounting Software with Tally India Private Limited for B. Com & BBA students commenced from November 25, 2021 and concluded in April, 2022. **Total Participants: 24.**

12. Plan of action chalked out by the IQAC in the beginning of the Academic year

towards Quality Enhancement and the outcome achieved by the end of the Academic

year

Plan of Action	Achievements/Outcomes

1. To enhance the visibility and public image of the college.	a) **On** June 20, 2020 a **National Webinar** on **"Perspectives on the Global Pandemic Scenario: Health, Education & Society"** hosted by the Department of English, Chandra Kamal Bezbaruah CommerceCollege, Jorhat in association with Rotary Club of Jorhat. **Total Participants: 200** b) From June 24, 2020 to July 14, 2020 an ONLINE **Soft Skills & Communicative English Course (30 Hours) was** successfully conducted in association with NIELIT (National Institute of Electronics and Information Technology), Jorhat and DELVESS. **Total Participants: 60** **c) 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 CommerceCollege Women Cell, Jorhat in collaboration withDepartment of Economics & HRM, and IQAC-CKBCC.**Total Participants: 230** **d) 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. **Total Participants: 203** **e) On** August 28, 2020 a **Students' Development Program** on **"Group Discussion & Personal Interview Techniques"** conducted in Virtual Platform (Zoom) at 1.00pm. was jointly organized by IQAC, Chandra Kamal Bezbaruah Commerce College, Jorhat and IBS Business School. **Total Participants: 100** **f) On** October 31, 2020 a **National Webinar** on**"Investor Awareness" was** organized for the benefit of Faculty members, Administrative Staff &Students, by the IQAC, Chandra Kamal Bezbaruah Commerce College, Jorhat in association with Ambition Learning Solutions, Mumbai (on behalf of Bombay Stock Exchange, Investor ProtectionFund).**Total Participants: 70** **g) On D**ecember 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. **Total Participants: 25** **h) On D**ecember 18, 2020 a **Seminar** on "**Career Prospect Post COVID- 19"** organized for the recently passed out students of the College, by the IQAC, Chandra Kamal Bezbaruah Commerce

	College, Jorhat incollaboration with AIMA (All India Management Association), North East Chapter, Guwahati. **Total Participants: 07** **i) 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. **Total Participants: 230** **j)** On May 12, 2021 a Web-based Investors Awareness Program was organizedby 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. k) 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, Kingdom of Saudi Arabia. l) A National level Online FDP on *Intellectual Property Rights for Academia* was organized inassociation with CSIR-Indian Institute of Chemical Technology (IICT) Hyderabad. The One Week FDP attracted participants from all over the country from September 20, 2021 to September 25, 2021**. Total Participants: 218** m) 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: a) Rural Marketing in India: Opportunities & Challenges. b) Digital Marketing Mr. Debanuj Khound, Assistant Prof. in the School of Business, The Kaziranga University, was the Resource Person. **Total Participants: 70** **n)** On December 14, 2021 A Blended Mode Program on **Investment Awareness & Personality Development** was organized by the Department of Business Management of the college. The program was sponsored by Bombay Stock Exchange, Mumbai and the invited Resource Person was Prof. Pranjal Bezborah, Former Dean & HOD, Deptt. Of Commerce, Dibrugarh University.
2. To augment the existingInfrastructure of the	i. Rs. 169070/- spent on new furniture. ii. Rs. 105229/- spent on Generator installation. iii. Rs. 447721/- spent on Dining Hall construction. iv. Rs. 693543/- for purchasing Computer and Projector.

college in order to create a peaceful and healthy environment forwork and study. ---------- **3. To enhance Industry-Institution Interaction for the greater benefit of the student community.**	v. Rs. 90900/- on Computer Accessories. vi. Rs. 16600/- for purchase of Water Purifier. ---------- a) On **August 16, 2020, 5 students** of B. Com. Sixth Semester were **selected for Internship** and Life Project Opportunity at Unschool, Hyderabad. b) 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. c) 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. d) On March 13, 2021 Counselling for Tech MahindraCampus Drive was conducted in the College premises by Kaziranga University.Wherein 36 outgoing and passed-out students of the college also participated in the drive on 20th March, 2021. 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. e) From March 22, 2021 to April 12, 2021 a 30 hour Workshop on Entrepreneurship Development was conducted in collaboration with Assam Agricultural University, Jorhat. 26 students participated in the Workshop. f) 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 which concluded in March, 2022. g) 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. h) 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. ----------
---------- **4. Encourage Research & Publication.**	i. The first issue of *Cognition* (A Peer-Reviewed Research Volume) published by Chandra Kamal Bezbaruah College, Jorhat was released on 6th February, 2021. The Chief Editor of the book is Dr. Horeswar Das, Associate Professor, Department of Accountancy. ii. 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. ----------
---------- **5. To improve the standard of living and health facilities of the stakeholders, including the neighbourhood and adopted villages of the college, bycollaborating with NGOs and other organizations.**	i. 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. ii. 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. iii. 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. 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. v. 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.

---------- **6. To develop harmonious relationship among the students, teachers, other institutions and organizations, management, parents, public, government and industrial setups.**	vi. 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. ---------- i. 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. i. 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. ii. **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. 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. 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. 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. vi. From April 1, 2021 to April 11, 2021 a 7-Day Workshop on Traditional Bihu Dance is being conducted for 30 students of the college. ---------- i. In 2021, the ILMS softwareSOUL wasreplaced by KOHA. N-

----------	list is fully subscripted for all.
7. To introduce New technologies in order to: **i. Enhance digital access to stakeholders.** **ii. Make students familiar with online learning and internet technologies.**	ii. In 2021, Barcode attendance is also installed in the Central Library of the college for recording footfalls. iii. During June-July 2020 COVID-19, lockdown a 15-day online course on "Soft-skills and Personality Development" was organized in Zoom and Google Meet. iv. Feedback from students and registration for student programs carried out through google forms.
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8. To encourage students' involvement in academic and co-curricular activities and to inculcate and make them aware about moral and cultural values relevant to Society.	i. 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. ii. 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). iii. 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 among the students of B.Com and BBA of the college. 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. iv. 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. v. 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. vi. On November 5, 2021 Bharat Ratna Sudhakantha Bhupen Hazarika Memorial Function was held on the occasion of his Death Anniversary. vii. On November 8, 2021 the Death Anniversary of Founder Principal M.C. Chakraborty was solemnly observed. ----------
---------- **9. To organize Awareness Programs, Counseling Sessions, Skill Development Training, Seminars and Workshops for students.**	i. **Soft Skills & Communicative English Course conducted** from **June 24, 2020 to July 14, 2020.** ii. On **August 10, 2020** a **National Webinar** on **"Enhancement of Writing Skill of Theses and Research Papers: Some Tips"** was organized. iii. On **August 28, 2020** a **Students' Development Program** on **"Group Discussion & Personal Interview Techniques"** was conducted. iv. On **December 7, 2020** a **Webinar** on **"Fundamentals of Securities Market"** was organized. v. On **December 18, 2020** a **Seminar** on "**Career Prospect Post COVID-19"** was organized. vi. On **February 06, 2021 a** lecture on**"New Education Policy, 2020 and the Future of Higher Education in India"** was delivered by Dr. Nurul Amin, Associate Prof., J.B. College (Autonomous), Jorhat. vii. On **February 10, 2021, a Motivational Seminar on Career Development for students was organized.** viii. From **March 8, 2021 to** April 12, 2021, a 96 hour Short Term Course on "GST with Tally 9.0" with MSME was conducted. ix. From March 22, 2021 to April 12, 2021 a 30 hour Workshop on Entrepreneurship Development was organized. x. From April 1, 2021 to April 11, 2021 a 7-Day Workshop on Traditional Bihu Dance was conducted. xi. 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.

	xii. 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. **xiii.** 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. **xiv.** On May 12, 2021 a Web-based Investors Awareness Program was organizedby 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. xv. 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. xvi. 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 concluded in March, 2022. xvii. 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. xviii. 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.
---------- **10. To apply for more UG & PG Programs in Regular/Distance Mode to provide facilities for higher education and professional growth to students.**	---------- 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

13. Whether the AQAR was placed before statutory body? Yes /No:**Yes**

Name of the statutory body:**Principal** Date of meeting(s):**02/05/2022**

14. Whether institutional data submitted to AISHE:

Yes: Year:**2020-21** Date of Submission:**16/04/2022**

Extended Profile of the Institution

1. Programme:

1.1 Number of courses offered by the Institution across all programs during theyear

Year	2020-21
Number	85

2. Student:

2.1 Number of students during the year.

Year	2020-21
Number	852

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

Year	2020-21
Number	138

2.3 Number of outgoing/ final year students during the year

Year	2020-21
Number	255

3. Academic:

3.1 Number of full time teachers during the year

Year	2020-21
Number	22

3.2 Number of Sanctioned posts during the year

Year	2020-21
Number	26

4. Institution:

4.1 Total number of Classrooms and Seminar halls: 18

4.2 Total expenditure excluding salary during the year(INR in lakhs)

Year	2020-21
Expenditure	53.22

4.3 Total number of computers on campus for academic purposes:18

PART B

Criterion 1 – Curricular Aspects

Key Indicator – 1.1 Curricular Planning and Implementation

Metric No.	
1.1.1. **QlM**	***The Institution ensures effective curriculum delivery through a well planned and documented process*** Chandra Kamal Bezbaruah Commerce College, Jorhat is a constituent college of Dibrugarh University, Assam, and therefore follows the prescribed curriculum given by the parent University. The college innovates within these approved academic structures, aimed at providing holistic development for its students. Academic activities are streamlined, with timetables, task distribution and other supporting administrative responsibilities prepared well in advance of each academic session. For continuous growth, our teachers regularly update their knowledge through participation in Orientation Courses, Refresher Courses, active involvement in Research activities and Faculty Development Programmes. The teachers also cooperates in assessment and evaluation of various in-semester and end-semester Examinations. ICT enabled classroom in C.K.B. Commerce College helps the teachers in imparting quality education. The Central Library of C.K.B. Commerce College provides access to a vast repertoire of international and national journals, reports, books etc as well as e-resources to strengthen the teaching learning processes Besides its academic credentials, C.K.B. Commerce College offers certificate and value-added courses like Entrepreneurship Development, Career Development, Interview Skills, and Communicative English. For effective curriculum transaction in C.K.B.Commerce College, there is a strong tutorial and mentoring system. The College prioritizes the amalgamation of academic and mental health of the students through the mentoring system where each student is assigned a faculty mentor for academic and extra-academic guidance. Feedback forms for students, teachers, alumni, employers, and parents are distributed in the college and sent to alumni and their organizations for the requisite stakeholders to confidentially give the college their evaluations and suggestions. The institution attempts to incorporate these into all aspects of its functioning. The College takes a faithful approach to raise the consciousness of the students about how neglect of environmental concerns and lack of ethics hamper an individual's growth. This allows them to participate in society as responsible individuals. **File Description** • Upload relevant supporting document • Link for Additiona linformation

1.1.2.

QlM

The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Being a constituent college of the Dibrugarh University, C.K.B.Commerce College follows the Academic Calendar issued by the University at the beginning of the academic year. It clearly delineates a schedule for teaching, examination, semester break and vacations, that is strictly followed by the college to ensure smooth and efficient functioning of its teaching and administrative processes. Within the same framework, the college also prepares its own calendar of events and activities before the commencement of the Academic Session and the same is communicated to all. For transparency of functioning, both the University and the college academic calendars are placed on the college website. All the aforementioned information is reinforced during the orientation of new students at the beginning of academic session. The Principal also conducts meetings with the Teacher-in-charge(s), faculty from individual Departments, and entire Staff including non-teaching to ensure smooth implementation of the activities as scheduled. For the purpose of conducting Continuous Internal Evaluation, teachers prepare their schedule of teaching, in-semester examinations and assignments in accordance with their allotted time table keeping the academic calendar and planned co-curricular activities of the college in mind. The students are informed well in advance about the deadline for assignment submissions, seminars, dates for internal examinations and presentations, as well as their final internal assessment marks. The mentoring system supplements this kind of academic framework with the extra-academic support that the students might require. Everything in the institution is geared towards providing transformative education in a structured manner to our students, with accessibility, comprehensibility, and transparency as our watchwords in this process.

File Description

- Upload relevant supporting document
- Link for Additional information

1.1.3.

QnM

Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year

Year	2020-21
Number	3

1. Academic council/BoS of Affiliating University
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Options

1. All of the above
2. Any 3 of the above
3. **Any 2 of the above**
4. Any 1 of the above
5. None of the above

	Data requirement: (As per Data Template) • Number of teachers participated • Name of the body in which full time teacher participated • Total number of teachers Documents: Upload the scanned copies of the letters issued by the affiliating university / institutions w.r.t the activity in which the teachers are involved. **File Description:** • Details of participation of teachers in various bodies/activities provided asa response to the metric • Any additional information

Key Indicator- 1.2 Academic Flexibility

<table>
<tr><th>Metric No.</th><th></th></tr>
<tr><td>1.2.1.

