



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	CHANDRA KAMAL BEZBARUAH COMMERCE COLLEGE
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.	919435092990
Mobile no.	9435051277
Registered Email	info@ckbcc.org
Alternate Email	neetataye@gmail.com
Address	Near Circuit House K.B. Road
City/Town	Jorhat
State/UT	Assam
Pincode	785001

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Neeta Lagachu (Taye)
Phone no/Alternate Phone no.	917002503107
Mobile no.	9435051277
Registered Email	neetataye@gmail.com
Alternate Email	info@ckbcc.org

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://ckbcc.org/images/AOAR_2018-19.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://ckbcc.org/images/Academic_Cal_2019-20.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	B+	2.54	2016	16-Dec-2016	15-Dec-2021

6. Date of Establishment of IQAC	12-Dec-2005
---	--------------------

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Approval to open a Study	27-Aug-2019	25

Centre from DODLDU (Directorate of Open and Distance Learning, Dibrugarh University) for B. Com. & M. Com. Program	365	
MOU signed with All Assam Amateur Muaythai Association, affiliated to United Amateur Muaythai Association, India.	02-Sep-2019 365	852
Talk on Gender Sensitization and Sexual Harassment	21-Oct-2019 1	100
National Level Training & Championship Program cum Personality Development & Career Planning Workshop	22-Oct-2019 2	100
FDP on E-Content Development & Use of ICT	25-Oct-2019 15	40
Training on Office Automation & Soft Skills	25-Nov-2019 10	6
56th Foundation Day Memorial Lecture on the	06-Feb-2020 1	500
Soft Skills & Communicative English Course	24-Jun-2020 15	60
National Webinar on Enhancement of Writing Skill of Theses & Research Papers	10-Aug-2020 1	209
Students' Development Program on Group Discussion & Personal Interview Techniques	28-Aug-2020 1	100
View File		

8. 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	Infrastructure	CKBCC School of Management	2019 4	42150
College	Infrastructure	CKBCC School of Management	2019 365	159000
College	Student Welfare	CKBCC Thrift & Credit Society Welfare Fund	2019 1	10000
College	Infrastructure	CKBCC School of	2019	42650

		Management	5	
College	Skill Development	CKBCC Skill Development Fund	2019 2	30000
College	Skill Development	CKBCC Skill Development Fund	2019 15	77880
College	Skill Development	UCO Bank	2019 1	4900
College	Extension Activity	CKBCC Extension Activity Fund	2019 1	1600
College	Skill Development	CKBCC Skill Development Fund	2019 10	10620
College	Skill Development	CKBCC Skill Development Fund	2019 1	11800
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	3
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	Yes
If yes, mention the amount	252299
Year	2020

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

? Getting ready for the 3rd Cycle of Assessment and Accreditation of NAAC: The IQAC members and all faculty members gather regularly for brainstorming sessions to discuss matters relating to the various committees and sub-committees in order to fulfill the Seven Criteria of Assessment decided by NAAC. Students and other stakeholders are also sensitized and made acquainted with the procedures that need to be followed for the evaluation and assessment. Responsibilities are assigned accordingly and the IQAC of the college is leading by example: a) On

November, 2020 Dr. Neeta Lagachu (Taye), Associate Professor, & Coordinator, IQAC- Chandra Kamal Bezbaruah Commerce College, was amongst the 6 Secretaries out of 92 Clubs, to be awarded "Outstanding Secretary" for Rotary Year 2019-20, by Rotary International District 3240. b) The college participates in MHRD programs like AISHE and NIRF. c) Infrastructure augmentation is going on in full swing with funding from RUSA, CKBCC School of Management Fund, CKBCC General Fund, and other organizations like Engineers' India Limited; and these are almost nearing completion. Infrastructure expansion encompass: i. State of the art Auditorium (500 Seating Capacity) ii. One of the largest Indoor Stadium in the district till now (80X100 feet) iii. Academic Building (Allocated for Smart Classrooms & Departmental Rooms)

? Augmented the Community Outreach Programs, more so, keeping in mind the catastrophic state of affairs the world witnessed due to the COVID-19 pandemic. a) On September 2, 2019 an MOU was signed between Chandra Kamal Bezbaruah Commerce College, Jorhat and All Assam Amateur Muaythai Association, affiliated to United Amateur Muaythai Association, India. b) On September 28, 2019 an Awareness Program on Draft New Education Policy, Govt. of India was jointly organized by North Jorhat Senior Citizens Association and IQAC, Chandra Kamal Bezbaruah Commerce College, Jorhat. c) On October 2, 2019 150th Birth Anniversary of Mahatma Gandhi was observed with a Fit India Plogging Run by Students & Teachers. d) Talk on 'Gender Sensitization and Sexual Harassment' organized by Student Support and Progression Committee, IQAC, Chandra Kamal Bezbaruah Commerce College, Jorhat on October 21, 2019. e) On November 5, 2019 a Street Play on AIDS Awareness was organized by Majuli-based organization, Replica (an organization promoting folk artists in Assam) in the premises of Chandra Kamal Bezbaruah Commerce College, Jorhat. f) From February 3, 2020 to February 8, 2020 College Week was conducted and students participated with great fervor and enthusiasm under the competent supervision of the teachers. g) Founder Principal Madhav Chandra Chakraborty Memorial Lecture held on the topic "Role of Students in the Uplift of the Present Society with Special Reference to Assam" organized on the 56th Foundation Day of the College, i.e., on February 6, 2020. h) Children's Day was observed on November 14, 2019 at Kahar Gaon Senior Basic School under N0. 50 South-East Charaibahi Gaon Panchayat. The programme was organized jointly by the Village Adoption Committee and NSS wing of the college. i) On December 8, 2019 a Mega Free Medical Camp in 2 No. Chowdang Chetia Gaon, Baghchung was held for the benefit of the adopted villages of the College. The camp was jointly organized by Rotary Club of Jorhat and IQAC, Chandra Kamal Bezbaruah Commerce College in partnership with Red Cross Society, Jorhat, Niramoy Hospital & Research Centre, Jorhat and Sanjivani Hospital, Jorhat. Blood Sugar Test, Blood Grouping, BP Test, etc. were done and free medicines were also distributed to the needy patients. j) On February 1 & 2, 2020 Teachers of the College participated in the 35th Jorhat Teachers' Meet organized by Assam Agricultural University, Jorhat. k) On March 18, 2020 two teams of College Faculty went to two different areas of Jorhat to disseminate awareness about Covid-19. One team went to Puronimati area in the outskirts of Jorhat while the other team went to the adopted villages of the college to spread awareness about Covid-19 and also distributed soaps and advisory leaflets to individual households. l) On April 6, 2020 food items were distributed to 100 households by Teaching Faculty of the College in association with HELP (an NGO) in Panichukwa area in the wake of Covid-19. m) On April 27, 2020 food items were distributed to 70 households affected by the Covid-19. The households belonged to Pangiriya, Bezgaon, & Uttuliya -all adopted Villages of the college. n) On June 20, 2020 a National Webinar on "Perspectives on the Global Pandemic Scenario: Health, Education & Society" was hosted by the Department of English, Chandra Kamal Bezbaruah Commerce College, Jorhat in association with Rotary Club of Jorhat. o) On August 08, 2020 a National Webinar on "Women's Rights and COVID-19 Pandemic: Issues and Challenges" was hosted by Aastha, the Chandra Kamal Bezbaruah Commerce College Women Cell, Jorhat. p) 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 Protection Fund). q) On December 5, 2020 Offline Parents-Teacher Meet was held with the parents of the fresh batch of B. Com. First Semester students. r) Last but not the least, the college IQAC is "friend, philosopher and guide" to Parivartan, a Social Service Group, which carries out numerous benevolent and community outreach initiatives and programs. About 90% of the members of the group are students of Chandra Kamal Bezbaruah Commerce College, Jorhat.

? Organized Training/Workshops/Seminars, etc for students and enhanced the Mentoring Process by encouraging the use of online resources and ICT tools, in this way igniting the competitive zeal in students to achieve success in their academic and other endeavors. a) The college produced 9 (nine) University Toppers in 201920 under Dibrugarh University which includes the First Class First Rank with Distinction in Business Management. The Toppers belonged to the Departments of Business Management, Banking Insurance, and Human Resource Management. b) Two B. Com. Students of the College, Saubhik Saha Himangshu Gogoi, attended the Skill Festival, 2019 organized by Ajitaaksh Ventures Pvt. Ltd. in association with Assam Skill Development Mission, Govt. of Assam, on September, 2019. c) TwoDay National Level Training Championship Program cum Personality Development Career Planning Workshop organized by IQAC, Chandra Kamal Bezbaruah Commerce College in association with Entrepreneurship Cell, IIT Kanpur DC Crackers, Gurgaon on October 22 23, 2019. d) On November 5, 2019 the English Department Wall Magazine, The Quill, exclusively a student enterprise, was unveiled by Adil Yasin, ViceChairman, Sri Aurobindo Society, Jorhat Centre. e) Nine B. Com. Fifth Semester Students were selected by recruiters of Mecha Com Learning Solution (Consultancy Firm) on February 13, 2020. f) On February 19, 2020 a Counseling Session on 'Job Preparedness' was conducted for B. Com.VI Semester Accountancy Major Students. g) A Motivational Seminar on "Personal Development" was organized by the TLEC (IQAC) of the College in collaboration with The Assam Kaziranga University on March 3, 2020. h) A Workshop on Interview Skills was conducted by Assam Down Town University for the BBA students on March 14, 2020. i) A Prize money intracollege ONLINE Lockdown Photography Competition for the students was organized on June 4, 2020, on the occasion of 12th Foundation Day of Aastha, the Women Cell of the College. The theme of the competition was 'Today's World through Your Window'. j) ONLINE Soft Skills Communicative English Course successfully conducted by Teaching Learning and Evaluation Committee, IQAC, Chandra Kamal Bezbaruah Commerce College, Jorhat in association with NIELIT (National Institute of Electronics and Information Technology), Jorhat from June 24, 2020 to July 14, 2020. (15 days30 hours, 60 Participants) k) Dr. Purabi Borthakur, Associate Professor, Department of Economics HRM, posted three Video Talks (when the COVID19 was still raging) on Facebook platform for the greater benefit of the students and society. She enlightened the listeners on the "Meaning Concept of Raw Material," "Population Survey, Population Education, New Education Policy," and "The Concept of BPL (Below Poverty Line) International Poverty Line." These Educational Videos were posted on Facebook platform on July 29, 2020 July 31, 2020 and August 7, 2020 respectively. l) Five B. Com. Sixth Semester Students were selected for Internship and Life Project Opportunity at Unschool, Hyderabad on August 16, 2020. m) Students' Development Program on "Group Discussion Personal Interview Techniques" was conducted in Virtual Platform (Zoom). It was jointly organized by IQAC, Chandra Kamal Bezbaruah Commerce College, Jorhat and IBS Business School on August 28, 2020. n) Two B. Com. First Sem. students of the College, Arpita Dutta Tresa Dhar, won the Online State Level "Teachers' Day Best Message Writing and Video Upload Contest" organized by IBS Business School on the occasion of Teachers' Day, September 2020. o) On the occasion of Axom Divas or SiuKaPha Divas, fifteen students