QnM</td><td>Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented
1.2.1.1. Number of Programmes in which CBCS/ Elective course system implemented.
<table><tr><td>Year</td><td>2020-21</td></tr><tr><td>Number</td><td>17</td></tr></table>
Data Requirement: (As per Data Template)
• Name of all Programmers adopting CBCS
• Name of all Programmes adopting elective course system
File Description (Upload)
• Any additional information
• Minutes of relevant Academic Council/ BOS meetings
• Institutional data in prescribed format (DataTemplate)</td></tr>
<tr><td>1.2.2.

QnM</td><td>Number of Add on /Certificate programs offered during the year
1.2.2.1: How many Add on /Certificate programs are added during the year.
Data requirement for year: (As per Data Template)

The template is combined with 1.2.3
<table><tr><td>Year</td><td>2020-21</td></tr><tr><td>Number</td><td>02</td></tr></table>• Names of the Add on /Certificate programs with 30 or more contact hours
• No. of times offered during the same year
• Total no. of students completing the course in the year

File Description (Upload)
• Any additional information
• Brochure or any other document relating to Add on /Certificate programs
• List of Add on /Certificate programs (Data Template)</td></tr>
</table>

1.2.3

QnM

Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1.2.3.1. Number of students enrolled in subject related Certificate or Add-on programs during the year

Year	2020-21
Number	100

Data Requirement: (As per Data Template)

- Total number of students enrolled in certificate / Add –on programs
- Total number of students across all the programs

File Description(Upload)

- Any additional information
- Details of the students enrolled in Subjects related to certificate/Add-on programs

Key Indicator- 1.3 Curriculum Enrichment

Metric No.

1.3.1.

QlM

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Chandra Kamal Bezbaruah Commerce College, Jorhat works for inculcation of values likes compassion and commitment to development of self and society. The college has a Students' Union and society like DELVES (Department of English Literature, Values and English Studies Society), AASTHA (Women's Cell) which regularly organize socially relevant events and outreach programmes so that students learn to engage with socio-cultural issues in a constructive manner. Academically, Generic Electives, Skill Enhancement Courses and Ability Enhancement Compulsory Courses are offered within and across departments, to help students critically examine issues related to gender, environment and ethics. The Cultural Section of the College Students' Union organized a week long Workshop on Bihu Dance, Pepa and Dhol to inculcate cultural values and create awareness on the rich cultural heritage of the region. Celebrating World Health Day on 7th April, 2021, the Student Support & Progression Committee, IQAC of the college organized an awareness programme on Women's Health where the Resource Person, Dr. Ibharani Morang, MD (Obst. & Gynae.) addressed various issues of the girl students. In order to create awareness on human values of care and love for the elderly, the Women's Cell of the college AASTHA organized a programme PRANAM and visited Sarothi, a Old Age Home at Lichubari in Jorhat. The NSS unit of the college organized a COVID Awareness on 24th April, 2021 throughout the Jorhat City by displaying playcards and a cleanliness drive. To enhance professional competency programmes on Career Counselling, Entrepreunership Development, Investor's Awareness, Personality Development are organized. To create awareness on energy conservation, the college celebrated National Energy Conservation Day on 14th December 2021, where the Principal of the college Dr. Ranjit Sarma gave a presentation on Energy Conservation and Its Benefits. Strengthening its commitment to the students, Chandra Kamal Bezbaruah Commerce College signed an MOU with Kaziranga University and organized a Value Addition Session on Rural Marketing & Digital

<table>
<tr><td></td><td>Marketing on 11th December, 2021. DELVESS celebrate World Poetry Day on 23rd March 2021 and Asom Divas on 2nd December 2021 through a Poetry recitation competition and photography competition to develop social ethics among students.The aim is to enrich curricular processes towards quality enhancement on a sustainable basis .The institution believes in the holistic development of students who are not only intellectually ready to face the world but are also empathetic human beings striving for an egalitarian and sustainable society. The code of ethics and conduct prescribed by the institution serves as the guiding force to fulfil and cement the integration of Curriculum Enrichment.

File Description (Upload)
• Any additional information
• Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.</td></tr>
<tr><td>1.3.2.

QnM</td><td>Number of courses that include experiential learning through project work/field work/internship during the year
1.3.2.1 : Number of courses that include experiential learning through project work/field work/internship during the year
<table><tr><td>Year</td><td>2020-21</td></tr><tr><td>Number</td><td>02</td></tr></table>Data requirement for year: (As per Data Template)
• Name of the Course
• Details of experiential learning through project work/field work/internship
• Name of the Programme

File Description:
• Any additional information
• Programme / Curriculum/ Syllabus of the courses
• Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses
• MoU's with relevant organizations for these courses, if any
• Number of courses that include experiential learning through project work/field work/internship (Data Template)</td></tr>
<tr><td>1.3.3.

QnM</td><td>Number of students undertaking project work/field work/ internships
1.3.3.1. Number of students undertaking project work/field work/ internships
<table><tr><td>Year</td><td>2020-21</td></tr><tr><td>Number</td><td>25</td></tr></table>Data Requirement : (As per Data Template)
• Name of the programme
• No. of students undertaking project work/field work /internships
File Description:(Upload)
• Any additional information
• List of programmes and number of students undertaking project work/field work/ /internships (DataTemplate)</td></tr>
</table>

Key Indicator- 1.4 Feedback System

Metric No.	
1.4.1. **QnM**	***Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders*** ***1) Students 2)Teachers 3)Employers 4)Alumni*** **Options: A** A. All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above **Choose any one** Data Requirement: Report of analysis of feedback received from different stakeholders **File Description** • URL for stakeholder feedback report • Action taken report of the Institution on feedback report as stated inthe minutes of the Governing Council, Syndicate, Board of Management (Upload) • Any additional information(Upload) **(Note: Data template is not applicable to this metric)**
1.4.2 **QnM**	***Feedback process of the Institution may be classified as follows:*** **Options: A** A. Feedback collected, analyzed and action taken and feedback available on website B. Feedback collected, analyzed and action has been taken C. Feedback collected and analyzed D. Feedback collected E. Feedback not collected Documents: Upload Stakeholders feedback report, Action taken report of the institute on it as stated in the minutes of the Governing Council, Syndicate, Board of Management **File Description** • Upload any additional information • URL for feedback report **(Note: Data template is not applicable to this metric)**

Criterion 2- Teaching- Learning and Evaluation

Key Indicator- 2.1 Student Enrolment and Profile

Metric No.

2.1.1.

QnM

Enrolment Number

Number of students admitted during the year

Year	2021-22
Number	359 (B.Com.) 30 (BBA)

2.1.1.1. Number of sanctioned seats during the year

Year	2021-22
Number	360 (B.Com.) 30 (BBA)

Data Requirement last completed academic year.

- Total number of Students admitted
- Total number of Sanctioned seats

File Description:

- Any additional information
- Institutional data in prescribed format

2.1.2.

QnM

Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1. Number of actual students admitted from the reserved categories during the year

Year	2021-22	**SC**	ST	OBC	Divyangjan
Number (B.Com.)	Total seats: **143**	25	54	54	10
	Total admission: **102**	25	23	54	NIL

Data requirement for year: (As per Data Template)

- Number of Students admitted from the reserved category
- Total number of seats earmarked for reserved category as per GOI or State government rule

File Description: (Upload)

- Any additional information
- Number of seats filled against seats reserved (Data Template)

CKBCC School of Management offers full time 3 years regular professional course "BBA" under Dibrugarh University where intake is 30 per semester. Aspirants who have completed their HS (10+2 level) in Arts, Science or Commerce from a recognized educational board or university can pursue BBA. This course is totally self-financing for which there is no scope for reservation against ST, SC, OBC and others but there is a minimum qualification required for taking admission. To be eligible, the candidates must have at least 50% marks and 45% for SC/ST in

	aggregate to apply for admission into this course. In the session 2021-22, total 70 no.s of applications were received and 30 applicants were selected for admission on merit basis.

Key Indicator- 2.2. Catering to Student Diversity

Metric No.	
2.2.1. **QlM**	***The institution assesses the learning levels of the studentsand organizes special Programmes for advanced learners andslow learners*** In order to assess the learning levels of the students at the entry-into-college level, the institution constitutes an admission committee that strictly scrutinizes the applications for admission received and ensures admission on the basis of merit. While offering Honours, the Academic Council prepares the strategic guidelines. After admission, the institution keeps provision of two Sessional examinations besides Group discussions, class tests and tutorials. In addition to this, TLE and SS&P generated a survey link https://gle/sSF5QrTX4vmTDLYA9 for Remedial Class and notified to the students via college app on March 25, 2021. Through this, students of B. Com 1st and 3rd semester were directed to list the topics on which they needed remedial classes. After receiving the responses from students, on some specific papers special classes were arranged online.The links created for online classes are: B.Com 1st semester: https://meet.google.com/ooh-tuiq-zxc Or Google meet code: ooh-tuiq-zxc B. Com 3rd semester: https://meet.google.com/gfe-khbv-dqx Or Google meet code: qfe-khbv-dax The schedule for classes and the links were shared to the students on April 8, 2021. Respective teachers and departments took the classes according to the schedule provided. In the same way, for the year 2021-2022, students of 1st, 3rd and 5th semester were given the same links on December 8, 2021 on the basis of their requirements. Special classes will be scheduled accordingly.

2.2.2.

QnM

Student- Full time teacher ratio (Data for the latest completed academic year)

Year	2021
Number of Students	778+72=850
Number of teachers	23+2=25

Data requirement:

- Total number of Students enrolled in theInstitution
- Total number of full time teachers in theInstitution

Formula: Students: teachers

File Description (Upload)

- Any additionalinformation

(Note: Data template is not applicable to this metric)

Key Indicator- 2.3. Teaching- Learning Process

Metric No.	
2.3.1. **QlM**	***Student centric methods, such as experiential learning, participative learning and problemsolving methodologies are used forenhancing learning experiences*** Upload a description in maximum of 200 words **File Description:** • Upload any additional information • Link for additionalinformation In order to enhance learning experiences of the students in a favourable environment where they can enjoy, the institution adopts student-centric methods. Participative learning methods are used to transfer passive recipients to active learners boosting confidence and encouraging independence. Involvement in class activities from giving attendance to participating in group discussions, presentations, participation in college week and other scholastic and non-scholastic activities help the students develop team spirit and inculcate problem-solving skills which boost their positive thinking. Audio-visual classes, Google classrooms, courses on soft-skills and personality development, Industrial visit, field work, project work are also used to provide experiential and participative learning. But this year, due to COVID-19 pandemic, Industrial visit, field work, project work etc could not be undertaken by the departments. However, regular online classes in Google classroom, online examination, Open book online examination ensured more student participation. A course on “Soft Skills and Personality Development” was also conducted online besides organizing 3(three) National Webinars, 1 (one) International Webinar for students and 1(one) National Level FDP.

2.3.2. **QlM**	***Teachers use ICT enabled tools for effective teaching-learning process.*** Write description in maximum of 200 words **File Description** • Upload any additional information • Provide link for web-page describing the ICT enabled tools for effective teaching-learning process. Teachers regularly use ICT enabled tools for effective teaching-learning process. The smart rooms in the college are used for taking classes where teachers use power point presentations. Internet facilities are also available in the smart rooms. During the lockdown, when the smart rooms could not be used, then the teachers continued their classes online maintaining the online classroom. The pandemic has enhanced the use of ICT. The teachers used google classrooms for taking classes, shared their own PPT presentations and also shared videos. For this purpose, WhatsApp groups were created for the students of each semester, and relevant information, reading materials were shared via WhatsApp. Both Sessional and End Semester Examinations were conducted online. The teachers set the question papers, shared in Google Classroom and further evaluated the scripts in Google Classroom itself. It is worthy to mention that as per the instructions of Dibrugarh University, the answer scripts of the end semester examination were evaluated in the college by the respective teachers.

2.3.3.

QnM

Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1. Number of mentorsNumber of students assigned to each Mentor

Year	2021
Number of mentors	20+2=22

Formula: Mentor : Mentee

File Description

- Upload, number of students enrolled and full time teacherson roll.
- Circulars pertaining to assigning mentors tomentees
- mentor/menteeratio

(Note: Data template is not applicable to this metric)

Students Mentoring system is available in the institution and it is functioning with the following objectives:

- To bridge the gap between teachers and students.
- To create and maintain healthy teaching-learning environment in the institution.
- To motivate, facilitate, advice and support students in both academic and co-curricular matters.
- To find out individual Strength and Weakness of the students and rectify, if needed.
- To prepare the students towards Human Resource Development.
- To motivate the students to maintain proper health (both physical and mental) during pandemic.
- To create opportunities for Mentees to release stress during lockdown.

The institution has the following mechanism for students mentoring:

- Students' Mentoring is being continued for the earlier sessions according to the existing distribution.
- For the Session 2021-2022 (starting from July 2021 to June 2022), the total numbers of First semester B.Com. and BBA students are divided in groups among the full-time faculties (excluding Vice Principal, those who are in the verge of retirement and the vacant posts,) of the institution.
- Each Mentor prepares Mentee Profile Form in consultation with each Mentee of the group.
- The filled-in Mentee Profile Forms provide both academic and personal information about the Mentee.
- Regular meetings, both online and offline, are held between Mentor and Mentee.
- Mentors and Mentees are connected via Whatsapp groups which enables fast and easy sharing of matters.
- Mentees are allowed to approach the Mentor for both academic and personal matters.

Key Indicator- 2.4 Teacher Profile and Quality

<table>
<tr><td>Metric No.</td><td></td></tr>
<tr><td>2.4.1.

QnM</td><td>Number of full time teachers against sanctioned posts during the year
<table>
<tr><td>Year</td><td>2021</td></tr>
<tr><td>Number</td><td>23</td></tr>
</table>
Data requirement for year (As per Data Template)
• Number of full timeteachers: 23
• Number of sanctionedposts: 26
File Description (Upload)
• full time teachers and sanctioned posts for year
• Any additionalinformation
• List of the faculty members authenticated by the Head ofHEI</td></tr>
<tr><td>2.4.2.

QnM</td><td>Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)
D.N.B 2.4.2.1. Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.C Superspeciality / D.Sc. / D.Litt. during the year
<table>
<tr><td>Year</td><td>2021</td></tr>
<tr><td>Number</td><td>09 (Ph.D.)</td></tr>
</table>
Data requirement for year:
• Number of full time teachers with PhD./ D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. /D.Litt.: 09
• Total number of full timeteachers :23
File Description (Upload)
• Any additionalinformation
• List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time</td></tr>
<tr><td>2.4.3.
`
QnM</td><td>Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)
2.4.3.1 : Total experience of full-time teachers
<table>
<tr><td>Year</td><td>2021</td></tr>
<tr><td>Number</td><td>23</td></tr>
</table>
Data requirement for year (As per Data Template)
• Name and Number of full time teachers with years ofteaching experiences
File Description: (Upload)
• Any additionalinformation
• List of Teachers including their PAN, designation, dept. and experience details(Data Template)</td></tr>
</table>

Key Indicator- 2.5. Evaluation Process and Reforms

Metric No.	
2.5.1. **QlM**	***Mechanism of internal assessment is transparent and robust in terms of frequency and mode*** Upload a description not more than 200 words **File Description:** • Any additionalinformation • Link for additionalinformation Usually, students are assessed internally by holding two Sessional examinations in the offline mode for each subject consisting of 40 and 20 Marks based on the credits assigned to the subject. But due to the Covid- 19 pandemic situation prevailing in the country, the internal examination could not be held in the Offline Mode this year. This year only one Sessional examination was held in the offline mode. The Second Sessional examination was held in online mode from 2nd August to 5th August, 2021 on Google Workspace. Altogether, a total of 611 students took the examination. The examination was held using Google Classroom and Google meet. The students were provided with extensive training and demonstration for using the new technology. The question papers were uploaded on the Google Classroom and the students were given half an hour time to upload the answer sheets after completion of writing the answers in the Google Classroom. Students were divided into 12 groups consisting of 40-50 students in each group. It was made mandatory for the students to join the Google Meet while writing the examination. One invigilator was given the responsibility of monitoring the students during the whole course of the examination. The Google Classroom link was provided to the evaluators for evaluating the scripts uploaded by the students.
2.5.2. **QlM**	***Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient*** Upload a description not more than 200 words **File Description:** The college maintains utmost transparency as far s internal examination is concerned. For each academic year an internal Examination Committee is formed with Vice Principal and Academic Vice Principal as Chairperson and with the

	inclusion of two faculty members and one member from the non-teaching staff. The committee prepares the time-table for conducting two sessional examinations, issues notices to the faculties for setting question papers, finalizes question papers and. The committee prepares seat-plan and further appoints invigilators in each room. After the examinations are over. Answer scripts are distributed among the faculties for evaluation and the examiners submit the marks to the internal examination committee. The marks of the sessional examination and the marks of the internal assessment which are calculated by strictly following the guidelines of Dibrugarh university are displayed in the departmental notice boards. A notice is further circulated among the students via Students' Notice Board and College app to raise their issues within a stipulated period of time, if any, relating to the marks of internal assessment. On receipt of any complaint, the departments take the necessary measures and then it is submitted to the internal examination committee for final submission. As the entire process is transparent and the students are always provided with adequate information time to time, the mechanism of internal examination is working efficiently in the institution. • Any additionalinformation • Link for additionalinformation

Key Indicator- 2.6 Student Performance and Learning Outcome

Metric No.	
2.6.1. **QlM**	***Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.*** Describe Course Outcomes (COs) for all courses and mechanism of communication within a minimum of 200 characters and maximum of 200 words **File Description:** • Upload any additional information • Past link for Additionalinformation • Upload COs for all courses (exemplars fromGlossary)
2.6.2. **QlM**	***Attainment of Programme outcomes and course outcomes are evaluated by the institution.*** Describe the method of measuring the level of attainment of POs , PSOs and COs in not more than 200 words **File Description:** • Upload any additional information • Paste link for Additionalinformation

2.6.3.

QnM

Pass percentage of Students during the year

2.6.3.1. Total number of final year students who passed theuniversity examination during the year

2.6.3.2. Total number of final year students who appeared for the university examination during the year

Previous completed academic year 2020-2021	
Number of students appeared	**233**
Number of students passed	**142**

Data Requirement (As per Data Template)

- Programmecode
- Name of theProgramme
- Number of Studentappeared
- Number of Studentspassed
- Passpercentage

File Description

- Upload list of Programmes and number of students passedand appeared in the final year examination (DataTemplate)
- Upload any additionalinformation
- Paste link for the annual report

Key Indicator- 2.7 Student Satisfaction Survey

Metric No.	
2.7.1 **QnM**	***Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)*** Students' Satisfaction Survey was conducted among the Third Semester B.Com. and BBA students. For this, a Google link was shared among the students through College app and various Whatsapp groups. The link was https://forms.gle/hMB3ZEY5KYCjoNS57. From the study of 48 random sample, collected through google survey it was found that 60.42% of the students believe that Teachers are well prepared for the class. 70.83 % of the students agree that teachers are communicative in class, only 2.08% of the students disagree to this. According to 41.67 % of the students, teachers finish the syllabus in time. Only 2.08% of the students are not happy with the internal assessment process and assignment work. No students disagree that internal evaluation system is fair. 58.33% of the students are happy with the students' mentoring initiative. 8.33% of the students strongly believe that the weakness of the students are identified by the teachers and they help to overcome it. 58.33 % of the students believe that teachers use student centric approaches for learning experiences. 54.17 % of the students agree that teacher encourage to participate in co-curricular activities. 43.75% of the students agree that teachers use smart classroom and ICT tools while teaching. No student disagreed that student-teachers relationship is good. 52.08% of the student found teaching learning experience very satisfactory.62% of the students appreciate the authorities role in teaching learning experience very fruitful while 6.25 % of the students are not happy with it.

Criterion3- Research, Innovations and Extension

Key Indicator 3.1- Resource Mobilization for Research

<table>
<tr><td>Metric No.</td><td></td></tr>
<tr><td>3.1.1.

QnM</td><td>Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)
3.1.1.1: Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)
<table><tr><td>Year</td><td>2021</td></tr><tr><td>(INR in Lakhs):</td><td>NIL</td></tr></table>Data requirement for year: (As per Data Template)
Name of the Project/Endowments
Name of the Principal Investigator
Department of Principal Investigator
Year of Award
Funds provided
Duration of the project
Name of the Project/Endowments
File Description(Upload)
Any additional information
e-copies of the grant award letters for sponsored research projects /endowments
List of endowments / projects with details of grants(Data Template)</td></tr>
<tr><td>3.1.2

QnM</td><td>Number of departments having Research projects funded by government and non government agencies during the year
3.1.2.1: Number of departments having Research projects funded by government and non-government agencies during the year
<table><tr><td>Year</td><td>2021</td></tr><tr><td>(INR inLakhs):</td><td>Nil</td></tr></table>Data requirement for year: (As per Data Template)
Name of Principal Investigator
Duration of project
Name of the research project
Amount / Fund received
Name of funding agency
Year of sanction
Department of recipient
File Description(Upload)
List of research projects and funding details(DataTemplate)
Any additional information
Supporting document from Funding Agency
Paste link to funding agency website</td></tr>
</table>

3.1.3 **QnM**	Number of Seminars/conferences/workshops conducted by the institution during the year 3.1.3.1: Total number of Seminars/conferences/workshops conducted by the institution during the year **Year** 2021 **Number** 08 Data Requirements: (As per Data Template) • Name of the workshops /seminars • Number of Participants • Date (From-to) • Link to the activity report on the website **File Description(Upload)** • Report of the event • Any additional information • List of workshops/seminars during last 5 years (DataTemplate)

Key Indicator 3.2- Research Publication and Awards

Metric No.	
3.2.1. **QnM**	***Number of papers published per teacher in the Journals notified on UGC website during the year*** 3.2.1.1. Number of research papers in the Journals notified on UGC website during the year **Year** 2021 **Number** 01 Data Requirement: (As per Data Template) • Title of paper • Name of the author/s • Department of the teacher • Name of journal • Year of publication • ISBN/ISS Number **File Description (Upload)** • Any additional information • List of research papers by title, author, department, name and year of publication (Data Template)

3.2.2. **QnM**	***Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year*** 3.2.2.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year **Year** 2021 **Number** 21 Data requirement for year: (As per Data Template) • Name of the teacher: Title of the paper Title of the book published: Name of the author/s : Title of the proceedings of the conference • Name of the publisher: National/International • National/international : ISBN/ISSN number of the proceedings • Year of publication: **File Description: (Upload)** • Any additional information • List books and chapters edited volumes/ books published (Data Template)

Key Indicator 3.3- Extension Activities

Metric No.	
3.3.1. **QlM**	***Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year*** Chandra Kamal Bezbaruah Commerce College organizes extension activities in the neighborhood community that sensitize students towards community issues, social inequity, etc., and inculcate social values and commitment to society. A brief description of some of the student societies follows: National Service Scheme (NSS) is a Central Sector Scheme of Government of India, Ministry of Youth Affairs & Sports that aims to develop the personality of student volunteers through community services and to make them sensitive and responsible human beings who are aware of the socio-economic realities of India. Women's Association *Aastha* brings about awareness and sensitivity in the students and instill the desire to work for an equitable, safe, and just society for women as well as the elderly and the environment through various activities such as visits to old age home and plantations in the college campus. The college offers certificate courses on entrepreneurship development, soft skills tally accounting to increase the skills of the students and give their best possible help to the society. In the Annual College Week, the students are encouraged to showcase their talents. C.K.B.Commerce College organizes various socially relevant and personality development-oriented programs like Awareness at the wake of the 3rd wave of COVID -19 in India, Bihu Workshop, Awareness on Women health through which the students get practical exposure to the day-to-day living . National Cadet Corps (NCC) –The Youth wing of the Indian Armed Forces trains young students to live a life of discipline and service to society through various activities including residential training camps. C.K.B.Commerce College unit of NCC has been actively participating in various camps/activities and have won many awards. Besides these societies, each department conducts Seminars, Workshops, Talks, Donation Drives, Field trips, Awareness Programs etc. to sensitize students.

File Description:

- Paste link for additional information
- Upload any additional information

3.3.2. QnM

Number of awards and recognition received for extension activities from government / government recognized bodies during the year

3.3.2.1. Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year.

Year	2021
Number	05

Data requirement for year: (As per Data Template)

- Name of the activity
- Name of the Award/recognition
- Name of the Awarding government/ government recognized bodies
- Year of the Award

File Description: (Upload)

- Any additional information
- Number of awards for extension activities in last 5 year(Data Template)
- e-copy of the award letters

3.3.3. QnM

Number of extension and outreach programs conducted by the institution through NSS/NCC/Government and Government recognized bodies during the year

3.3.3.1. Total **Number of extension and outreach programs conducted by the institution through NSS/NCC/Government and Government recognized bodies during the year**

Year	2021
Number	03

Data Requirements (during the year)(As per Data Template)

- Name and number of the extension and outreach Programmes
- Name of the collaborating agency: Non-government, industry, community with contact details

File Description (Upload)

- Reports of the event organized
- Any additional information
- Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)

3.3.4.

QnM

Number of students participating in extension activities at 3.3.3. above during the year

3.4.4.1. Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

Year	2021
Number	325

Data Requirements for last (during the year)(As per Data Template)

- Name of the activity
- Name of the scheme
- Year of the activity
- Number of teachers participating in such activities
- Number of students participating in such activities

File Description:

- Report of the event
- Any additional information
- Number of students participating in extension activities with Govt. or NGO etc (Data Template)

Key Indicators 3.4 – Collaboration (20)

<table>
<tr><td>Metric No.</td><td></td></tr>
<tr><td>3.4.1.