participated in the Online Photography Competition based on the theme "Glorious Legacy of SiuKaPha" organized by Curricular Aspects Committee and DELVESS on December 2, 2020. p) A Webinar on "Fundamentals of Securities Market" was organized on December 7, 2020 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. q) A Seminar on "Career Prospect Post COVID19" was organized on December 18, 2020, for the recently passed out students of the College, by the IQAC, Chandra Kamal Bezbaruah Commerce College, Jorhat in collaboration with AIMA (All India Management Association), North East Chapter, Guwahati.

? Encouraged Faculty/Office Staff in their Professional Growth & Research Activities: a) Two faculty of the college were awarded with Ph. D by Dibrugarh University in July, 2019 and September, 2019 respectively. b) Books published by Faculty in 2019-20 (as Co-Author/ Co-Editor): i. Dr. K Chetia Co-authored Two books Interface (under CBCS-for B. Com. Honours & prescribed by Dibrugarh University) and English Writing Skills -I (under CBCS-for B. Com. Non-Honours) in the month of August, 2019 and published by World View Publications and Shanti Prakashan respectively. ii. Mrs. Barsha Borah Co-authored Two books in 2020, namely Consumer Behaviour (Post Graduate Self Learning Material), and New Venture Planning (for B.Com. Hons. Third Semester, Gauhati University) published by KKHSOU (Krishna Kanta Handique State Open University) & Kalyani Publishers respectively. c) Mrs. Rupasree Dutta was invited as Resource Person in the two days English Language Teaching Programme organized by Regional Institute of English, North East, in association with Jorhat College (amalgamated), from 25-26 July, 2019. d) Four faculty of the college attended the Faculty Knowledge Sharing Program hosted by ICFAI Business School on August 08, 2019. e) Dr. Kironmoy Chetia was invited as Resource Person under Faculty Exchange Program by Jorhat Medical College and Hospital, for teaching Spoken English (Foundation Course), to MBBS First Year students for two weeks in August, 2019. f) Dr. Neeta Lagachu (Taye) was invited as Resource Person in the Poetry-Writing Workshop conducted by Women Cell of JB College (Autonomous), Jorhat on September 3, 2019. g) Two teachers of the college attended the TEQIP III Sponsored One-Day Talk Cum Workshop on "Gender Sensitization & Women's Empowerment" organized by EAP Cell & Women Cell of Jorhat Engineering College, Jorhat on October 16, 2019. h) Faculty Development Program on 'E-Content Development and Use of ICT' organized by IQAC, Chandra Kamal Bezbaruah Commerce College, and conducted by NIELIT (National Institute of Electronics and Information Technology), Jorhat from October 25, 2019 to November 14, 2019. (15 Days=30 hours, 40 Participants) i) A Training Program on 'Office Automation and Soft Skills' for Office Staff was organized by IQAC, Chandra Kamal Bezbaruah Commerce College, and conducted by NIELIT (National Institute of Electronics and Information Technology), Jorhat from November 25, 2019 to December 6, 2019. (10 Days=20 hours, 06 Participants) j) On February 6, 2020 Aastha, the Women Cell of the College, published its first book with ISBN named Tejaswini based on the theme "The Contribution of Indian Women in Making New India". k) Dr. Neeta Lagachu (Taye) was invited as Chairperson (Session No. 02) in the TEQIP sponsored Online International Conference (COIN-2020) on Interdisciplinary Interpretation of Literature organized by Department of Humanities and Social Sciences, National Institute of Technology, Meghalaya from December 14, 2020 to December 18, 2020. l) Six Research Articles of Faculty, with Impact Factor, was published in 2019-20.

? Strengthened Networking and Collaborations by increasing the visibility of the institution: The lockdown (since March 2020) following the COVID19 pandemic has brought in numerous disruptions in the normal functioning of the institution. But this did not deter the college from continuing its academic and administrative activities in the online mode. In fact, the College went the extra mile to

increase its networking and collaborations with different prestigious educational institutions and other organizations which in turn resulted in building new relationships: a) Mrs. Rupasree Dutta was invited as Resource Person in the two days English Language Teaching Programme organized by Regional Institute of English, North East, in association with Jorhat College (amalgamated), from 25-26 July, 2019. b) Sanjay Gogoi, a B. Com. 5th Sem. Student, was awarded first prize in the International Multi Lingual Children's/Youth Play Dance Music Competition Mohan's Rang Mahotsav 2019 organized by Mohan's Abhinaya Sanskratik Sansthan, Mathura. The Competition took place in Madgaon, Goa from July 28, 2019 to July 31, 2019. c) Dr. Kironmoy Chetia was invited as Resource Person under Faculty Exchange Program by Jorhat Medical College and Hospital, for teaching Spoken English (Foundation Course), to MBBS First Year students for two weeks in August, 2019. d) On August 27, 2019, the College got the approval from DODLDU (Directorate of Open and Distance Learning, Dibrugarh University) to open a Study Centre for B. Com. M. Com. Programs from 2019-20 session. 25 students have registered so far. e) On September 2, 2019 an MOU was signed between Chandra Kamal Bezbaruah Commerce College, Jorhat and All Assam Amateur Muaythai Association, affiliated to United Amateur Muaythai Association, India. f) Dr. Neeta Lagachu (Taye) was invited as Resource Person in the Poetry Writing Workshop conducted by Women Cell of JB College (Autonomous), Jorhat on September 3, 2019. g) On September 28, 2019 an Awareness Program on Draft New Education Policy, Govt. of India was jointly organized by North Jorhat Senior Citizens Association and IQAC, Chandra Kamal Bezbaruah Commerce College, Jorhat. h) On November 5, 2019 a Youth Camp for Inner Awareness Personal Growth was organized by Sri Aurobindo Society, Jorhat Centre. i) On November 5, 2019 a Street Play on AIDS Awareness was organized by Majulibased organization, Replica (an organization promoting folk artists in Assam) in the premises of Chandra Kamal Bezbaruah Commerce College, Jorhat. j) On November 5, 2019 the English Department Wall Magazine, The Quill, exclusively a student enterprise, was unveiled by Adil Yasin, Vice Chairman, Sri Aurobindo Society, Jorhat Centre. k) On November 6, 2019 on the occasion of Vigilance Awareness Week, an Essay Writing Competition on the topic "Corruption in Public Life: A Menace" was organized in the college under the sponsorship and management of UCO Bank, Jorhat Zonal Office. l) On December 8, 2019 a Mega Free Medical Camp in 2 No. Chowdang Chetia Gaon, Baghchung was held for the benefit of the adopted villages of the College. The camp was jointly organized by Rotary Club of Jorhat and IQAC, Chandra Kamal Bezbaruah Commerce College in partnership with Red Cross Society, Jorhat, Niramoy Hospital Research Centre, Jorhat and Sanjivani Hospital, Jorhat. Blood Sugar Test, Blood Grouping, BP Test, etc. were done and free medicines were also distributed to the needy patients. m) On February 13, 2020 Nine No. of Students of B.Com. Fifth Semester was selected by recruiters of Mecha Com Learning Solution (Consultancy Firm). n) In March, 2020 B A Ltd. Offered a onetime scholarship of Rs. 60,000/ each (5,000/ each for 12 months), to two bright students of the college studying in B. Com. 2nd 4th Sem. namely Miss Rita Das Mr. Nishan Kumar Bhattacharjee respectively. o) In May 2020, a National level Prize Money Online Essay Competition (in English Assamese) for Higher Secondary and Graduate Level students was organized by the IQAC, Chandra Kamal Bezbaruah Commerce College in collaboration with Rotary Jorhat. The topic of the essay competition was "Post Covid19 Life: Will the World be the Same Again". The results were made public on June 5, 2020 (World Environment Day). p) Dr. Neeta Lagachu (Taye) was Joint Coordinator in the Webinar on Urban Health Hazard and PostCovid 19 Management" organized by JB College (Autonomous) Jorhat, in collaboration with Rotary Club of Jorhat on May 13, 2020. q) On June 20, 2020 a National Webinar on "Perspectives on the Global Pandemic Scenario: Health, Education Society" was hosted by the Department of English, Chandra Kamal Bezbaruah Commerce College, Jorhat in association with Rotary Club of Jorhat. r) On 28 June 2020, Sumitra Kashyap of B. Com. 6th Sem. was recognized as Top 400 Photographers of India by Moscow 35AWARDS.COM in the 5th 35AWARDS International Photography Award where 117541 people from 173