QnM</td><td>The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year
<table><tr><td>Year</td><td>2021</td></tr><tr><td>Number</td><td>3</td></tr></table>
Number of linkages for faculty exchange, student exchange, internship, field trip, on-the- job training, research etc during the year
Data Requirements:(during the year)(As per Data Template)
Title of the linkage
Name of the partnering institution /industry/research lab with contact details
Year of commencement
Duration(From-To)
Nature of linkage
File Description: (Upload)
e-copies of linkage related Document
Any additional information
Details of linkages with institutions/industries for internship (DataTemplate)</td></tr>
<tr><td>3.4.2.

QnM</td><td>Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1. Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year
<table><tr><td>Year</td><td>2021</td></tr><tr><td>Number</td><td>03</td></tr></table>Data requirement for year : (As per Data Template)
Organization with which MoU’s signed
Name of the institution/industry/corporate house
Year of signing MoU
Duration
List the actual activities under each MoU
Number of students/teachers participating under MoUs
File Description:
e-Copies of the MoUs with institution./ industry/corporate houses
Any additional information
Details of functional MoUs with institutions of national, international importance, other universities etc during the year</td></tr>
</table>

Criterion 4 - Infrastructure and Learning Resources

Key Indicator – 4.1 Physical Facilities

Metric No.	
4.1.1. **QlM**	***The Institution has adequate infrastructure and physical facilities for teaching-learning. viz., classrooms, laboratories, computing equipment etc.*** Describe the adequacy of infrastructure and physical facilities for teaching –learning as per the minimum specified requirement by statutory bodies within a maximum 200 words The collegeprovides adequate infrastructural facilities for teaching and learning and enhance the infrastructure required to facilitate effective teaching and learning. The institute has 4.96 acres of land and it is optimally used for academic purposes.It forwards the requirement like building space books and journals for library IT resources etc. to the management. The management reviews the requirements and approves if finds it necessary. The institute has 11 departments as Accountancy and Finance,Management, Banking,Economics, Commerce, Computer Application, Statistics and Maths., English, Assamese, Bengali and Hindi. **Class room**: Each class room is of adequate size and has enough lighting air ventilation and good ambience. The institute has sufficient number of well furnished well ventilated and spacious classroom for conducting theory classes. There is a digital classroom equipped with LCD projector and 4 classrooms are also equipped with smart boards for interactive learning experience. **Laboratory**: The institute has well equipped computer lab with 15 computer connected with WIFI facility. **Seminar hall**: The college has 2 seminar halls. **Computingequipment**: The college has sufficient computing facilities for staff and students. All the computers are equipped with high speed internet. Software is used for efficient management at the college, This facility includes admission of students and academic management system. **File Description:** • Upload any additionalinformation • Paste link for additionalinformation
4.1.2. **QlM**	***The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.*** **Describe the adequacy of facilities for sports, games and cultural activities which include specification about area/size, year of establishment and user rate within a maximum of 200 words.** The college provides facilities for extracurricular activities. It encourages and facilitates the students to participate in various activities to ensure skills like leadership, team spirit, etc. The college has developed over the years a number of facilities for students to opt and participate in variety of sports events like inter college tournament, youth festival and in national level competition like cricket, kick boxing championships, etc, **Cultural activities:** The cultural committee of the college conducts the annual college week cultural competition comprising various cultural events like singing, dancing,and drama etc. Students of the college participate in youth festival conducted

	by the university. The auditorium of the college is used for performing different cultural activities. **Sports:** The college has a playground and Indoor stadium for various sports activities like football, cricket, volleyball, and martial art. We also have indoor games facility like TT, Carom,Badminton, etc. and sport equipment room in the campus. These places are used by our students for recreation, practice and performance. The students of the college participates in inter college and youth festival and participation by the students is increasing. We are supporting our college players by providing them T-Shirts, TA, and appreciating excellent players with rewards. Every year students union of the college conducts college week to encourage the students in sports. Awareness and training program of self defense is organized for girls under special guidance. **File Description** • Upload any additionalinformation • Paste link for additionalinformation
4.1.3. **QnM**	***Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.*** 4.1.3.1 : Number of classrooms and seminar halls with ICTfacilities **Year** | 2021 **Number of Classrooms** | 15 Data Requirements: (As per Data Template) • Number of classrooms with LCDfacilities • Number of classrooms with Wi-Fi/LANfacilities • Number of smartclassrooms • Number of classrooms with LMSfacilities • Number of seminar halls with ICTfacilities **File Description** • Upload any additional information • Paste link for additional information • Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)

4.1.3 Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

Room number or Name of classrooms/Seminar Hall with LCD / wifi/LAN facilities with room numbers	Type of ICT facility	Link to geo tagged photos and master tim table
Room no 25	**Projector**	
Room no 28	**Projector**	
Room no 29	**Projector**	
Office/Library/IQAC room	LAN	
College campus	WIFI	
Seminar hall/Digital class room	LCD, Projector, Electric podium with computer	
Principal's chamber	LCD	
Librarian chamber	LCD	
Room No. 1 to 4	**Projector**	

4.1.4. **QnM**	***Expenditure, excluding salary for infrastructure augmentation during the year(INR in Lakhs)*** 4.1.4.1.Expenditure for infrastructure augmentation, excludingsalary during the year (INR inlakhs) **Year** 2021 **(INR in Lakhs)** 51,00,000 Data Requirements : (during the year)(As per Data Template) • Expenditure for infrastructure augmentation • Total expenditure excluding salary **File Description:** • Upload any additional information • Upload audited utilization statements • Upload Details of budget allocation, excluding salary during the year(Data Template)

Key Indicator – 4.2 Library as a learning Resource

Metric No.	
4.2.1. **QlM**	**Library is automated using Integrated Library Management System (ILMS)** Data requirement for year: Upload a description of library with, • Name of ILMS software SOUL • Nature of automation (fully or partially) Fully • Version 2.0 • Year of Automation 2008 The central library is automated since 2008 and SOUL 2.0 is fully used . It is planned to replace SOUL by KOHA and to be automated very soon. N-list is fully subscripted for all. **File Description:** • Upload any additional information • Paste link for Additional Information
4.2.2. **QnM**	***The institution has subscription for the following e-resources*** **1.** e-journals N-Listed **2.** e-ShodhSindhu NA **3.** ShodhgangaMembership NA **4.** e-books N-Listed **5.** Databases 01 **6.** Remote access toe-resources NA **Options:** A. Any 4 or more of the above **B. Any 3 of the above** C. Any 2 of the above D. Any 1 of the above E. None of the above Data requirement for year: (As per Data Template) • Details ofmembership: • Details ofsubscription: **File Description:** • Upload any additional information

	• Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)
4.2.3 **QnM**	***Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)*** 4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs) **Year** 2021 **(INR in Lakhs)** 5,15,035 Data requirement for year: (As per Data Template) • Expenditure on the purchase ofbooks/e-books • Expenditure on the purchase of journals/e-journals in during the year • Year ofExpenditure: **File Description (Upload)** • Any additionalinformation • Audited statements ofaccounts • Details of annual expenditure for purchase ofbooks/e-books and journals/e- journals during the year (Data Template)

	If yes, details of memberships/ subscriptions	**Expenditure on subscription to e-journals, e-books (INR in lakhs)**	**Expenditure on subscription to other e-resources (INR in lakhs)**	**Total Library Expenditure**	**Link to the relevant document**
Books	**23030**	**5,09,135**			
Journals	**N-Listed**	**5900**		**5,15,035**	N-List.inflibnet aac.in/college admin
e – journals	**N-Listed**				
e-books	**N-Listed**				
e-ShodhSindhu					
Shodhganga					
Databases					**Library resources**
Local and / or Remote access to e-resources (Specify)					

4.2.4 **QnM**	***Number per day usage of library by teachers and students (foot falls and login data for online access)(Data for the latest completed academic year)*** 4.2.4.1Number of teachers and students using library per day over last one year Data Requirement • Upload last page of accession register details • Method of computing per day usage of library • Number of users using library through e-access • Number of physical users accessing library **File Description(Upload)** • Any additional information • Details of library usage by teachers andstudents

	The HEI is requested to calculate the teachers and students usage library per day. **Average usage of the library by the college =** Total no. of teachers & students in each day for all working days / Total no. of working days **(Note: Data template is not applicable to this metric)**

Key Indicator- 4.3 IT Infrastructure

Metric No.	
4.3.1. **QlM**	***Institution frequently updates its IT facilities including Wi-Fi*** **Describe IT facilities including Wi-Fi with date and nature of updating within a maximum of 200 words** IT infrastructure and associated facilities have been augmented periodically as and when there is a requirement and also to introduce new technology to the student and faculty. Computer systems are upgraded with least configuration as per the need and requirement of office . The desktops have been upgraded and the monitors have been supported with LCDs and LEDs that ensure vision comfort especially due to extensive use of students, faculty members and staff members. The college possesses 50 computers which serves all the academic and administrative purposes. IT technical support staff monitor and maintain the computer system and networks. They are responsible for installing for installing and configuring computer systems and diagnose hardware and software faults. **File Description** • Upload any additionalinformation • Paste link for additionalinformation
4.3.2. **QnM**	***Student – Computer ratio*** 24:1 Number of students : Number of Computers Data Requirements: • Number of computers in working condition: 50 • Total Number of students: 1201 **File Description** • Upload any additional information • Student – computer ratio 24 :1 **(Note: Data template is not applicable to this metric)**

4.3.3. **QnM**	***Bandwidth of internet connection in the Institution*** Options: A. ≥ 50MBPS 200 MBPS B. 30 - 50MBPS C. 10 - 30MBPS D. 10 - 5MBPS E. < 5MBPS Data Requirement: • Available internet band width **File Description** • Upload any additional Information • Details of available bandwidth of internet connection in the Institution **(Note: Data template is not applicable to this metric)**

Key Indicator – 4.4 Maintenance of Campus Infrastructure

Metric No.	
4.4.1 **QnM**	***Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year(INR in Lakhs)*** 4.4.1.1. Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR inlakhs) **Year** | 2021 **(INR in Lakhs)** | 1,08,41,042 Data Requirement : (As per Data Template in Section B) • Non salary expenditure incurred • Expenditure incurred on maintenance of campus infrastructure **File Description:** • Upload any additional information • Audited statements of accounts. • Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) The infrastructure pertaining to physical, academic and support facilities in the college are regularly maintained to ensure that they are the maximum benefit to the students and teaching &non teaching staff. There is no budget allocation for academic and physical facilities. The expenditure in these heads are incurred as and when necessary from development fund.

Year	**Budget allocated for infrastructure augmentation**	**Expenditure for infrastructure augmentation**	**Total expenditure excluding Salary**	**Expenditure on maintenace of academic facilities (excluding salary for human resources)**	**Expenditure on maintenance of physical facilities (excluding salary for human resources)**

2021	**No budget**	**51,00,000**	**6,00,000**	**49,10,600**	**59,30,442**
	allocation				

4.4.2. **QlM**	***There are established systems and procedures for maintaining andutilizing physical, academic and support facilities - laboratory, library,sports complex, computers, classrooms etc.*** **Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities on the website within a maximum of 200 words** Adequate human resources are appointed exclusively for maintenance and upkeep of campus area. Maintenance assistance like plumber, electrician,gardener assist in upkeep and maintenance of infrastructure facilities. These personnel are available when needed. The cleanliness of the campus and hostel is outsourced. The college maintains infrastructure facilities including drinking water, water tank, cleaning, etc. The vegetable garden is maintained by a gardener. Maintenance of equipment & computing facilities:The college has technical personnel to overlook the maintenance and upkeep of equipment & computing facilities. All electrical and electronic equipment are looked after by an electrician. Library stock maintenance system: The stacking arrangement of the books in the library is done by a library assistant and arranged in alphabetical order. The college has a large open ground for cricket, football, volley ball and the indoor stadium is used by the students for TT, Badminton, Carom etc. All of these are maintained by the college authority. **File Description:** • Upload any additional information • Paste link for additionalinformation

Criterion 5- Student Support and Progression

Key Indicator- 5.1 Student Support

<table>
<tr><td>Metric No.</td><td></td></tr>
<tr><td>5.1.1

QnM</td><td>Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1. Number of students benefited by scholarships and free ships provided by the Government during the year
<table><tr><td>Year</td><td>2021</td></tr><tr><td>Number</td><td>803</td></tr></table>Data Requirement : (As per Data Template)
Name of the Scheme
Number of students benefiting
File Description:
Upload self attested letter with the list of students sanctioned scholarship
Upload any additional information
Number of students benefited by scholarships and freeships provided by the Government during the year (Data Template)</td></tr>
<tr><td>5.1.2.

QnM</td><td>Number of students benefitted by scholarships, freeships etc. provided by the institution / non- government bodies, industries, individuals, philanthropists during the year
5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government bodies, industries, individuals, philanthropists during the year
<table><tr><td>Year</td><td>2021</td></tr><tr><td>Number</td><td>4</td></tr></table>Data requirement for year: (As per Data Template)
Name of the Scheme with contact information
Number of students benefiting
File Description:
Upload any additional information
Number of students benefited by scholarships and freeships institution / non- government bodies, industries, individuals, philanthropists during the year (Date Template)</td></tr>
</table>

5.1.3.