countries had participated. He achieved the recognition based on the 3 out of the 4 photographs he uploaded for the contest. s) Dr. Neeta Lagachu (Taye) was Coordinator of the Webinar on E Learning of Rotarys TEACH Program organized by Rotary Club and Inner Wheel Club of Jorhat in collaboration with Sarva Shiksha Abhiyan on July 27, 2020. t) Dr. Purabi Borthakur, Associate Professor, Department of Economics HRM, posted three Video Talks (when the COVID19 was still raging) on Facebook platform for the greater benefit of the students and society. She enlightened the listeners on the "Meaning Concept of Raw Material," "Population Survey, Population Education, New Education Policy," and "The Concept of BPL (Below Poverty Line) International Poverty Line." These Educational Videos were posted on Facebook platform on July 29, 2020 July 31, 2020 and August 7, 2020 respectively. u) On August 16, 2020 Five No. of B. Com. Sixth Semester Students was selected for Internship and Life Project Opportunity at Unschool, Hyderabad. v) On August 28, 2020 a Students' Development Program on "Group Discussion Personal Interview Techniques" was conducted in Virtual Platform (Zoom) at 1.00 pm. It was jointly organized by IQAC, Chandra Kamal Bezbaruah Commerce College, Jorhat and IBS Business School. w) On September 8, 2020 the College got the approval from KKHSOU (Krishna Kanta Handique State Open University) to open a Study Centre for UG PG Programs from 202021 Session. 06 students have registered so far. x) 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 Protection Fund). y) On November, 2020 Dr. Neeta Lagachu (Taye), Associate Professor, Coordinator, IQAC Chandra Kamal Bezbaruah Commerce College, was amongst the 6 Secretaries out of 92 Clubs, to be awarded "Outstanding Secretary" for Rotary Year 201920, by Rotary International District 3240. z) On December 7, 2020 a Webinar on "Fundamentals of Securities Market" was organized by Training Placement Cell, Chandra Kamal Bezbaruah Commerce College, Jorhat. The Webinar was conducted by SEBI (Securities and Exchange Board of India), Guwahati Local Office. aa) On December 7, 2020 a Seminar on "Career Prospect Post COVID19" was organized for the recently passed out students of the College, by the IQAC, Chandra Kamal Bezbaruah Commerce College, Jorhat in collaboration with AIMA (All India Management Association), North East Chapter, Guwahati. bb) Dr. Neeta Lagachu (Taye) was invited as Chairperson (Session No. 02) in the TEQIP sponsored Online International Conference (COIN2020) on Interdisciplinary Interpretation of Literature organized by Department of Humanities and Social Sciences, National Institute of Technology, Meghalaya from December 14, 2020 to December 18, 2020. cc) Besides, Faculty members presented papers and participated in various important national and international conferences and lecture series in both online and offline mode.

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
To enhance the visibility and public image of the college.	a) Mrs. Rupasree Dutta was invited as Resource Person in the two days English Language Teaching Programme organized by Regional Institute of English, North East, in association with Jorhat College (amalgamated), from 2526 July, 2019. b) Dr. Kironmoy Chetia was

invited as Resource Person under Faculty Exchange Program by Jorhat Medical College and Hospital, for teaching Spoken English (Foundation Course), to MBBS First Year students for two weeks in August, 2019. c) On August 27, 2019, the College got the approval from DODLDU (Directorate of Open and Distance Learning, Dibrugarh University) to open a Study Centre for B. Com. M. Com. Programs from 201920 session. 25 students have registered so far. d) On September 2, 2019 an MOU was signed between Chandra Kamal Bezbaruah Commerce College, Jorhat and All Assam Amateur Muaythai Association, affiliated to United Amateur Muaythai Association, India. e) Dr. Neeta Lagachu (Taye) was invited as Resource Person in the PoetryWriting Workshop conducted by Women Cell of JB College (Autonomous), Jorhat on September 3, 2019. f) On September 28, 2019 an Awareness Program on Draft New Education Policy, Govt. of India was jointly organized by North Jorhat Senior Citizens Association and IQAC, Chandra Kamal Bezbaruah Commerce College, Jorhat. g) On November 5, 2019 a Youth Camp for Inner Awareness Personal Growth was organized by Sri Aurobindo Society, Jorhat Centre. h) On November 5, 2019 a Street Play on AIDS Awareness was organized by Majulibased organization, Replica (an organization promoting folk artists in Assam) in the premises of Chandra Kamal Bezbaruah Commerce College, Jorhat. i) On November 5, 2019 the English Department Wall Magazine, The Quill, exclusively a student enterprise, was unveiled by Adil Yasin, ViceChairman, Sri Aurobindo Society, Jorhat Centre. j) On November 6, 2019 on the occasion of Vigilance Awareness Week, an Essay Writing Competition on the topic "Corruption in Public Life: A Menace" was organized in the college under the sponsorship and management of UCO Bank, Jorhat Zonal Office. k) On December 8, 2019 a Mega Free Medical Camp in 2 No. Chowdang Chetia Gaon, Baghchung was held for the benefit of the adopted villages of the College. The camp was jointly organized by Rotary Club of Jorhat and IQAC, Chandra Kamal Bezbaruah Commerce College in partnership with Red Cross Society, Jorhat, Niramoy Hospital

Research Centre, Jorhat and Sanjivani Hospital, Jorhat. Blood Sugar Test, Blood Grouping, BP Test, etc. were done and free medicines were also distributed to the needy patients. l) On February 13, 2020 Nine No. of Students of B.Com. Fifth Semester was selected by recruiters of Mecha Com Learning Solution (Consultancy Firm). m) In March, 2020 B A Ltd. Offered a onetime scholarship of Rs. 60.000/ each (5,000/ each for 12 months), to two bright students of the college studying in B. Com. 2nd 4th Sem. namely Miss Rita Das Mr. Nishan Kumar Bhattacharjee respectively. n) In

To augment the existing Infrastructure of the college in order to create a peaceful and healthy environment for work and study.

a) New Dining Hall for Girls' Hostel-completed in 2019-20. b) Two Aquaguards (Absolute Hot & Ambient & Cold RO+UV Water Purifier) installed in the BBA Department and Teachers' Common Room on August and November, 2019 respectively. c) In 2019-20, with financial help from Engineers' India Limited, more toilets were constructed for the girl students of the college. d) ACs installed in the Principal's Room, Office, Teachers' Common Room, & BBA Department in 2019-20. e) The Girls' Hostel was provided with a Book-shelf and Fridge in 2019. f) To battle the heat of the summer months and the frequent load-shedding, a new Transformer and Generator was installed in January, 2020 within the college premises. g) The Girls' Hostel was provided with a Generator in 2020. h) Electric Earthing of the College was done in 2020. i) New Computers were purchased in 2020. j) A Projector was purchased in December, 2020. k) State of the art Auditorium (500 Seating Capacity) - nearing completion. l) One of the largest Indoor Stadium in the district till now (80X100 feet) -nearing completion. m) New Academic Building allocated for Smart Classrooms & Departmental Rooms-nearing completion.

To enhance Industry-Institution Interaction for the greater benefit of the student community.

a) In 2019-20, Engineers' India Limited offered help under its CSR initiative by building toilets for the girl students of the college. b) On November 6, 2019 on the occasion of Vigilance Awareness Week, an Essay Writing Competition on the topic "Corruption in Public Life: A Menace" was organized in the college under the sponsorship and

	<p>management of UCO Bank, Jorhat Zonal Office. c) On February 13, 2020 Nine No. of Students of B.Com. Fifth Semester was selected by recruiters of Mecha Com Learning Solution (Consultancy Firm). d) In March, 2020 B &A Ltd. Offered a one-time scholarship of Rs. 60.000/- each (5,000/- each for 12 months), to two bright students of the college studying in B. Com. 2nd & 4th Sem. namely Miss Rita Das & Mr. Nishan Kumar Bhattacharjee respectively. e) On August 16, 2020 Five No. of B. Com. Sixth Semester Students was selected for Internship and Life Project Opportunity at Unschool, Hyderabad.</p>
<p>Encourage Research & Publication.</p>	<p>a) Dr. Horeswar Das was awarded PhD in Commerce by Dibrugarh University in July 2019. b) Dr. K Chetia Co-authored Two books 'Interface' and 'English Writing Skills -I' in the month of August, 2019. c) Dr. Nitu Konwar was awarded PhD in Commerce by Dibrugarh University in September, 2019. d) On February 6, 2020 Aastha, the Women Cell of the College, published its first book Tejaswani based on the theme "The Contribution of Indian Women in Making New India". e) 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. f) Mrs. Barsha Borah Co-authored Two books in 2020, namely Consumer Behaviour (Post Graduate Self Learning Material), and New Venture Planning (for B.Com. Hons. Third Semester, Gauhati University) published by KKHSOU (Krishna Kanta Handique State Open University) & Kalyani Publishers respectively. g) Six Research Articles of Faculty, with Impact Factor, was published in 2019-20.</p>
<p>To improve the standard of living and health facilities of the adopted villages of the college by collaborating with organizations such as Rotary and Medical hospitals/units.</p>	<p>a) Children's Day was observed on November 14, 2019 at Kahar Gaon Senior Basic School under NO. 50 South-East Charaibahi Gaon Panchayat. The programme was organized jointly by the Village Adoption Committee and NSS wing of the college. b) On December 8, 2019 a Mega Free Medical Camp in 2 No. Chowdang Chetia Gaon, Baghchung was held for the benefit of the adopted</p>

villages of the College. The camp was jointly organized by Rotary Club of Jorhat and IQAC, Chandra Kamal Bezbaruah Commerce College in partnership with Red Cross Society, Jorhat, Niramoy Hospital & Research Centre, Jorhat and Sanjivani Hospital, Jorhat. Blood Sugar Test, Blood Grouping, BP Test, etc. were done and free medicines were also distributed to the needy patients. c) On March 18, 2020 two teams of College Faculty went to two different areas of Jorhat to disseminate awareness about Covid-19. One team went to Purnimati area in the outskirts of Jorhat while the other team went to the adopted villages of the college to spread awareness about Covid-19 and also distributed soaps and advisory leaflets to individual households. d) On April 27, 2020 food items were distributed to 70 households affected by the Covid-19. The households belonged to Pangiriya, Bezgaon, & Uttuliya -all adopted Villages of the college.