QnM

Capacity building and skills enhancement initiatives taken by the institution include the following

PROGRAMME	DATE	Nos.	Committee
Entrepreneurship development	22/03/2021	26	Curricular Aspect
Workshop on Bihu	02/04/2021	30	Cultural In-Charge
Awareness on AIDS	22/03/2021	76	NSS
Covid 19 Awareness Investors & Personality Development	17/09/2021 to 14/10/2021	77	BSE, Dept. Of MGT
Tally Accounting with GST	25 /11/2021 to Till date.	24	Deptt. Of Accountancy with PS Tally Academy
Short Term Course on "GST with Tally 9.0" with MSME	08/03/2021 to 12/04/2021	24	IQAC & MSME
NSQF Level -4 Government Certificate Course on ITES BPO, Soft Skills and Communicative English for the SC/ST students (Free Admission) with NIELIT	01/11/2021 to Till date	27	NIELIT
Awareness on Women's Health	8th March,21	36	Health & Sanitation Club. Dr. Ibharani Morang

1. *Soft skills, Language and communication skills, Life skills (Yoga, physical fitness, health and hygiene), ICT/computing skills*

Data Requirement: (As per Data Template)

- Name of the capability building and skills enhancement initiatives
- Year of implementation
- Number of students enrolled
- Name of the agencies involved with contact details

File Description (Upload)

- Link to Institutional website
- Any additional information
- Details of capability building and skills enhancement initiatives (DataTemplate)

5.1.4.

QnM

Number of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the year

5.1.4.1. Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

Year	2021
Number	111

Data requirement for year:(As per Data Template)

- Name of the scheme
- Number of students who have passed in the competitive exam
- Number of students placed

File Description (Upload)

- Any additional information
- Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)

5.1.5.

QnM

The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

The Grievances Redressal Committee organizes meetings periodically to address the issues of students. During the year, grievances of girls' hostel boarders were addressed regarding installation of alternative power supply. A generator was installed accordingly by the college authority. The girls' hostel boarders also raised the issue of water supply problem. In the same year, some students asked the committee to complete the Auditorium and Indoor Stadium so that it can be used by them.

The Anti Ragging Committee reported that no single case has been received by the committee. Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (Fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background has not been reported during the year. CCTV footage of the campus is also checked periodically. Sudden inspections were made of the College Canteen, Boys'Common Room, Classrooms, etc. in the off periods. But no such incidence was observed. Moreover, regular awareness is created among students that ragging is a criminal offence. Regular interactions and counseling are done with the students. Warnings are issued in the college website and College Prospectus. Anti Ragging Posters are made to create awareness in the Students about the ill effects of ragging.

The college constituted the Internal Complaints Committee (ICC) on the basis of the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015, published in the Gazette of India, New Delhi, Monday, May 2, 2016. The Committee encourages a gender-friendly atmosphere for both staff and the students. It organizes gender sensitization awareness programmes for all stakeholders. Preparation of Gender Audit Report is also in full swing and nearing completion.

1. Implementation of guidelines of statutory/regulatory bodies
2. Organization wide awareness and undertakings on policies with zero tolerance

	3. Mechanisms for submission of online/offline students' grievances **4.** Timely redressal of the grievances through appropriate committees **Options:** **A. All of the above** B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above Data Requirement: Upload the grievance redressal policy document with reference to prevention of sexual harassment committee and anti-ragging committee, constitution of various committees for addressing the issues, minutes of the meetings of the committees, number of cases received and redressed. **File Description (Upload)** • Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee • Upload any additional information • Details of student grievances including sexual harassment and ragging cases **(Note: Data template is not applicable to this metric)**

Key Indicator- 5.2 Student Progression

Metric No.	
5.2.1 **QnM**	***Number of placement of outgoing students during the year*** 5.2.1.1: Number of outgoing students placed during the year **Year** | 2021 **Number** | 15 Data requirement for year (As per Data Template) • Name of the employer with contact details • Number of students placed **File Description (Upload)** • Self-attested list of students placed • Upload any additional information Details of student placement during the year (Data Template)
5.2.2. **QnM**	***Number of students progressing to higher education during the year*** 5.2.2.1. Number of outgoing student progression to higher education **Year** | 2021 **Number** | 47+39=86 Data Requirement: (As per Data Template) Number of outgoing students progressing to higher education **File Description (Upload)** • Upload supporting data for student/alumni • Any additional information

	• Details of student progression to higher education
5.2.3. **QnM**	***Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)*** 5.2.3.1. Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year **Year** 2021 **Number** N/A 5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) during the year **Year** 2021 **Number** 01 Data requirement for year: (As per Data Template) Number of students selected to • JAM • CLAT • NET • SLET • GATE • GMAT • CAT • GRE • TOEFL • Civil Services • State government examinations **File Description (Upload)** • Upload supporting data for the same • Any additional information ***Number of students qualifying in state/ national/ international level examinations during the year (DataTemplate)***

Key Indicator- 5.3 Student Participation and Activities

Metric No.	

5.3.1

QnM

Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year.

5.3.1.1 : Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

Year	2021
Number	7

Data requirement for year: (As per Data Template)

- Name of the award/medal
- University /State/National/International
- Sports/Culture

File Description (Upload)

- e-copies of award letters and certificates
- Any additional information
- Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year)(Data Template)

5.3.2

QlM

Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The Student Council of the college is an annually elected body and along with other student representatives, they work in tandem with the administration. Besides the Union body, student representatives are nominated for almost all the committees of the college. The Student Council members and members of all other committees are involved in all college activities. The Union body with the help of teaching staff conduct the annual College Week. This year during the COVID-19 pandemic, 5 students nobly and enthusiastically helped in the Covid Vaccination Drive held in the college. 30 Students participated in the Bihu Workshop. 24 Students joined in the GST with Tally 9.0 program. 24 students Joined in the Tally course by Tally India Pvt. Ltd. 26 students participated in the Entrepreneurship workshop. 30 students joined in the NSQF Certification course. 20 students participated in the Covid Awareness Programme held on 24-4-2021. 76 students joined in AIDS Awareness Programme. 77students participated in Investors Awareness Program and Personality Development. Saraswati Puja, as usual, was celebrated with great solemnity and gaiety which was organized by Students Union. Students (both past and present), retired and current teachers of the college, and other visitors bowing in obeisance and offering prayers to the Goddess of Learning. The second half of the day presents a scene of gaiety since the college appears to be sprinkled with a riot of colours. Students of the college (both past and present- almost like an Alumni Meet) and those belonging to nearby educational institutions flock in huge numbers dressed in their best traditional finery. Leading from the front, members of the Student Council are present in the IQAC, Sports Committees, Cultural Committees, Ragging Committee, Discipline Committee, Admission Committees, Girls' Hostel Committee, etc. As members, the Student Council gives valuable feedback which the college acts upon at the earliest. They also oversee the participation of the college in the different inter college competitions organized by the affiliating university. Two students also got prizes in the Inter College Weight Lifting Competition. During the admission process every

	year, the Student Council along with student volunteers offer their assistance by setting up Help Desks in the college premises. Another notable and praise worthy work they did this year was to collect and distribute their used books for free to the economically weak students. Other programs organized exclusively by the students with guidance from faculty are Freshers' Social, Parting Social, Teachers' day, Shankardev Tithi, Silpi Divas, Rabha Divas, Asom Diwas, Environment Day, Gandhi Jayanti, Ekta Divas, Constitution Day, Republic Day and Independence Day, etc. 20 cadets participated in the awareness campaign on "No Use of Plastic Bag" on 22nd October, 2021. **File Description** • Paste link for additional information • Upload any additional information
5.3.3. **QnM**	***Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)*** 5.3.3.1. Number of sports and cultural events/competitions in which students of the Institution participated during the year **Year** 2021 **Number** 67 Data requirement for year: (As per Data Template) • List of events/competitions **File Description** • Report of the event • Upload any additional information • Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (DataTemplate)

Key Indicator- 5.4 Alumni Engagement

Metric No.	
5.4.1 **QlM**	***There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services.*** CKB Commerce College Alumni Association was formed under Societies Registration Act, 1860. The initiative to form the Association was taken by a small group of 33 ex-students of the college, with the primary objective of establishing and maintaining a continuous linkage with all the alumni and providing a platform for them to interact among themselves in the spirit of camaraderie and collaboration. Currently, the College Alumni Association has 176 Life Members and other non-life members. Though Alumni activities are few and far between, Executive Committee members visit the college regularly and at times offer their constructive views and reviews about the college. Every year on February 6, the Foundation Day of the College, members of the Association eagerly participate in its activities. The institution also witnesses the fervent visits of members of the College Alumni Association during the annual Saraswati Puja celebration. Moreover, alumni meetings were held regularly during the academic year 2021. The committee has been trying to add more alumni to get registered in the association. **File Description:** • Paste link for additional information • Upload any additional information
5.4.2 **QnM**	***Alumni contribution during the year (INR in Lakhs)*** **Options:** Not Received during the year. But decision has been already taken by the alumni to setup a statue of the Founder Principal Late Madhab Chandra Chakraborty in the college campus. Moreover a memorial building will also be built in the college by the alumni. Data requirement for year (): • Alumni association / Name of the alumnus • Quantum of contribution • Audited Statement of account of the institution reflecting the receipts. **File Description** • Upload any additional information **(Note: Data template is not applicable to this metric)**

CKB Commerce College, Jorhat
Criterion 6 – Governance, Leadership and Management

6.1 Institutional Vision and Leadership

Metric no	
6.1.1 QIM	**The governance of the institution is reflective of and effective in tune with the vision and mission of the Institution** **A. Vision and Mission Statement:** **VISION** To establish itself as a centre of excellence for ensuring quality in higher education, by shaping the human resource in the right way and thereby contribute towards upliftment of the society and development of the Nation. **MISSION** • To offer innovative career oriented programmes • To inculcate independent thinking in learners • To ensure competence building and employability to serve the society. • To empower stakeholders by exploring their hidden potential. • To contribute towards growth and preservation of heritage, culture and congenial academic atmosphere by creating awareness in coming generation. **B. Nature of Governance:** The institution follows a democratic and participatory mode of governance with all stakeholders participating actively in its administration. The Governing Body delegates authority to the Principal &Secretary who, in turn share it with the different levels of functionaries in the college. The Heads of Departments, the Conveners of various committees along with the staff representatives on higher decision-making bodies play an important role in determining the institutional policies and implementing the same. **C. Perspective/Strategic Plan :** The institution has a Perspective/Strategic Plan in place to help it develop in a systematic, well-thought-out and phased manner. 1. Application for grants from government and non-government sources. 2. Extension of available area through vertical expansion to accommodate more classrooms, Indoor stadium, auditorium, Canteen, staffrooms etc. 3. Renovations to revive the ageing infrastructure of the institution. 4. Improvement of the Scope and Profile of the Teaching-Learning Experience through greater use of ICT and other innovative means. .

5. Application for Post-Graduate Courses in Commerce in Regular mode.

6. Application for Arts Stream

7. MoU with Kaziranga University, a state university with international repute.

D. Participation of Teachers in Decision-Making Bodies.

• Teachers discharge an important role in implementing the vision and mission of the college and to that end play a proactive part in the decision-making process. Heads of Departments enjoy considerable administrative and academic autonomy in running their departments.

• Teachers influence the institutional policy through the Teachers' Unit, through their representatives on the Governing Body, the Finance Sub-Committee, the Buildings Sub-Committee, and the Hostel Sub-Committee of the college.

• Besides, teachers are members and conveners of the various committees that are instituted for the day-to-day functioning of the college. Some of these committees are the Examination Committee, the Admission Committee, the routine committee, the Library Committee, the Journal Committee, the Seminar and Research Committee etc. They determine admission criteria, marks cut-offs, examination modalities, journal themes, library practices, various teaching-learning innovations and other academic priorities.

• Additionally, teachers discharge an energetically pervasive role as motivators and spearheads of cultural and socially conscious activities in the institution by steering the NSS unit, NCC Unit, the Women's Cell, and the Cine Club.

6.1.2 QlM **The effective leadership is visible in various institutional practice such as decentralization and participative management:**

The institution practices decentralization and participatory management in keeping with its belief in collective leadership and democratic traditions. A particular reflection of this practice may be seen in the extensive delegation of authority to the Heads of the various Departments in the college. The Ways in which Heads of Departments participate in the Management Process:

- The Head of the Department oversees the Teaching Plans of his/her departmental members.
- He/she is empowered to make adjustments in the routine, and to allot teaching assignments and evaluation duties.
- He/she enjoys the privilege of convening departmental meetings where the programmes for the entire term are decided.
- He/she often takes the lead in planning departmental seminars.

	● He/she is at liberty to introduce creative and innovative measures for the benefit of his/her students. ● Heads of Departments plan, prepare and publish the departmental magazine or working paper in consultation with his/her departmental colleagues. ● He/she, in consultation with his/her department oversees the paper-setting, moderation, evaluation, and marks submission of all internal examinations of the department. ● The Head, in consultation with his/her departmental teachers enjoys total flexibility in planning and organizing seminars from the UGC sponsored level to that of students' seminars.

6.2 Strategy Development and Deployment

Metric No	
6.2.1 Q1M	**The institutional strategy/perspective plan is effectively deployed** The mobilization of financial resources, as one knows is of crucial significance for the growth of an institution. Aspects of activity successfully implemented: In fulfillment of this clause in the Strategic Plan the institution applied for and received the following grants during the last 5-year cycle: The college received the Rashtriya Uchchatara Shikshya Abhiyan (RUSA) Grant of Rs. 2 crores for new construction, renovation and purchase of equipment in the year 2020, While 90% of the amount was borne by the central government the remaining 10% was provided by the government of Assam. The first installment of Rs. 1crore was fully utilized through the construction of a new class room building, extensive renovation and purchase of ICT equipment etc. The institution has a Strategic Plan in place to help it develop in a systematic, well-thought-out and phased manner. • Application for grants from government and non-government sources. •Extension of available area through vertical expansion to accommodate more classrooms, laboratories, auditorium, staff rooms, etc. • Renovations to revive ageing infrastructure. • Improvement of the Scope and Profile of the Teaching-Learning Experience through greater use of ICT and innovative means.

	• Introduction of PG Courses. • Partnering with Research Institutes. • Mobilization of funds and projects through the alumnae and other stakeholders. Deployment Documents. a) Papers of receipt RUSA grant. c) Photos of Auditorium, Indoor Stadium, Conference Room,
6.2.2 QIM	**The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rule, procedures etc.** **Governing Body:** The Governing Body as per the Constitution of the college has 11 members in all: 2 are nominated by the Vice Chancellor of Dibrugarh University, 2 from the guardians', 2 from teacher representatives, 1 from non-teaching staff representative, college Librarian, Vice principal of the college. The Office Bearers are President, and Secretary. The Principal is Secretary of the Governing body. **Administrative Set Up:** The Secretary and the Principal is the final authority in all financial matters. The Principal who is the Secretary shares this work and presented all financial projects in the governing Body for approval. The Principal is vested with the day-to-day running of the college. He has along with his team of Departmental Heads, the IQAC Coordinator, the Teachers' Unit Secretary and the Head Clerk to assist him in the discharge of this work. **The Functions of Various Bodies:** The Finance Sub-Committee, the Buildings Sub-Committee, Canteen Committee, admission committee, Routine committee and the Hostel SubCommittee take important decisions regarding finance, building construction, academic, renovation and maintenance and issues related to the college. There is also the Teachers' Unit, students' Union and the Association of the Non-teaching staff. Service Rules, Procedures, Recruitment and Promotion Policies: Service rules and procedures are guided by the Assam Government. The recruitment/Promotion rules for the teaching staff are as per Govt. of Assam along

	with the eligibility criteria prescribed by the UGC;

6.2.3. QnM	**Implementation of e-governance in area of operation** **1. Planning and Development** • The Vision and Mission Statement is uploaded on the institutional website. • Further development strategies, too are uploaded on the website. • The Governing Body Meeting Minutes and Resolutions by Circulation are emailed to members in addition to circulation of hard copies. **2. Administration** • The college authorities can exercise full supervision of all service modules in the office through the MIS software. • The Principal liaises with Governing Body members as well as the teaching and non-teaching staff through email. • All important administrative information including notices is regularly published on the website and College Apps. • The college is connected through high-speed internet. • Fully automated, wireless office with 24x7 internet facility. • The college office is linked through intranet with the Principal's office for online supervision by the management. • The salary of the substantive staff members is done through the RTGS . • Biometric attendance for all staff members. **3. Finance and Accounts** • The accounts of the institution will be maintained shortly through the Tally software. • Most financial transactions of the government and other organizations is through the PFMS software. **4. Student Admission and Support** • Student Admission is carried out through online • 4 classrooms are equipped with smart board. • 1 virtual classroom with video conferencing facility. • New D-link switch for UGC Resource Centre to facilitate faster LAN

	communication for the students. **5. Examination** • The forms for the examinations are now filled online and the details need to be submitted in both hard and soft copy. • Marks submission are done through online portal of the university.

6.3 Faculty Empowerment Strategies

Metric No.	
6.3.1 QIM	**The institution has effective welfare measures for teaching and non-teaching staff** The College has welfare measures for both teaching and non-teaching staff. **Welfare measures for Teaching Staff:** • Option to join Group Insurance. • Option to join superannuation pension scheme. • Option to join Cooperative Thrift and Credit Society. ● Well equipped AC Common Room **Welfare measures for Non-Teaching Staff:** • Membership of Group Insurance. • Option to join superannuation pension scheme. • Option to join Cooperative Thrift and Credit Society. ● Well equipped AC Office Room for Staff
6.3.2 QnM	Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year **NIL**
6.3.3 QnM	Number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff during the year 03 (Three) 1. WORKSHOP ON OFFICE MANAGEMENT. 2. FACULTY DEVELOPMENT PROGRAMME ON IPR. **3.** NEP 2020
6.3.4	Number of teachers undergoing online/face to face faculty development programs

QnM

(FDP) during the year.(professional development programs, Orientation Program, Refresher Course, Short Term Course etc.)

Sl.no	Programme	No. of Teachers
1	FDP	
2	REFRESHER COURSE	
3	ORIENTATION COURSE	
4	SHORT TERM COURSE	

6.3.5 QIM

Institution has Performance Appraisal System for teaching and non-teaching staff

The institution has an effective Performance Appraisal System for teaching and non-teaching staff. Every year the outgoing students carry out and submit Teacher Evaluation and Campus Evaluation surveys. The Teacher Evaluation forms have 7 criteria related to aspects of teaching on which the opinion of the students is sought. The duly filled in forms are analyzed by the Principal and the Feedback thus obtained is judiciously addressed for the betterment of the Teaching-Learning process. In cases where lacunae is observed the teacher is counseled by the Principal and urged to improve his/her performance in the interest of professional upgradation and better service-delivery to our primary stakeholders, namely the students. The performance of the non-teaching staff is appraised by the Final Year students in the Campus Evaluation Survey. They are assessed on the parameters of efficiency, cordiality and overall helpfulness. These questionnaires too are analyzed by the Principal who counsels those non-teaching staff members whose performance has invited criticism or needs improvement. The findings of the Teacher Evaluation and Campus Evaluation surveys are then summarized and presented in the Staff Council Meeting.

6.4 Financial Management and Resource Mobilization

Metric No	
6.4.1 QIM	**Institution conducts internal and external financial audits regularly** The college has conducted the various internal and external financial audits regularly. Moreover, Internal audits of various UGC grants: Rashtriya Uchchatara Shiksha Abhiyan (RUSA) are also conducted regularly.

6.4.2 QnM	**Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)** **NIL**
6.4.3 QIM	**Institutional strategies for mobilization of funds and the optimal utilization of resources** The following are the various strategies employed by the college for fund mobilization: **Resource mobilization policy and procedures of the Institution:** • The institution seeks to mobilize government and non-government grants for the improvement of institutional infrastructure and knowledge resources and to that end prepares DPR, and submits proposals to the relevant authorities such as the UGC, the State Government, and RUSA etc. • It reaches out to local organizations including banks, corporate houses and civic bodies for empathetic patronage. • It welcomes donations, memorial prizes and endowments from staff members, alumnae and guardians towards the prize and endowment funds. • It actively solicits MLA and MP LAD grants for the betterment of the institution. • All government and non-government financial grant is utilized fully keeping in mind the best interests of the stakeholders. • An existing Assam type building was demolished in order to make way for a G+3 storied building according to the plan by the RUSA Grant. • The Computer Laboratory accommodates multiple related courses, the auditorium is also proposed to be usedfor fund generation. **Procedures for Resource Mobilization:** • The types and methods of resource mobilization are discussed in Staff meetings, Finance Sub-Committee meetings and are approved by the Governing Body of the college. It is also discussed in the Alumnae Association meetings.

6.5 Internal Quality Assurance system

Metric No	
6.5.1 QIM	**Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes** The IQAC has consistently striven to institutionalize quality assurance strategies and processes at every level of the institution's functioning. From devising strategies to improving the teaching-learning process through increased use of ICT, expanding the scope of the library, transforming it into a multivalent knowledge portal and signing MoUs with research institutes to re-defining the boundaries of a vitalizing, meaningful and holistic education. The IQAC has been a proactive player in the overall bench-marking process. The IQAC has regularly convened meetings; it has submitted the AQARs to NAAC in a timely manner; it has collected feedback in appropriate forms from different stakeholder categories, analyzed the same and used it for qualitative improvement; it has organized Academic and Administrative Audit and has initiated follow-up action as per the suggestions and recommendations of the eminent evaluators.
6.5.2 QIM	**The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norm and recorded the incremental improvement in various activities** In order to assess and review the **teaching learning process**, the Academic Council prepares the strategic guidelines. After admission, the institution keeps provision of two Sessional examinations besides Group discussions, class tests and tutorials. In addition to this, TLE and SS&P generated a survey link https://gle/sSF5QrTX4vmTDLYA9 for Remedial Class and notified to the students via college app on March 25, 2021. Through this, students of B. Com 1st and 3rd semester were directed to list the topics on which they needed remedial classes. After receiving the responses from students, on some specific papers special classes were arranged online.The links created for online classes are: B.Com 1st semester: https://meet.google.com/ooh-tuiq-zxc Or Google meet code: ooh-tuiq-zxc B. Com 3rd semester: https://meet.google.com/gfe-khbv-dqx Or Google meet code: qfe-khbv-dax The schedule for classes and the links were shared to the students on April 8, 2021. Respective teachers and departments took the classes according to the schedule provided. In the same way, for the year 2021-2022, students of 1st, 3rd and 5th semester

	were given the same links on December 8, 2021 on the basis of their requirements. Special classes will be scheduled accordingly. Participative learning methods are used to transfer passive recipients to active learners boosting confidence and encouraging independence. Involvement in class activities from giving attendance to participating in group discussions, presentations, participation in college week and other scholastic and non-scholastic activities help the students develop team spirit and inculcate problem-solving skills which boost their positive thinking. A course on "Soft Skills and Personality Development" was also conducted online besides organizing 3(three) National Webinars, 1 (one) International Webinar for students and 1(one) National Level FDP.
6.5.3 **QnM**	**Quality assurance initiatives of the institution include:** **Regular meetings of Internal Quality Assurance Cell (IQAC).** Timely submission of Annual Quality Assurance Report (AQAR) to NAAC. Feedback collected, analyzed and used for improvements. IQAC meetings have been held regularly, all the Minutes have been uploaded on the institutional website. AQAR has been submitted to NAAC yearly, always within stipulated date. All the AQARs have been hosted in the institutional website, thereby giving ample opportunities to teachers, students, and all stakeholders to study and analyze them. Participation in NIRF. Conducted Webinars and FDP regularly in recent topics etc.

Criterion 7 – Institutional Values and Best Practices

Key Indicator - 7.1 Institutional Values and Social Responsibilities

Metric No.	Gender Equity
7.1.1 **QlM**	***Measures initiated by the Institution for the promotion of gender equity during the year.*** **Describe gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 200 words.** The College as a co-educational academic institution has a very big role to play to address this issue to maintain a congenial atmosphere within the campus and of course, within the minds of its every stakeholder. As such, the college has initiated a few measures for promotion of gender equity this year too. 1. An essay competition was conducted among the students of the college on 8th March, 2021. The topic of the essay competition was "Women in Leadership, with Special Reference to North East India", that was decided in relevance to the theme of the International Women's Day of this year. 2. An Awareness Programme on Women's Health was organized on 21st April, 2021 keeping in tune with the World Health Daytheme of " Building a Fairer, Healthier World". Dr. Ibharani Morang, MD (Obst. And Gynaecology) Consultant Gynaecologist, Jorhat Christian Mission Hospital graced the occasion as Resource Person. All the female students reported that they were highly benefited from the presentation and warm consultationgiven by the Resource Person. 3. The College, being the venue of Jorhat Muaythai Association, conducts regular coaching practices for safety of the young generation of the entire Jorhat District. A good number of the trainees are students of the college. 4. A congenial atmosphere of Gender Equity is also tried to be maintained through display of different Gender- Equity related messages in signboards and Caption Boards in different places of the campus including classrooms. 5. Along with the above, the college provides a lot of facilities to the girl students of the college for maintaining their safety and security. The college has a Separate Common Room for girls with proper urinal, toilet, drinking water and dressing-room facilities for their convenience. The girl students were also provided sanitary napkins free of cost by Mrs. Mallika Das and Mrs Gitali Hazarika, two faculty members of the college, individually, as and when asked for by the needy girl students. Orders have already been placed by the institution for a Sanitary Vending Machine and

	Sensor-mounted Wash Basin to be accommodated in the Girls' Common Room. ***Provide Web link to*** • Annual gender sensitization action plan • Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information
	Environmental Consciousness and Sustainability
7.1.2 **QnM**	***The Institution has facilities for alternate sources of energy and energy conservation measures*** 1. **Solar energy** 2. Biogas plant 3. Wheeling to the Grid **4. Sensor-based energy conservation** **5. Use of LED bulbs/ power efficient equipment** **Options:** A. 4 or All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above **Response: B. Any 3 of the above** ***Upload:*** • Geo tagged Photographs • Any other relevant information **(Note: Data template is not applicable to this metric)**