To develop harmonious relationship among the students, teachers, other institutions and organizations, management, parents, public, government and industrial setups.

a) Mrs. Rupasree Dutta was invited as Resource Person in the two days English Language Teaching Programme organized by Regional Institute of English, North East, in association with Jorhat College (amalgamated), from 25-26 July, 2019. b) On August 08, 2019 four teachers attended a Faculty Knowledge Sharing Program hosted by ICFAI Business School. c) Dr. Kironmoy Chetia was invited as Resource Person under Faculty Exchange Program by Jorhat Medical College and Hospital, for teaching Spoken English (Foundation Course), to MBBS First Year students for two weeks in August, 2019. d) On September 2, 2019 an MOU was signed between Chandra Kamal Bezbaruah Commerce College, Jorhat and All Assam Amateur Muaythai Association, affiliated to United Amateur Muaythai Association, India. e) Dr. Neeta Lagachu (Taye) was invited as Resource Person in the Poetry-Writing Workshop conducted by Women Cell of JB College (Autonomous), Jorhat on September 3, 2019 f) On September 28, 2019 an Awareness Program on Draft New Education Policy, Govt. of India was jointly organized by North Jorhat Senior Citizens Association and IQAC, Chandra Kamal Bezbaruah Commerce

College, Jorhat. g) On October 16, 2019, two teachers attended the TEQIP III Sponsored One-Day Talk Cum Workshop on "Gender Sensitization & Women's Empowerment" organized by EAP Cell & Women Cell of Jorhat Engineering College, Jorhat. h) From October 25, 2019 to November 14, 2019, a 15 -Day (30 hours) Faculty Development Program on 'E-Content Development and Use of ICT' was organized by IQAC, Chandra Kamal Bezbaruah Commerce College, and conducted by NIELIT (National Institute of Electronics and Information Technology), Jorhat . Teachers from nearby colleges too participated in the FDP. i) On October 31, 2019 Rashtriya Ekta Diwas (National Unity Day) was observed by the college. j) On November 5, 2019 a Youth Camp for Inner Awareness & Personal Growth was organized in the college by Sri Aurobindo Society, Jorhat Centre. k) On February 1 & 2, 2020 Teachers of the College participated in the 35th Jorhat Teachers' Meet organized by Assam Agricultural University, Jorhat. l) On April 6, 2020 food items were distributed to 100 households by Teaching Faculty of the College in association with HELP (an NGO) in Panichukwa area in the wake of Covid-19. m) Dr. Neeta Lagachu (Taye) was Joint Coordinator in the Webinar on "Urban Health Hazard and Post-Covid 19 Management" organized by JB College (Autonomous) Jorhat, in collaboration with Rotary Club of Jorhat on May 13, 2020. n) On June 20, 2020 a National Webinar on "Perspectives on the Global Pandemic Scenario: Health, Education & Society" was hosted by the Department of English, Chandra Kamal Bezbaruah Commerce College, Jorhat in association with Rotary Club of Jorhat. o) Dr. Neeta Lagachu (Taye) was Coordinator of the Webinar on "E Learning of Rotary's TEACH Program" organized by Rotary Club and Inner Wheel Club of Jorhat in collaboration with Sarva Shiksha Abhiyan on Ju

To introduce New technologies in order to i. Enhance digital access to stakeholders. ii. Make students familiar with online learning and internet technologies.

a) From October 25, 2019 to November 14, 2019, a 15 -Day (30 hours) Faculty Development Program on 'EContent Development and Use of ICT' was organized by IQAC, Chandra Kamal Bezbaruah Commerce College, and conducted by NIELIT (National Institute

of Electronics and Information Technology), Jorhat . Teachers from nearby colleges too participated in the FDP. b) From November 25, 2019 to December 6, 2019, a 10 -Day (20 hours) Training on 'Office Automation and Soft Skills' for Office Staff was organized by IQAC, Chandra Kamal Bezbaruah Commerce College, and conducted by NIELIT (National Institute of Electronics and Information Technology), Jorhat. c) From December, 2019 an all in one College App "CKBCCG" became functional, and all necessary information, announcements and notifications are made through this App. All the students are compulsorily directed to download this App in their mobile handsets for their convenience and use. This Mobile App gives immediate access to a lot of data from anywhere, anytime. d) Provision of regular student feedback is made through internet technologies using the college website and college app. e) In May 2020, a National level Prize Money Online Essay Competition (in English Assamese) for Higher Secondary and Graduate Level students was organized by the IQAC, Chandra Kamal Bezbaruah Commerce College in collaboration with Rotary Jorhat. The topic of the essay competition was "Post Covid19 Life: Will the World be the Same Again". The results were made public on June 5, 2020 (World Environment Day) f) A Prize money intracollege ONLINE Lockdown Photography Competition for the students was organized on June 4, 2020, on the occasion of 12th Foundation Day of Aastha, the Women Cell of the College. The theme of the competition was 'Today's World through Your Window'. g) On 28 June 2020, Sumitra Kashyap of B. Com. 6th Sem. was recognized as Top 400 Photographers of India by Moscow 35AWARDS.COM in the 5th 35AWARDS International Photography Award where 117541people from 173 countries had participated. He achieved the recognition based on the 3 out of the 4 photographs he uploaded for the contest. h) Dr. Purabi Borthakur, Associate Professor, Department of Economics HRM, posted three Video Talks (when the COVID19 was still raging) on Facebook platform for the greater benefit of the students and society.

She enlightened the listeners on the "Meaning Concept of Raw Material," "Population Survey, Population Education, New Education Policy," and "The Concepts of BPL (Below Poverty Line) International Poverty Line." These Educational Videos were posted on Facebook platform on July 29, 2020 July 31, 2020 and August 7, 2020 respectively. i) Students' Development Program on "Group Discussion Personal Interview Techniques" was conducted in Virtual Platform (Zoom). It was jointly organized by IQAC, Chandra Kamal Bezbaruah Commerce College, Jorhat and IBS Business School on August 28, 2020. j) Two B. Com. First Sem. s

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.

a) Sanjay Gogoi, a B. Com. 5th Sem. Student, was awarded first prize in the International Multi Lingual Children's/Youth Play Dance Music Competition Mohan's Rang Mahotsav 2019 organized by Mohan's Abhinaya Sanskratik Sansthan, Mathura. The Competition took place in Madgaon, Goa from July 28, 2019 to July 31, 2019. b) Two B. Com. Students of the College, Saubhik Saha Himangshu Gogoi, attended the Skill Festival, 2019 organized by Ajitaaksh Ventures Pvt. Ltd. in association with Assam Skill Development Mission, Govt. of Assam, on September, 2019. c) On October 2, 2019 150th Birth Anniversary of Mahatma Gandhi was observed with a Fit India Plogging Run by Students Teachers. d) On October 21, 2019 a Talk on Gender Sensitization and Sexual Harassment was organized by Student Support and Progression Committee, IQAC, Chandra Kamal Bezbaruah Commerce College. e) On November 5, 2019 a Youth Camp for Inner Awareness Personal Growth was organized by Sri Aurobindo Society, Jorhat Centre. f) On November 5, 2019 a Street Play on AIDS Awareness was organized by Majulibased organization, Replica (an organization promoting folk artists in Assam) in the premises of Chandra Kamal Bezbaruah Commerce College, Jorhat. g) On November 5, 2019 the English Department Wall Magazine, The Quill, exclusively a student enterprise, was unveiled by Adil Yasin, Vice Chairman, Sri Aurobindo Society, Jorhat Centre. h) On November 6, 2019 on the occasion of Vigilance Awareness Week, an Essay Writing Competition on the topic

"Corruption in Public Life: A Menace" was organized in the college under the sponsorship and management of UCO Bank, Jorhat Zonal Office. i) From February 3, 2020 to February 8, 2020 College Week was conducted and students participated with great fervor and enthusiasm under the competent supervision of the teachers. j) Founder Principal Madhav Chandra Chakraborty Memorial Lecture held on the topic "Role of Students in the Uplift of the Present Society with Special Reference to Assam" organized on the 56th Foundation Day of the College, i.e., on February 6, 2020. k) On March 8, 2020 International Women's Day was observed in the college on the theme: Each to Equal. l) On May, 2020 a B. Com 4th Sem. student named Rohit Gupta was given a Certificate of Appreciation by Rotary Club of Jorhat in recognition of his leadership qualities in the area of Social Service. m) On 28 June 2020, Sumitra Kashyap of B. Com. 6th Sem. was recognized as Top 400 Photographers of India by Moscow 35AWARDS.COM in the 5th 35AWARDS International Photography Award where 117541 people from 173 countries had participated. He achieved the recognition based on the 3 out of the 4 photographs he uploaded for the contest. n) On November 5, 2020 9th Death Anniversary of Bharat Ratna Bhupen Hazarika was observed. o) On December 2, 2020 on the occasion of Axom Divas or SiuKaPha Divas, an Online Photography Competition based on the theme "Glorious Legacy of SiuKaPha" was jointly organize

To apply for UG & PG Programs in Distance and Regular Mode to provide facilities for higher education and professional growth to students.

a) On August 27, 2019, the College got the approval from DODLDU (Directorate of Open and Distance Learning, Dibrugarh University) to open a Study Centre for B. Com. & M. Com. Programs from 2019-20 Session. 25 students have registered so far. b) On September 8, 2020 the College got the approval from KKHSOU (Krishna Kanta Handique State Open University) to open a Study Centre for UG & PG Programs from 2020-21 Session. 06 students have registered so far.

To organize Awareness Programs, Counseling Sessions, Skill Development Trainings, Seminars and Workshops for students.

a) On October 22 23, 2019 a Two Day National Level Training Championship Program cum Personality Development Career Planning Workshop organized by

IQAC, Chandra Kamal Bezbaruah Commerce College in association with Entrepreneurship Cell, IIT Kanpur DC Crackers, Gurgaon. b) On February 19, 2020 a Counseling Session on 'Job Preparedness' for B. Com.VI Semester Accountancy Major Students was conducted by Dr. Chimun Kumar Nath of Dibrugarh University. c) On March 3, 2020 a Motivational Seminar on "Personal Development" was organized by The Assam Kaziranga University in collaboration with TLEC (IQAC) of the College. d) On March 14, 2020 a Workshop on Interview Skills was conducted by Assam Down Town University for the BBA students. e) From June 24, 2020 to July 14, 2020, a 15Day (30 Hours) ONLINE Soft Skills Communicative English Course was successfully conducted in association with NIELIT (National Institute of Electronics and Information Technology), Jorhat. f) Dr. Purabi Borthakur, Associate Professor, Department of Economics HRM, posted three Video Talks (when the COVID19 was still raging) on Facebook platform for the greater benefit of the students and society. She enlightened the listeners on the "Meaning Concept of Raw Material," "Population Survey, Population Education, New Education Policy," and "The Concept of BPL (Below Poverty Line) International Poverty Line." These Educational Videos were posted on Facebook platform on July 29, 2020 July 31, 2020 and August 7, 2020 respectively. g) On August 28, 2020 a Students' Development Program on "Group Discussion Personal Interview Techniques" was conducted in Virtual Platform (Zoom) at 1.00 pm. It was jointly organized by IQAC, Chandra Kamal Bezbaruah Commerce College, Jorhat and IBS Business School. h) On December 7, 2020 a Webinar on "Fundamentals of Securities Market" was organized by Training Placement Cell, Chandra Kamal Bezbaruah Commerce College, Jorhat. The Webinar was conducted by SEBI (Securities and Exchange Board of India), Guwahati Local Office. i) On December 7, 2020 a Seminar on "Career Prospect Post COVID19" was organized for the recently passed out students of the College, by the IQAC, Chandra Kamal Bezbaruah Commerce College, Jorhat in

collaboration with AIMA (All India Management Association), North East Chapter, Guwahati.