7.1.3 **QlM**	***Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words)*** **1. Solid waste management:** The management of Solid waste is a very important issue related to maintenance of sound and healthy environment. As such the college maintains a systematic procedure for waste management. All the solid wastes are collected and segregated into two different forms- bio-degradable and non- bio degradable, and deposited in two separate dustbins using garbage bags. These are collected by the municipality's garbage carrying vans on regular basis, the terms and conditions of which were decided according to an MOU agreement made between the College Authority and Jorhat Municipality Board. Moreover the degradable wet solid wastes of the Girls Hostel, situated within the college campus, are collected by a person, forpiggery feeding. Degradable wastes like dry leaves and branches of the trees are dumped in a previously dug pit to decompose and to be used as a compost. Discarded old copies and papers are deposited to an NGO which they, in all likelihood, recycle it and put it to further use. **2. Liquid waste management:** The college does not produce enough liquid wastes. Understanding the need for conservation and proper utilization of water, whatever the quantity, the institution makes arrangements to reuse it in some way. Waste water collected from the the Air Conditioners, Water filters, etc are collected in buckets and then reused for watering the plants of the garden in the college campus. The waste water of the washrooms, are drained out through a proper and well-constructed drainage system. **3. E-waste management:** The most recent form of waste is E-waste which refers to loosely discarded, surplus, obsolete, broken electrical or electronic device. Improper dismantling and processing of e- Wastes is perilous to human health and our Eco system which necessitates proper E-waste management. Considering the urgent need, the college authority follows a proper policy in this regard. The working parts of the old obsolete computers are re-used in working computers wherever possible and necessary and the rests are sold out to some individuals parties concerned with the same. The soft wastes/ traces are destroyed in the college itself, by an IT person, specifically engaged for the purpose. **4. Waste recycling system:** The discarded skin of vegetables and fruits plus the food left-over wastes, i.e., the wet bio-degradable wastes of the Girls Hostel are collected by a person engaged in animal husbandry, which is later used for pig feed, etc. Unwanted items like old copies, files, furniture, and papers are further given away to an NGO which they recycle it and put to further use. **Provide web link to** • Relevant documents like agreements/MoUs with Government and other approved agencies • Geo tagged photographs of the facilities • Any other relevant information
7.1.4 **Q_nM**	***Water conservation facilities available in the Institution:*** 1. Rain water harvesting 2. Bore well /Open well recharge 3. Construction of tanks and bunds

	4. Waste water recycling 5. Maintenance of water bodies and distribution system in the campus **Options:** A. Any 4 or all of the above B. Any 3 of the above C. Any 2 of the above D. Any 1of the above E. None of the above Upload : • Geotagged photographs / videos of the facilities • Any other relevant information **(Note: Data template is not applicable to this metric)** **Response: A. Any 4 or all of the above**
7.1.5 **Q_nM**	***Green campus initiatives include*** 7.1.5.1. The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants **Options:** A. Any 4 or All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above **Upload** • Geo tagged photos / videos of the facilities • Any other relevant documents **(Note: Data template is not applicable to this metric)** **Response: A. Any 4 or all of the above**
7.1.6 **QnM**	***Quality audits on environment and energy are regularly undertaken by the institution*** 7.1.6.1.The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2.Energy audit 3.Environment audit 4.Clean and green campus recognition/awards 5. Beyond the campus environmental promotional activities **Options:** A. Any 4 or all of the above B. Any 3 of the above C. Any 2 of the above D. Any 1of the above E. None of the above

	Upload: • Reports on environment and energy audits submitted by the auditing agency • Certification by the auditing agency • Certificates of the awards received • Any other relevant information **(Note: Data template is not applicable to this metric)** Response: A. **Any 4 or all of the above**
7.1.7 **Q_nM**	***The Institution has disabled-friendly, barrier free environment*** 1. Built environment with ramps/lifts for easy access to classrooms. 2. Disabled-friendly washrooms 3. Signage including tactile path, lights, display boards and signposts 4. Assistive technology and facilities for persons with disabilities (*Divyangjan*) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading **Options:** A. Any 4 or all of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above Upload: • Geo tagged photographs / videos of the facilities • Policy documents and information brochures on the support to be provided • Details of the Software procured for providing the assistance • Any other relevant information **(Note: Data template is not applicable to this metric)** Response: A. **Any 4 or all of the above**
	Inclusion and Situatedness
7.1.8 **QlM**	***Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).*** ***Provide Web link to:*** • Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) • Any other relevant information. It has always been an ingrained practice of Chandra Kamal Bezbaruah Commerce

	College to provide an inclusive campus environment. The following are some efforts made by the institution towards providing a comprehensive wholesome environment : 1. Saraswati Puja, which attracts up to 1500 footfalls, is celebrated in the college every year, in January-February, with great solemnity and grandeur. The Students' Council play a pro-active role in seeing things through. Many ex-students and visitors from various colleges and nearby localities also throng the college on this day celebrated in honour of the Goddess of Learning. **2.** The birth anniversary of Dr. Bhupen Hazarika, the 'bard of Brahmaputra' and cultural icon of Assam is also observed annually on 8th September. **3.** The death anniversary of Rupkonwar Jyoti Prasad Agarwalla, the founder of Assamese cinema, is observed as 'Shilpi Diwas' on 17th January. **4.** The college premise is used as a training ground by the All Assam Amateur Muaythai Association to train quite a number of their students, some of which are students from the institution itself. This practice motivates the young crowd to take up self-defence exercises for physical fitness and wellbeing. The 16thAll Assam Muaythai Championship (Senior Men & Women) and All Assam Colour Belt Kick-Boxing Test was held from November 18 to November 20, 2021 in the Indoor Stadium of the college. Wards of the college faculty and staff were also among the participants. **5.** The college also has a Cine Club under the aegis of the Assam Film Society & FFSI (Federation of Film Societies of India). **6.** From April 1, 2021 to April 11, 2021 a 7-Day Workshop on 'Traditional Bihu Dance, Pepa and Dhol' was conducted for 30 students of the college. **7.** Like earlier years, Sri Sri Sankardev's death anniversary was observed in the college on 8th September, 2021. All the students, teaching and non teaching staff, participated in the same, irrespective of caste, creed and religion. **8.** To generate awareness about the value and preservation of public property, the NCC wing of the college undertook an activity of cleaning the statue of "Jyoti Prasad Agawalla", the cultural icon and doyen of Assamese Cinema.The statue is build near Marwari Thakurbari, Jorhat. **9.** A Shraddhanjali Programme was organized in the college by the NCC students,on 10th December, 2021 to pay homage to the country's brave heart, Late Bipin Rawat, the 27th Chief of Indian Army and India's First Chief of Defence Staff.
	Human Values and Professional Ethics
7.1.9 **QlM**	***Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens*** **Describe the various activities in the Institution for inculcating values for being responsible citizens as reflected in the Constitution of India within 200 words.** Students are the backbone of a country, the more responsible the students are, the better will be the future of the country. As such, Chandra Kamal Bezbaruah Commerce College organizes numerous activities that strengthen and deepen the obligation to the constitutional values of the country. It has committed itself to leave imprints in the mind of its stakeholders, especially the students, about their allegiance and responsibility towards the nation. Various activities are undertaken to inculcate and instil values in the students, including the employees, thus making

	them responsible citizens of the country. 1. Republic Day and Independence Day: Both Republic Day and Independence Day is celebrated every year on 26th January and 15th August with great pride and solemnity. After the flag hoisting, usually speeches on the sacrifices of our freedom fighters and talks on national integration and the abiding spirit of the Indian Constitution are delivered. 2. Gandhi Jayanti is observed on 2nd October with prayer services and rendering of Bhajans like 'Raghupati Raghava Raja Ram'. 3. A COVID-19 Awareness Programme was organized at Jorhat town by the NSS Unit of the college on 24th April 2021. 4. National Energy Conservation Day was observed in the college on 14th December, 2021, to create awareness about energy conservation among the student community. 5. All the newcomer students of the college are welcomed every year, through an Induction programme to introduce to the college environment, and the duties as students of the college and citizens of the country are spelled out. For 2021-22 academic session, due to COVID-19 lockdown, the Induction programme was conducted in Google Meet. 6. Students of the college participated in the "Rashtra Gaan" singing event, on 15th August, 2021, an initiative of the Ministry of Culture, GOI, to mark the "Azadi ka Amrit Mahotsav ", and awarded with participation certificates. 7. An FDP on Intellectual Property Rights for Academia (20-09-2021 to 25-09-2021) was organized in collaboration with CSIR –IICT, Hyderabad in which 218 participants participated from all over India. **Provide we blink to :** • Details of activities that inculcate values; necessary to render students in to responsible citizens • Any other relevant information
7.1.10 **Q_nM**	***The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.*** 1. The Code of Conduct is displayed on the website 2. There is a committee to monitor adherence to the Code of Conduct 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff. 4. Annual awareness programmes on Code of Conduct are organized. **Options:** A. All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above **Upload:**

	• Code of ethics policy document • Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims. • Any other relevant information **(Note: Data template is not applicable to this metric)** Response: A. **All of the above**
7.1.11 **QlM**	***Institution celebrates / organizes national and international commemorative days, events and festivals*** **Describe the efforts of the Institution in celebrating /organizing national and international commemorative days, events and festivals during the year within 200 words** Chandra Kamal Bezbaruah Commerce College understands the need to instil a strong sense of belongingness and patriotic spirit among fellow citizens. The institution also recognizes the value of fostering a universal outlook especially considering today's digital era. Hence, it organizes various activities to commemorate and celebrate festivals and events of national and international importance: 1. Both Republic Day and Independence Day was celebrated on 26th January and 15th August with great pride and solemnity by hoisting the Indian Flag. 2. International Women's Day was observed in the college on 8th March to celebrate the pride and dignity of being a woman. 3. World Environment Day is religiously observed on 5th June. The NSS unit of the college plays a proactive role in organizing plantation drives and environment conservation activities. 4. On April 7, 2021 on the occasion of World Health Day, an Awareness Program on Women Health was organized and 36 girl students actively participated in the event. The Resource Person was Dr. Ibharani Morang, MD (Obstetrics and Gynaecology), Consultant Gynaecologist, Jorhat Christian Medical Centre. **Provide we blink to :** • Annual report of the celebrations and commemorative events for the last (During the year) • Geo tagged photographs of some of the events • Any other relevant information

Key Indicator - 7.2 Best Practices

Metric No.	
7.2.1 **QlM**	**Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.** **Best Practice I:** 1. **Title of the Practice:** Inspirational Awards to Students **2. Objectives of the Practice:** i. To acknowledge the sweat and toil of students.

ii. To inspire them to persist in the same spirit in the future. iii. To motivate junior students to work hard in the same way so that they too achieve such honours.

3. **The Context:**

In today's fast paced-world and escalating social media interactions, people especially young students seem to be caught in the vicious circle of existence. The need of motivation has magnified. Young students require extrinsic motivation like external rewards and recognition to give wings to their dreams. Inner zeal and passion alone does not suffice nowadays as there are a lot of pull and push factors. Inspirational Awards can provide the much needed motivation and push to stretch their learning capacities. An awardbased on merit can inspire the recipient student to continue doing well in future.

4. **The Practice:**

Keeping in view the above points, Mr. Bimal Chandra Saikia, who retired as Vice-Principal of Chandra Kamal Bezbaruah Commerce College, had pioneered this noble initiative of giving monetary awards to meritorious students of the college. In 2004, B. C. Saikia started by gifting a cash award of Rs. 5000/- (from his modest earnings) to every student who got First Class in Accountancy Major in the B. Com. Final Examination. The flow of awards continued till his retirement in 2012. The Teachers' Unit of the college continued the trailblazing example and thus, two Inspirational Awards are collectively funded by the teachers annually from 2017 onwards. In addition to the above two awards, two more Memorial Awards are given. These Inspirational Awards are:

a) Teachers' Inspiration Award to the College Overall Topper in any Speciality Subject in B.Com. Final Examination conducted by Dibrugarh University. This award includes a cash prize of Rs. 10,000/- and a Certificate of Appreciation.

b) Teachers' Inspiration Award to the College Overall Topper in the General Course in B.Com. Final Examination conducted by Dibrugarh University. This award includes a cash prize of Rs. 10,000/- and a Certificate of Appreciation.

c) Chinmoy Saikia Memorial Award: This annual award, consisting of a cash prize of Rs. 10,000 and a Certificate of Appreciation is given to the College Accountancy Topper in the B. Com. Final Examination conducted by Dibrugarh University. Conferred since 2008, in the memory of Late Chinmoy Saikia, who was an equally brilliant ex-student of the college, the award is handed over by Mrs. Mitali Saikia, wife of Late Chinmoy Saikia.

d) Rupak Dutta Memorial Award: This annual award, consisting of a cash prize of Rs. 5,000 and a Certificate of Appreciation, is given to the College Business Management Topper in the B. Com. Final Examination conducted by Dibrugarh University. Conferred since 2016, in the memory of Late Rupak Dutta, who was an exceptional and dynamic teacher of the college, and who passed away while in harness, the award is handed over by Mrs. Minu Dutta, wife of Late Rupak Dutta.