[View File](#)

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Academic Council and Principal	29-Aug-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

29-Jan-2020

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

Unlike the previous year, the Management Information System (MIS) of Chandra Kamal Bezbaruah Commerce College is smoothly functioning. Even before the onset of the COVID19 pandemic, the college authority had taken rapid, useful and necessary measures to enhance the MIS facilities of the institution. The COVID19 pandemic further propelled the institution to speeding up MIS amenities, for the convenience of students, faculty, parents and other stakeholders of the institution. The college MIS contributes in fast implementation of decisions and measures made by the Head of the Institution and the administration. The particulars and information of the College Management Information System (MIS) are: ? Electronic College Prospectus Academic Calendar for information about admissions, academics, annual events, etc. ? Since December 2019, Enterprise Resource Planning (ERP) Package, My Class Campus College App (CKBCCG), is used on a regular basis to collect, provide and

disseminate information related to feedback, holiday announcements, surveys, urgent matters, competitions, assignments, study materials, examination, payment of fees, training programs, online/offline class routines, PTM, DHE Assam Scholarships, etc. ? Webinars Student/Faculty Development Programs. ? Information given regularly to respective Mentees by the Mentors through WhatsApp groups. Frequent calls made to individual mentees enquiring after their health and studies especially during the COVID19 lockdown. A few Mentors gave special classes using WhatsApp Video/Voice Calls to students, who voiced their need during the lockdown. ? NIRF data on MHRD portal. ? AISHE data on MHRD portal. ? Online classes conducted through Google Meet during lockdown. ? Regular Reporting of IQAC meetings and Action Taken Report given in the college website. ? Govt. of India's Public Finance Management System (PFMS) is used via its Expenditure, Advance Transfer (EAT) Module. ? The College receives grants from UGC through PFMS. ? For fees payment and other financial transactions, the facility of Online Payment Merchant Services for SMEs by HDFC bank is used. ? Library Management: SOUL 2.0 ? Student Internal Assessment System which maintains Internal Assessment records, Attendance Data, Marks scored in Group Discussions/Seminar Presentations/Assignments, Components of EndSemester Examinations. For CBCS, data entry is done by using the link mail provided in the Website of the affiliating university, i.e., Dibrugarh University (DU). For nonCBCS, EDPS, software of DU, is used for data entry. Hard copies are submitted later on. ? FinAssam website is used for preparation of Salary, Pension, etc. ? Vigilance Mechanism is established and used for regular monitoring through 42 functional CCTVs and biometric machine (for Teaching NonTeaching Staff) to record arrival and departure. ? Student Information System (SIS) for collecting data related to Student Enrolment including hostel, Admission and Fees. ? Online Admission Form via College App College Website. ? Online Examination

Form via College App College Website. ? Information of posts lying vacant in the college is advertised in the college website in addition to being printed in the newspapers.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Chandra Kamal Bezbaruah Commerce College is affiliated to Dibrugarh University and hence abides by the curriculum prescribed by the university. To ensure effective curriculum delivery, the Academic Council; consisting of the Principal of the college, the Vice-Principal, the IQAC Coordinator, the Heads of the various departments and the teachers of single faculty department, sit together to deliberate and map out the mechanism for effective delivery and documentation of the curriculum as specified by Dibrugarh University. The Academic Council sits at the beginning of the session to discuss and plan the various ways of ensuring sure-fire delivery of the courses included in the curriculum and its implementation thereof in the college. Further, the college administration ensures the availability of qualified and competent teachers before the beginning of the academic year. For every vacant post, the administration, with the consent of the management, places its requirements to the office of the DHE (Director, Higher Education) so that the process of appointment(s) can be initiated. The Academic Council members then chalk out the relevant courses of the curriculum to be taught in the college. The contents of the courses are discussed and then distributed to the concerned departments. The heads of the departments then hold department meetings and analyses the course contents in detail. They make an in-depth analysis for completion of course within the stipulated time. In the department meetings, topics are distributed among teachers per semester. Besides, the institution has an Academic Calendar Committee and a Routine Committee that functions under the guidance of the IQAC. Keeping in mind the Dibrugarh University guidelines, the Academic Calendar Committee puts in order the number of teaching days available in every month of the academic year, and also earmarks the days for various co curricular & extracurricular activities pertaining to the college. The Routine Committee of the college prepares the general time table for all the departments in toto, taking into consideration the individual need and available infrastructure of each department. The Heads of Department then distribute and allocate the teaching workload among the departmental members after which a departmental routine and the concomitant teaching plan is prepared. The documentation of curriculum delivery is done at different levels. The Internal Examination Committee records the overall delivery of the entire curriculum. It is also recorded in the proceedings of the department meetings. With the COVID-19 outbreak, learning in blended mode has acquired a whole new meaning. The institution kept in touch with students through online classes on Google Meet, webinars, online courses and programs, online lectures by experts, and the all important College App since December, 2019. Record and documentation of the above activities is done side by side. At the close of every academic year, IQAC gathers the feedback on curriculum from all the stakeholders of the institution. The feedback is subsequently analyzed and analysis report is communicated to the concerned departments and, if necessary, to the Dibrugarh University.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Personality Development Career Planning	Nil	22/10/2019	02	Focus on employability	Soft Skills, Communication Skills, Confidence-building, Leadership skills, Interview Skills, etc...
FDP on 'E-Content Development and Use of ICT'	Nil	25/10/2019	15	Focus on employability	Enhance the digital knowledge and technological literacy of teachers
Training on 'Office Automation and Soft Skills' for Office Staff	Nil	25/11/2019	10	Focus on employability	Acquaint office staff about the use of internet and internet technologies required for office work to enhance communication and soft skills
Soft Skills Communicative English Course	Nil	24/06/2020	15	Focus on employability	Communication Skills, Presentation Skills, Personal Interview Skills, Group Discussion Skills, Time Management Skills, Public Speaking Skills.

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
------------------	--------------------------	-----------------------

BA	General Course-Under KKHSOU (Krishna Kanta Handique State Open University)	08/09/2020
MCom	Marketing & Finance- Under DODLDU (Directorate of Open and Distance Learning, Dibrugarh University)	17/08/2019
View File		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	HONOURS: Banking and Insurance, Accounting and Finance, HRM, Business Management	01/06/2019
BCom	NON-HONOURS	01/06/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	160	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
National Level Training Championship Program cum Personality Development Career Planning Workshop	22/10/2019	100
Soft Skills Communicative English Course	24/06/2020	60
Self Defense Course	02/09/2019	852
National Cadet Corps	01/08/2019	50
National Service Scheme	01/08/2019	100
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nil	Nil	Nil
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes

Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

Effective feedback, whether academic, co-curricular or institutional, aids in enhancing learning and in improving the overall performance and growth of an institution. The college puts into practice several methods to attain feedback from its various stakeholders. Stakeholders are encouraged to express their views and reflections by communicating with the Principal via the official email which is in the public domain, like the college website, academic calendar and the college prospectus. Most of the time, feedback from students are collected for every program or course run by the institution above and beyond the other regular feedback collected from them at the end of each semester. The feedback forms are student-friendly and specifically designed to obtain the evaluation and estimation on teaching and learning and the infrastructure provided. The college app and the college website play a big role in this regard. Days are set aside in each semester to take the feedback from students. Google feedback forms are prepared and posted online in the college app wherein a deadline is fixed for submission. Further, the Principal and Faculty of the college meet the student representatives regularly in scheduled meetings where they get the opportunity to air their views. A few instances are: i) Observation of Saraswati Puja- responsibility largely shouldered by the student community of the college as it sees footfalls of 1000-1500 visitors annually and everyone is provided with prasad and lunch. This takes place in January-February and it is at this time that feedback is also collected informally from students, alumnae and even parents. ii) During College Week- responsibility is largely shouldered by the student community of the college. This also takes place generally in January-February since December is winter break, and it is at this time that we also receive informal feedbacks. iii) During Students' Union Election- It normally takes place in September-October and students give free rein regarding their requirements and suggestions. iv) IQAC Meetings- Two student representatives (usually the President and the General Secretary) are invited to put forward their ideas and propositions. Also, the internal examination committee sits with the IQAC of the college and other academic faculty for in-house academic audit to discuss and decide on the remedial measures that are necessitated based on the feedbacks collated and the performance of the students in their exams. Feedback is also received from the guardian/parent member of the college IQAC. A Complaint Box is placed in the portico of the administrative block, for the students, to put in their complaints or suggestions. The Soft Skills and Communication Skills Course conducted annually is a result of feedback collected from students. A course in Tally ERP is also on the anvil as students have indicated their requirement for it. This year, one of our teachers, Shri Shobhan Saikia, HoD of Mathematics and Statistics, apprised the University of the lengthy syllabus of Mathematics prescribed for B.Com. 4th Semester (Honours) Course, under CBCS. This request was made as a response to the informal feedbacks received from the students.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the	Programme	Number of seats	Number of	Students Enrolled
-------------	-----------	-----------------	-----------	-------------------

Programme	Specialization	available	Application received	
BCom	BCom	300	410	320
BBA	BBA	30	36	31
BA	BA (Distance Mode)	Nil	Nil	5
MCom	MCom (Distance Mode)	Nil	Nil	22
View File				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	356	22	26	Nil	20

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
26	26	Nil	6	6	Nil
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Chandra Kamal Bezbaruah Commerce College understands the importance of mentoring for the all-round development of each and every student of the College. The Guru-Shishya camaraderie and rapport of the college is something that many visitors, onlookers and past students vouch for. Further, the teacher-mentors realize that especially during the current pandemic times, the students have to be kept busy and adequately motivated in order to combat any pessimistic emotions and hurdles that may arise out of the present crises. Each student is under the care and guidance of a faculty mentor for academic and personal matters at the beginning of the academic session. Mentors are assigned to monitor the students all through the three years of the undergraduate course. They meet and interact with their respective mentees regularly with regard to their studies and extracurricular activities. The strengths and weaknesses of the students are analyzed and guidance given accordingly. Fast and slow learners are identified and steps and measures taken as per their need and requirements. Teacher-Mentors provide ample encouragement to their mentees to participate in sports, NSS, NCC, Yoga Workshops, Self-Defense Classes, Social Service Groups, Cultural and other Fine Arts events. Mentors exchange notes with their fellow colleagues for the sake of his/her ward and they have come together many a times to bail out respective students in the best possible way- especially if it is concerned with medical issues or penury. The mentors together decide the names of the most deserving mentees for the Teachers' Inspiration Scholarships, Memorial Scholarships, Scholarships given by Industries, etc. The mentors make sure that the financially needy and meritorious students are not left on the back burner. At times, Mentors coordinate with the mentee's parents regarding the progress and development of the students. The Students Mentoring system 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 motivate students to maintain proper physical and mental health during the 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 2019-2020 (starting from July 2019 to June 2020), the total numbers of First semester B.Com. and BBA students are divided in groups among the full-time faculties (excluding Vice Principal) 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 enabling fast and easy communication.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
351	26	1:14

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
26	22	4	Nil	13

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Neeta Lagachu (Taye)	Associate Professor	Outstanding Secretary Award for the Period 2019-20 from Rotary International District, 3240.

[View File](#)

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	BCOM (NON CBCS)	I	27/11/2019	06/03/2020
BCom	BCOM (CBCS)	I	12/12/2019	13/03/2020
BCom	BCOM	III	05/12/2019	13/03/2020
BCom	BCOM	V	05/12/2019	13/03/2020
BBA	BBA	I	04/01/2020	25/06/2020
BBA	BBA	III	08/01/2020	25/06/2020
BBA	BBA	V	07/01/2020	25/06/2020

[View File](#)

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As an affiliated college, Chandra Kamal Bezbaruah Commerce College follows the directives and guidelines issued by Dibrugarh University on Continuous Internal

Evaluation (CIE). It adheres to the system of Internal Assessment of Papers on Core Course, Discipline Specific Course, Skill Enhancement Course, and Ability Enhancement Compulsory Course. 20 marks is allotted for Internal Assessment of each course. The break-up of Internal Assessment Marks per paper/course is in the following pattern: Marks allotted for 2 (Two) Sessional Exams: 5510 Marks allotted for Attendance: 05 Marks allotted for Group

Discussions/Seminars/Practicals, etc.: 05 Following the Covid-19 Pandemic and subsequent lockdown, Assignments were given Online to the students. Regular Tests/Examinations were also conducted through the Online Mode. The college is pleasantly surprised at the positive response of most of their students to this new mode of teaching, learning and evaluation. They have taken it in their stride as duck to water. The schedule for Class Tests/Assignments is notified to the students in advance and uploaded via the all-purpose College App, class-wise WhatsApp Groups, Google Classroom or the College Website. The schedules announced are strictly followed. The Principal through the Internal Examination Committee of the College monitors the effective implementation of the schedule.

In 2019-20 session, for odd semester, two sessional examinations were conducted. But for the even semester, due to COVID 19 and lockdown, only one Sessional examination for each semester could be conducted centrally by Internal Examination Committee. Discrepancies or grievances of the students, if any, are assessed and resolved by the departments before final submission of marks/report to the Internal Examination Committee of the College. Students air their grievances, if any, via the institutional mail, by communicating to the concerned teacher, or by a convenient medium. In the COVID-19 lockdown period, Internal Assessment Data was uploaded on the University Portal. During the brief lockdown relaxation, the Sessional Marks were displayed in the notice-boards of the respective departments within one week of completion of the Sessional examinations, done usually as per the dates mentioned in the Academic calendar. Special examinations (department wise) were conducted for those students who were unable to appear in the sessional examinations due to genuine reasons. For the First semester students under CBCS, special examinations for credit fulfillment were conducted by concerned departments where students' attendance was inadequate. Test copies and answer sheets were shown to the students and remedial measures taken. Students who are found to be exceptionally weak are given extra attention and consideration. They were made to repeat the same test until they showed improvement. Outstanding students are emboldened to carry on the same tempo of performance. Group discussions, power point seminar presentations by students were conducted by the departments in each semester. Individual and group home assignments were given and checked time to time. For BBA students, Unit Tests were held after the completion of each Unit. The College has a system of Student Feedback, which facilitates effective implementation of evaluation processes.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Being an affiliated college of Dibrugarh University, Chandra Kamal Bezbaruah Commerce College prepares its annual academic calendar keeping in mind the notifications issued by the university to its constituent colleges. The notifications of Dibrugarh University, Academic calendar for the general Degree colleges under Dibrugarh University and Annual Holiday list prepared for its affiliated colleges is attached in the Academic calendar. Internal Assessment dates such as Sessional examinations and dates for GD/Seminars and notification of marks thereof are mentioned in the Academic calendar. Semester-end examinations are conducted as per directives and guidelines issued by Dibrugarh University. The college disseminates the information regarding university notices and circulars related to the examinations from time to time through the students' notice board, college app and college website. The Academic calendar also states the dates in which Mentoring and Counselling, Parents Teacher

Meeting, Students Union Election and College Week would be held. There is provision for students to furnish personal memoranda in the Academic calendar. Students can put down notes of daily occurrences in the Academic calendar. They can further record in written form their respective class routines in the Academic calendar. Besides, general information about the college, Vision and Mission of the college, Code of Ethics for Principal, Teachers and Students, Library Rules and Instructions are also mentioned therein. Syllabus for B.Com. and BBA are given in the academic calendar along with pattern of Examination and Evaluation. The consequences of ragging are also prominently highlighted in the academic calendar. During the 2019-20 academic session, following the Covid-19 pandemic and subsequent lockdown, the University gave the Sixth Semester students the option of appearing Online or Offline for their Sixth Semester Examination. The College supported the instructions of the University related to the online-offline examination, and conducted it smoothly and proficiently. The process of creating e-mail ids for students had already been done before the outbreak of the Covid-19 pandemic. Students were asked to communicate their exam-related queries and technical difficulties through their mentors, institutional email id, and phone calls or directly contact Mr. P. Mandal and Mr. R. Saikia, Asst. Profs., who were particularly assigned the task for monitoring the unexpected Online Examination. Abiding by the University Notification, the College assisted and gave full support to the Sixth Semester students who opted for off-line examination making available all the infrastructural needs of the students.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://ckbcc.org/images/PROGRAMME_OBJECTIVE_OUTCOMES_FOR_CBCS_2020.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	BBA	Nill	8	4	50%
Nill	BCom	Human Resource Management	20	15	75%
Nill	BCom	Banking & Insurance	28	19	67.85%
Nill	BCom	Marketing	25	19	76%
Nill	BCom	Accounting & Finance	53	46	86.79%
Nill	BCom	General	121	35	28.92%

[View File](#)

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://ckbcc.org/images/STUDENT_SATISFACTION_SURVEY.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	365	College	30000	30000
View File				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Interactive cum Awareness Program on Draft New Education Policy, Govt. of India	North Jorhat Senior Citizens Association and IQAC	28/09/2019
Talk on Gender Sensitization and Sexual Harassment	IQAC	21/10/2019
National Level Training Championship Program cum Personality Development Career Planning Workshop	IQAC, in association with Entrepreneurship Cell, IIT Kanpur DC Crackers, Gurgaon.	22/10/2019
Faculty Development Program on 'E-Content Development and Use of ICT	IQAC and conducted by NIELIT (National Institute of Electronics and Information Technology), Jorhat	25/10/2019
Training on 'Office Automation and Soft Skills' for Office Staff	IQAC and conducted by NIELIT (National Institute of Electronics and Information Technology), Jorhat	25/11/2019
Counseling Session on 'Job Preparedness'	Department of Accountancy	19/02/2020
Motivational Seminar on "Personal Development"	IQAC in collaboration with The Assam Kaziranga University	03/03/2020
National Webinar on "Perspectives on the Global Pandemic Scenario: Health, Education Society"	Department of English, in association with Rotary Club of Jorhat.	20/06/2020
National Webinar on "Women's Rights and COVID-19 Pandemic: Issues and Challenges"	Women Cell, in collaboration with Department of Economics HRM	08/08/2020
National Webinar on "Enhancement of Writing Skill of Theses and Research Papers: Some	Department of Business Management Department of Accountancy	10/08/2020

Tips"		
Students' Development Program on "Group Discussion Personal Interview Techniques"	IQAC, in collaboration with IBS Business School	28/08/2020
National Webinar on "Investor Awareness"	IQAC, in association with Ambition Learning Solutions, Mumbai (on behalf of Bombay Stock Exchange, Investor Protection Fund).	31/10/2020
Webinar on "Fundamentals of Securities Market"	IQAC, in association with SEBI (Securities and Exchange Board of India), Guwahati Local Office.	07/12/2020
Seminar on "Career Prospect Post COVID 19"	IQAC, in collaboration with AIMA (All India Management Association), North East Chapter, Guwahati.	18/12/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
Nil	Nil	Nil

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Commerce	1	0
National	English	4	5.60
National	MIL	1	0
International	Accountancy	3	6.51
International	Commerce	1	5.54

[View File](#)

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
MIL	2
Marketing	1
English	9
HRM and Economics	2
Commerce	1
Commerce	1