Awardees from 2016-2020:

Year	Teachers' Inspiration Award (Major)	Teachers' Inspiration Award (General)	Chinmoy Saikia Memorial Award (Accountancy)	Rupak Dutta Memorial Award (Business Management)
2020	Parindita Roy	Sanghamitra Phukan	Purabi Saikia	Parindita Roy

2019	Soni Kumari	Amit Ghosh	Khushbu Kumari	Anuska Rathi
2018	Akash JyotiBorah	AfsanaKhatun	Akash JyotiBorah	SemimHazarika
2017	Priya Baheti	Priyanka Das	Jyoti Sahu	Priya Baheti
2016			Arifur Rahman	Biswa Pradip Baruah

5. **Evidence of Success:**
A good number of meritorious students have been awarded so far with these motivational incentives and awards. The deserving students are usually felicitated during the Annual Freshers' Social as such an occasion will stimulate and inspire them in emulating the winners. Further, students who are exceptionally talented in sports are also rewarded by the institution. Dashrath Kumar, a National level Cricketer (bowler), and current student of the college was awarded Rs. 10,000/- and a Certificate of Appreciation. Another noteworthy mention is the cash scholarship of Rupees 1,20,000/- given to two meritorious students of the college, Miss Rita Das and Mr. Nishant Kumar Bhattacharjee, by Barooah & Associates Ltd., in March, 2020. The happy acknowledgement speeches of the award winners speak volumes about the success of the endeavour.

6. **Problems Encountered and Resources Required:**
As these awards are given to recently passed out students, a few are unable to receive the awards during the felicitation ceremony organized by the authority. So, it is handed over in absentia. Also, the faculty desires to reward more meritorious and economically weak students so that they can concentrate in their studies and not think about their economic worries. But the institution's hands are tied as sponsors are few and far between. Further, due to the COVID-19 lockdown, announced since March 2020, the felicitation ceremonies of 2019 and 2020 were clubbed together and the awards distributed in early 2021, when there was a hiatus in the lockdown period.

Best Practice II:

1. **Title of the Practice:** Promotion of Geriatric Love and Care via 'Pranaam'.

2. **Objectives of the Practice:**
The primary goal of this practice is to imbibe in the students in particular and the society as a whole the values of love, care and reverence to elders. Other related objectives are:

i. To create an environment for geriatric care, in which the young generation can learn about moral values and demonstrate excellent behaviour and attitude towards the elderly of the society.

ii. To show love and respect to the elders/dwellers in old age homes so that they do not feel desperate, and surrender to their dismal fate of being abandoned by their near and dear ones.

iii. To make the unfortunate elders realize that there are people who, though not connected by blood, still love and care for them, even if their flesh and blood relatives are turning away from them.

iv. To provide courage at the time of their misfortune.

v. To inculcate the values of "Humanity", "Kindness'' and "Social Responsibility"

among the students.

3. **The Context**:

The purpose of taking this step during the Rongali (Bohag) Bihu festival is that it is a festival where the young in the households of Assam always seek blessings from the elders by touching their charan (foot), and gifting them with the traditional phulam gamusa, eatables such as jalpan (dahi, chira, pitha, etc) and gifts. People, especially seniors and elderly people who are constrained to live outside their beloved homes, deeply miss this sacred and festive time. Pranaam is a movement dedicated to valuing this sensation. Family and humanitarian values must be instilled not just via education but also through our everyday behaviour, for which instructors, educational institutions, and society as a whole must practice. The teachers, teaching and creating awareness about those values; and the students, learning and accepting those values and practising it in their day to day lives.

4. **The Practice:**

Social decorum and affectionate behaviour is reflected in the thoughts and actions of all in the college. When any member of the College family is in dire difficulty, the college has a long tradition of having their back. Mrs. Premoda Pator, wife of Late Bhabesh Pator, a Grade-IV employee of the college was given a help of Rs.75, 000/- as one time assistance for installing a pace-maker. This was in 2005. Similarly, a dynamic faculty of the Department of Management, Late Rupak Dutta, had suffered from Cancer and the College had pooled Rs. 1.50.000/- to show solidarity and strength during his time of need and distress. But sadly, he passed away a few days later. This was in 2012. Students Sushmita Dey and Rita Das, were given financial aid of Rs. 59, 500/- and Rs. 10.000/- on February 11, 2019 and October 14, 2019 respectively but the former could not live long and breathed her last in early 2020, while the latter is currently doing well and is a B. Com. 6th Semester student of the college. Because of these selfless services, stakeholders have begun to understand and share their troubles and pains often. Further, in March 2019, an amount of Rupees 23,000/- was handed over to a fellow colleague of a neighbouring institution when help was sought. Hence, the humanitarian mission of the institution continues. But it is a harsh reality of today that many elderly people are left homeless and emotionally and mentally bruised. The unfortunate occupants of Old Age Homes had previously dedicated their lives to look after and shape the future of their children, losing their youth and vigour. But the same children, after growing up, forget their parents and guardians, compelling them to live a thankless existence. During the fag-end of their lives, when they require utmost care, they are very badly ignored and ostracized from their home, heart and hearths. Aastha, the Women Cell of the college, has initiated a program named “Pranaam”, through which it desires to inculcate a few forgotten values in the students such as respect, devotion, generosity, forgiveness and love. Through this initiative, the Women Cell intends to visit Sarothi, an Old Age Home for Women in Lichubari-Jorhat, every year, during the eve of Bohag Bihu, i.e., in mid-April, to felicitate the residents. On9th April 2021, six teaching staff along with the student union leaders visited Sarothi following COVID-19 protocols, for an informal meeting cum get-together. Coordinator Mrs. Gitali Hazarika, stated in the meeting that the aim of this initiative by Aastha is to share reciprocal companionship and affection in order to bring a modicum of joy. Mrs. Mallika

Das, Mr. Dimbeswsar Bora and Mr. Shobhan Saikia also expressed and shared their feelings. Mrs. Mallika Rahman, Secretary of Sarothi, appreciated this endeavour of the college and stated that the women who once came here lost and alone, have now found company, respect and affection of the Sarothi family. The residents joyously danced to Bihu songs and spoke freely to the visitors. Besides conveying Bohag Bihu greetings, Aastha offered Rs. 10,000 and some food items as a token of love and respect.

5. **Evidence of Success:**

The evidence of success of the programme is reflected in the eagerness of the residents of Sarathi for conduction of the next programme in the month of April, 2022 as intimated by the Director of the Home. Dr. Purabi Borthakur, Dr. Neeta Lagachu Taye (Teachers of the college) and Mrs Runjun Borthakur (the College Librarian) had also earlier visited Sarothi Old Age Home in March 8, 2018, on the occasion of International Women's Day. Even then, there was a warm and fulfilling interaction with the occupants of the Home that included singing of favourite songs and recounting of anecdotes by the residents. The charming seniors, that included octogenarians and nonagenarians, further shared their Traditional Recipes with the visitors over tea and snacks. The college had, on the occasion, gifted a new bed to the Sarothi Old Age Home. Moreover, the motivation of the students and other faculty members of the institution regarding this humane undertaking has inspired the Women Cell to broaden the ambit of the programme in the coming days. This is further an indication of success. The institution is thinking of including the shelter-less elderly persons living alone either in the streets of the town or the economically weak and destitute elderly women living in the adopted villages of the College. There is also a plan to visit and felicitate elderly parents of the college fraternity as part of the coming "Pranaam" programs.

6. **Problems Encountered and Resources Required:**

i. The first problem is not having a definite source of funding for conducting such activities except the limited number of membership contribution from members of Aastha, the Chandra Kamal Bezbaruah Commerce College Women's Cell.

ii. The main objective of conducting the Programme was to inculcate humanitarian values in the students, but due to the COVID- I9 pandemic lockdown in April, 2021 the institution could not involve many students. Only a few student representatives were engaged for the purpose.

Resources required:

To make this practice more successful, the college will require a vehicle to be specifically used for the purpose. This will help in transporting the tangible help and gifts the institution may wish to offer in their visits to elderly people staying in their personal homes or old age homes. This need was deeply felt when members of the college women cell faced the problem of transporting the new bed during their 2018 visit to Sarathi, the Old Age Home. If the institution owns transportation like a mobile van, it would be able to even take a few elderly people for sight-seeing or to visit their loved ones.

Provide web link to:

- Best practices in the Institutional web site
- Any other relevant information

Key Indicator - 7.3 Institutional Distinctiveness

Metric No.	
7.3.1 **QlM**	***Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words*** **Self-Defence Program for Students:** **Vision of Chandra Kamal Bezbaruah Commerce College:** To establish itself as a centre of excellence for ensuring quality in Higher Education by shaping the human resource in the right way and thereby contribute towards uplift of the society and development of the nation. Empowering students has been the call of the day. In this modern era, violence against students especially girl students is becoming very common in every street of both rural and urban setting. They feel insecure the moment they are out of their homes for any purpose. It is very important for everyone to be prepared mentally and physically and be well equipped with required skills and techniques to defend oneself from any kind of anti social elements prevailing in the society today. The purpose of self defense is that the more prepared you are the less likely you will become a victim. The main objectives of the program are:- i) To improve physical conditioning and equip the students to defend themselves against any type of physical assault. ii) To build self confidence so that they can contribute meaningfully to their own development by shaping their own destiny. iii) Capacity enhancement through self defence training. iv) To empower the students in all aspects. v) To develop self-discipline. The "All Assam Amateur Muaythai Association" started its classes in the college campus for the first time in the year 1985 and has been continuing till date. Since 1985, the college has been providing the venue to conduct self defense training to students irrespective of sex. More than 2000 trainees from greater Jorhat area have been given training till now. Initially only Karate training was given but since 1998 Amateur Muaythai has been added to it and presently both type of training are given under the umbrella of All Assam Amateur Muaythai Association. The different phases of the training are:- Yellow belt (4 months) Orange belt (4 months) Green belt (4 months) Blue belt (4 months) Maroon belt (4 months)

	Brown belt: Brown 1 (4 months), Brown 2 (4 months), Brown 3 (4 months), Brown 4 (4 months) One Year Gap Black Belt. Thus, it is a 4 year self-defence training program starting from "Yellow" to "Black Belt". Till 2020, out of the total 2000 trainees, Black Belt has been awarded to 212 trainees. And among these 2000 trainees, quite a number of them were/are our students. On September 2, 2019 the College signed an MOU with "All Assam Amateur Muaythai Association" which is affiliated to United Amateur Muaythai Association, India. An agreement was reached to provide Muaythai/ Self Defence classes to the students for an hour on every working day from 2019-20 academic session. Accordingly, Free Self Defence Training for both girl and boy students was conducted in the college from 9th September, 2019 to 7th March, 2020 but afterwards, there was an interruption due to the COVID-19 lockdown. The college campus presents a vibrant and lively atmosphere from Monday to Saturday (4pm to 7pm) with old and young students engrossed in Muaythai practice, and parents/guardians as avid onlookers. Further, the strategic location of the institution in the heart of the city makes it ideal for hosting big and important events. Thus, Muaythai Professional Fight Championship, Season 1 was held in Chandra Kamal Bezbaruah Commerce College from August 22 - 27, 2017. Few students of the college were also among the competitors. The 16thAll Assam Muaythai Championship (Senior Men & Women) and All Assam Colour Belt Kick-Boxing Test was held from November 18 to November 20, 2021 in the Indoor Stadium of the college. Wards of the college faculty and staff were also among the participants. **Provide web link to:** • Appropriate web in the Institutional website • Any other relevant information

Future Plans of action for next academic year (200 words)

1) Job-oriented Certificate Courses shall be run with added vigour.

2) The college shall initiate overseas collaboration for student and faculty exchange programs.

3) The college looks forward to starting a sports academy in the newly built Indoor Stadium to scout for sports talent among its students and local youth. It plans to start a badminton academy in the near future.

4) To augment research and publication work.

5) To signMOU with employment service providers for providing job and placement opportunities.

6) To organizemore Workshops, Awareness Programs & Activities relevant to students,

other stakeholders of the institution, and the society.

7) To conduct more Field Visits and Internship Programs for students.

8) To conduct Energy Audit.

9) To organize Pre-Placement Talks, Workshops, etc. in collaboration with Industry and Academia.

10) To intensify liaison with the College Alumni for conducting programs and talks beneficial to the students and society.

11) To organize coaching classes to prepare students for competing in competitive and government conducted examinations like NET, Banking Exams, SSC, Railways, etc.

12) To increase extension activities and Community Outreach programs such as in the adopted villages of the college,solo or in collaboration with organizations such as Rotary.

13) To devote time, energy and sweat in getting ready the SSR report that is required to be submitted to NAAC very soon.

Name: ***Dr. Neeta Lagachu (Taye)*** **Name:** ***Dr. Ranjit Sarma***

Signature of the Coordinator, IQAC ***Signature of the Chairperson,IQAC***

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