[View File](#)

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Retelling History in Maryse Condés I, Tituba, Black Witch of Salem	Mrs. Rupasree Dutta	Purakala	2020	0	UGC CARE listed	Nil
Metaphorical Use of Sea in Matthew Arnolds Dover Beach and Devakanta Baruah Metaphorical Use of Sea in Matthew Arnolds Dover Beach and Devakanta Baruahs Sagar Dekhisa Use of Sea in Matthew Arnolds Dover Beach and Devakanta Baruahs	Mrs. Rupasree Dutta	The Investigator	2019	0	Association for Cultural and Scientific Research, Kerala.	Nil

Sagar Dekhisa						
Post-War Toxicity in Relationships in Postcolonial Assamese Literature : Rita Choudhury's Makam	Dr. Kironmoy Chetia	Journal Of Interdisciplinary Cycle Research	2020	0	UGC CARE listed	Nil
Authorities Role in Job Satisfaction of the Non-teaching Staff in the Colleges of Jorhat District, Assam. (page: 305-320)	Dr. Satya Deka	Journal of Emerging Technologies and Innovative Research	2020	0	UGC CARE listed	Nil
Teachers Performance in the Provincialised General Degree Colleges of Jorhat District, Assam. (Page: 512-532)	Dr. Satya Deka	International Review of Social Sciences and Humanities	2019	0	UGC CARE listed	Nil
Performance of Teaching Staff in Research and Publications in the Provincialised General Degree Colleges of Jorhat District.	Dr. Satya Deka	SAMANVAYA (Annual Research Journal of Business, Management and Accounting)	2019	0	GC College, Silchar	Nil
Race and Resistance	Mrs. Rupasree	Rock Pebbles	2020	0	UGC CARE Journal	Nil

in Maryse Condés I, Tituba, Black Witch of Salem	Dutta					
An analytical study in Implementation of IAY/PMY-G scheme in North West Development Block of Assam	Dr. H. Das	IJMER	2020	0	Sucharitha Publications, Visakhapatnam	Nil
Implementation of MGNREGA in Jorhat District A study in selected Development Blocks in Jorhat District	Dr. H. Das	IJMER	2020	0	Sucharitha Publications, Visakhapatnam	Nil
Women Empowerment through SHG and Analytical Study of SGSY scheme in Jorhat District, Assam	Dr. H. Das	IJMER	2020	0	Sucharitha Publications, Visakhapatnam	Nil
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
An analytical study in Implementation of IAY/PMY-G scheme in North West Development Block of	Dr. H. Das	IJMER-Scientific Indexing Value:2.286 UGC Approved Journal: Serial No.: 41602 (2017)	2020	Nil	Nil	Sucharitha Publications, Visakhapatnam

Assam		Registered in Plubons Group (Web of Science) Scopus Review ID: A2B96D3ACF3FEA2A (UP)				
Implementation of MGNREGA in Jorhat District A study in selected Development Blocks in Jorhat District	Dr. H. Das	IJMER-Scientific Indexing Value:2.286 UGC Approved Journal: Serial No.: 41602 (2017) Registered in Plubons Group (Web of Science) Scopus Review ID: A2B96D3ACF3FEA2A (UP)	2020	Nil	Nil	Sucharitha Publications, Visakhapatnam
Women Empowerment through SHG and Analytical Study of SGSY scheme in Jorhat District, Assam	Dr. H. Das	IJMER-Scientific Indexing Value:2.286 UGC Approved Journal: Serial No.: 41602 (2017) Registered in Plubons Group (Web of Science) Scopus Review ID: A2B96D3ACF3FEA2A (UP)	2020	Nil	Nil	Sucharitha Publications, Visakhapatnam
View File						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	6	6	Nil	Nil

Attended/Seminars/Workshops	5	28	Nil	2
Resource persons	1	Nil	Nil	3
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Interactive cum Awareness Program on Draft New Education Policy, Govt. of India	North Jorhat Senior Citizens Association	2	10
Youth Camp for Inner Awareness Personal Growth	Sri Aurobindo Society, Jorhat Centre.	2	70
Financial help of Rs. 10,000 on medical grounds to Rita Das, a First Sem. B. Com. Student	Chandra Kamal Bezbaruah Commerce College, Jorhat Thrift Credit Society	20	1
Mega Free Medical Camp Free Medicine Distribution	IQAC, CKB Commerce College, Rotary Club of Jorhat, Red Cross Society, Jorhat, Niramoy Hospital Research Centre, Jorhat and Sanjivani Hospital, Jorhat	5	10
Children's Day	Village Adoption Committee and NSS, CKB Commerce College and Kahar Gaon Senior Basic School No. 50 South-East Charaibahi Gaon Panchayat	10	15
Voluntary Blood Donation Camp	Rotary Club, Jorhat, J.B.College, Jorhat, Jorhat Medical College Hospital	1	4
Covid-19 Awareness	CKB Commerce College, and Kunwari Pukhuri	5	10

	Pangiria, Bezgaon and Uttuliya Gaon		
Covid-19 Awareness	CKB Commerce College and Puronimati Gaon	5	10
Covid-19 relief material distribution	CKB Commerce College, and Kunwari Pukhuri Pangiria, Bezgaon and Uttuliya Gaon	7	20
Covid-19 relief material distribution	Teaching Faculty, CKB Commerce College, HELP(NGO) and PanichokuaVillage	5	15
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Social Service	Outstanding Secretary Award to Dr. Neeta Lagachu (Taye), Associate Professor, Department of English, for 2019-20.	Rotary International District 3240	150
Social Service	Certificate of Appreciation to B. Com 4th Sem. Student , Rohit Gupta	Rotary Club of Jorhat	1
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Social Service	Chandra Kamal Bezbaruah Commerce College Students Union	Food items distribution	7	20
Voluntary Blood Donation	J.B.College, Jorhat, Jorhat Medical College Hospital, Rotary Jorhat and IQAC, Chandra Kamal Bezbaruah	Voluntary Blood Donation Camp	1	4

	Commerce College.			
Awareness on Post Covid-19 Life	Rotary Jorhat and IQAC, Chandra Kamal Bezbaruah Commerce College	National level Prize Money Online Essay Competition	2	100
"Teachers' Day	IBS Business School	"Teachers' Day Best Message Writing and Video Upload Contest	1	2
Swachh Bharat	NSS Unit, Chandra Kamal Bezbaruah Commerce College.	Fit India Plogging Run	7	33
Skill Development	Ajitaaksh Ventures Pvt. Ltd. in association with Assam Skill Development Mission, Govt. of Assam, on September, 2019.	Skill Festival, 2019	1	2
Vigilance Awareness	UCO Bank, Jorhat Zonal Office	Essay Competition	2	20
Gender Sensitization Sexual Harassment	Student Support and Progression Committee, IQAC	Talk	4	100
Inner Awareness Personal Growth	Sri Aurobindo Society, Jorhat Centre	Youth Camp	4	70
AIDS Awareness	Replica (a Majuli based organization promoting folk artists in Assam)	Street Play	5	125
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Faculty Exchange Programme for teaching Spoken	Dr. Kironmoy Chetia, Assistant Professor,	Jorhat Medical College	14

English in the Foundation Course to MBBS 1st year students of Jorhat Medical College	Department of English		
Faculty Exchange Programme English Language Teaching	Mrs. Rupasree Dutta	Regional Institute of English, North East, in association with Jorhat College (amalgamated).	2
Faculty Exchange Programme for Poetry-Writing Workshop	Dr. Neeta Lagachu (Taye)	Women Cell of JB College (Autonomous), Jorhat	1
Research, as Chairperson in TEQIP sponsored Online International Conference (COIN-2020)	Dr. Neeta Lagachu (Taye)	National Institute of Technology, Meghalaya	5
Faculty Exchange Programme on E Learning	Dr. Neeta Lagachu (Taye)	Sarva Shiksha Abhiyan, Rotary Club and Inner Wheel Club of Jorhat.	1
Faculty Exchange Programme on Urban Health Hazard and Post-Covid 19 Management"	Dr. Neeta Lagachu (Taye)	JB College (Autonomous) Jorhat and Rotary Jorhat	1
View File			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
All Assam Amateur Muaythai	02/09/2019	To instill self - defense skills and	852

Association, affiliated to United Amateur Muaythai Association, India.	self-confidence in the students, especially in the girl students.
View File	

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Fully	SOUL 2.0	2008

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	22050	1026043	660	173985	22710	1200028
Reference Books	3681	202818	500	120545	4181	323363
Journals	15	78000	14	72000	29	150000
Digital Database	1	60000	Nil	Nil	1	60000
CD & Video	50	Nil	50	Nil	100	Nil
Weeding (hard & soft)	55	Nil	Nil	Nil	55	Nil

Others(s pecify)	10	24000	Null	Null	10	24000
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
000	000	000	Null
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	50	1	10	1	1	7	12	0	7
Added	1	0	0	0	0	0	0	0	0
Total	51	1	10	1	1	7	12	0	7

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

8 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
000	Null

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1500000	1451400	1230000	820000

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

There is no budget allocation for physical and academic facilities. The expenditure in these heads are incurred as and when necessary from development fund. A separate Students' Union Fund is generated through the admission process and the amount is allotted to various activities such as Festival, Major games, Minor games, Cultural, Common Room, etc. Teachers who are nominated as advisors to the various activities coordinate with the respective elected secretaries of the students union for smooth conduct of the different activities. The college has a Building Committee for development and maintenance of infrastructure. The College Development Fund is utilized for maintenance and minor repair of furniture and other electrical equipment.

Canteen facility is available for stakeholders. Hostel facility is available for 35 numbers of girl students. The class rooms are under surveillance of CCTV and micro phone is provided when necessary. The ongoing construction of sports complex and auditorium funded by RUSA and Govt. is likely to be completed soon.

The College encourages students' participation in different inter-college events, youth festivals, national and international level sports competitions on a regular and continual basis and they have a track record of outstanding performances in cricket, kick boxing, badminton championships, etc. The College emboldens them by providing incentives, attendance waivers and holding special classes for them. To boost student engagement with sports, the College had allocated one period for each class for Self-defence training for all students and training was also going on in full swing but the COVID-19 lockdown has played spoilsport. The institution has a single functioning computer centre with one fulltime faculty representing the Computer Applications department. He plays a key role in the overall supervision of Computer Science courses but as the Education System has now become very technical, more so due to the ongoing COVID-19 pandemic and consequent lockdown, tech-savvy faculty members of the other departments pitch in to assist in case of any need based requirements, over and above their regular academic work. Further, a recruit with an MCA degree is specifically appointed on ad hoc basis to take care of the CollegeApp from which important information is regularly disseminated to the students. The computer machines are optimally utilized for academic, administrative and examination related work. An internal ICT Committee is constituted for the overall maintenance and updating of its Systems and Network. The College has a well-equipped library with internet facility and CCTV cameras for overall monitoring and surveillance. Hygienic toilet for both boys and girls, Xerox, Drinking Water and Suggestion Box facilities are provided. Proper account of visitors on daily basis is maintained. National and Regional papers are available for readers and the fund is maintained by college authority. UGC grants are used for purchase of books and journals. The HODs communicate their requirements of books to the Librarian. All books and journals are routed through the Library Committee members before the purchase orders are finalized. The Library Advisory Committee is responsible for effective running of the Library and purchase of library resources.

https://ckbcc.org/images/Procedure_for_Maintaining_Physical_facilities_and_Academic_Facilities.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Teachers' Inspiration Award, Chinmoy Saikia Memorial Award, Rupak Dutta Award and Fee Waiver	184	905000
Financial Support from Other Sources			
a) National	Ishan Udoy, Post Matric Shcolarship for SC, ST, OBC	120	3864000
b)International	0	Nil	0

[View File](#)

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Talk on "Role of Students in the Uplift of the Present Society with Special Reference to Assam"	06/02/2020	150	Office of the Principal, Chandra Kamal Bezbaruah Commerce College..
Workshop on Interview Skills	14/03/2020	30	Assam Down Town University
Motivational Seminar on Personal Development.	03/03/2020	30	The Assam Kaziranga University in collaboration with TLEC (IQAC) of the College
Inner Awareness and Personal Growth	05/11/2019	70	Sri Aurobindo Society, Jorhat Centre
Investor Awareness	31/10/2020	70	IQAC, in association with Ambition Learning Solutions, Mumbai (on behalf of Bombay Stock Exchange, Investor Protection Fund).
Talk on Gender Sensitization and Sexual Harassment.	21/10/2019	60	Students Support and Progression.
"Fundamentals of Securities Market"	07/12/2020	25	Training and Placement Cell and SEBI (Securities and Exchange Board of India), Guwahati Local Office.
Personality Development and Career Planning	22/10/2019	100	Entrepreneurship Cell IIT Kanpur and IQAC, Chandra Kamal Bezbaruah Commerce College.
Induction of New Students	01/07/2019	288	Office of the Principal and Faculty members of Chandra Kamal Bezbaruah Commerce College.
Soft Skills and Communicative English	24/06/2020	60	Department of English NIELIT (National Institute of Electronics and

[View File](#)

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	National Level Training Championship Program cum Personality Development and Career Planning Workshop	Nil	100	Nil	5
2020	Students selected by recruiters of Mecha Com Learning Solution (Consultancy Firm)	Nil	30	Nil	9
2020	Students selected for Internship and Life Project Opportunity at Unschool, Hyderabad.	Nil	32	Nil	5

[View File](#)

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	10

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Mecha Com	62	14	Nil	Nil	Nil

Learning Solution (Consultancy Firm) and Internship and Life Project Opportunity at Unschool, Hyderabad.					
--	--	--	--	--	--

[View File](#)

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	3	BBA	BBA	Bangalore University, Kolkata University, NERIM (North Eastern Regional Institute of Management), Guwahati.	MBA
2020	12	B. Com	ACF, MKT, HRM, MGT, BNI.	Dibrugarh University, JB College (Autonomous), Assam University, Koliabor College	M. Com

[View File](#)

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	Nil
SET	Nil
SLET	Nil
GATE	Nil
GMAT	Nil
CAT	Nil
GRE	Nil
TOFEL	Nil
Civil Services	Nil
Any Other	Nil

[View File](#)

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Essay Writing Competition on the Topic "Corruption in Public Life: A Menace"	Institution Level under the sponsorship and management of UCO Bank, Jorhat Zonal Office.	20
Prize Money Online Essay Competition (in English Assamese) for Higher Secondary and Graduate Level students	National level in collaboration with Rotary Jorhat	100
Training and Championship Program	National level in collaboration with Entrepreneurship Cell, IIT Kanpur DC Crackers, Gurgaon.	100
150th Birth Anniversary of Mahatma Gandhi observed with a Fit India Plogging Run by Students Teachers.	Institution Level	40
Rashtriya Ekta Diwas (National Unity Day) observed	Institution Level	100
Youth Camp for Inner Awareness Personal Growth organized by Sri Aurobindo Society, Jorhat Centre.	Institution Level	70
Street Play on AIDS Awareness organized by Majuli-based organization, Replica (an organization promoting folk artists in Assam) in the premises of Chandra Kamal Bezbaruah Commerce College, Jorhat	Institution Level	125
Constitution Day Observed	Institution Level	150
Various competitions conducted during College Week.	Institution Level	300
Prize money intra-college ONLINE Lockdown Photography Competition for the students organized on the occasion of 12th Foundation Day of Aastha, the Women Cell of the College. The theme of the competition was 'Today's World through	Institution Level	9

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Cooch Behar Trophy Under 19 (Promising Player of the Season Award and a Cash Prize of Rupees 50.000/-)	National	1	Nil	S1901004	Dashrath Kumar
2019	Vinoo Mankad Trophy Under 19 (One Day)-Cheque of 7 Lakhs and a Memento	National	1	Nil	S1901004	Dashrath Kumar
2019	BCCI Under 19 Challenger Trophy (Special Award, Cheque of 2 Lakhs and a Memento)	International	1	Nil	S1901004	Dashrath Kumar
2020	U-23 Col. C. K. Nayudu Trophy (Selected to represent Assam team in the in the matches against Himachal Pradesh)	National	Nil	Nil	S1901004	Dashrath Kumar
2020	5th 35 I	International	Nil	1	S1724350	Sumitra

	International Photography Awards (Moscow 35 AWARDS.COM)	International				Kashyap
2019	Best Anchoring in NCC Camp	National	Nil	1	S1724125	Arjun Borah
2019	Multi Lingual Children's/Youth Play Dance & Music Competition-Mohan's Rang Mahotsav 2019, Madgaon, Goa.	International	Nil	2	S1724318	Sanjay Gogoi
2020	Prize Money Online Essay Competition	National	Nil	1	S1834865	Rohit Dey
2020	Online State Level "Teachers' Day Best Message Writing and Video Upload Contest"	National	Nil	1	S2001083	Arpita Dutta
2020	Poster Competition on "Gender Sensitization."	National	Nil	1	19948464	Amisha Taye

[View File](#)

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Student Council of the college is an annually elected body and along with other student representatives, they work in tandem with the administration. This year during the COVID-19 pandemic, 20 students nobly and enthusiastically participated in Food and Relief distribution programs, 4 students voluntarily donated blood, 33 students participated in the Swachh Bharat Fit India Plogging Run, 2 students participated in a State Level organized Skill Festival, 100 students attended a Talk on Gender Sensitization and Sexual Harassment, 70

students participated in a Youth Camp on Inner Awareness and Personal Growth, 10 students participated in the Mega Free Medical Camp organized in association with Jorhat Rotary. In September 2019, 45 students participated in a State-level Quiz Competition organized by Vivekananda Kendra Kanyakumari, Assam Chapter, Jorhat under the mission of Ek Bharat Vijayi Bharat. The Annual College Week, organized by the students themselves, saw enthusiastic participation of many. Saraswati Puja, as usual, was celebrated with great solemnity and gaiety. Solemn, because the first half of the day witness elders, pious 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. This year's Saraswati Puja fell on January 29, 2020 and the institution witnessed approximately 1200 footfalls. 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 give valuable feedback which the college acts upon at the earliest. They also oversee the participation of the college in the different inter-college competitions of the "Youth Festival" organized by the affiliating university. 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 praiseworthy 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. The "Parivartan" group, a community of students immersed in Social Service and Extension, wherein 90 of its members belong to the institution, had conducted various programs and activities for the welfare of the society. Student members play a key role in DELVESS (Department of English- Literature Values and English Studies Society), a society instituted by the Department of English, to promote literary and soft skill activities in addition to providing a platform to tap and express creativity.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

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 75 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 witness the fervent visits of members of the College Alumni Association during the annual Saraswati Puja celebration. Given below are the names of the Executive/Working Committee Members of the CKB Commerce College Alumni Association till 2019-20: 1. Dipak Bhattacharjee 2. Dr. Bijoy Chandra Sarmah 3. Sadhan Chakraborty 4. Bimal Saikia 5. Karabi Chakraborty 6. Dr. Umen Dutta 7. Rajen Hazarika 8. Probir Dutta 9.

Bishal Sharma.

5.4.2 – No. of enrolled Alumni:

75

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The management and governance of Chandra Kamal Bezbaruah Commerce College is egalitarian and participative. It is under the canopy and supervision of a responsible and experienced Governing Body to whom the Principal and Faculty of the Institution or any stakeholder can turn to for counsel and direction whenever required. The institution recognizes and acknowledges the faithful service of its staff-teaching or non-teaching. In harmony with its vision and mission, the college grants operational autonomy to the various heads and conveners of committees and sub-committees constituted for the smooth functioning of business. Decentralization of power is especially visible in terms of women gaining ground. The portfolio of the Academic Vice-Principal and IQAC Co-ordinator are held by female faculty. The Principal and Secretary who is in the helm of affairs, understands the wisdom and prudence of splitting the centres of power at different levels of the organization to extract optimum inputs and outputs. As such, faculty members and non-teaching staff (in some tasks, even students) are assigned specific roles and responsibilities in committees and sub-committees such as the Academic Council, IQAC, Finance Committee, Admission Committee, Internal Examination Committee, Library Committee, Career Counselling Cell, Women Cell, Hostel Committee, Campus Maintenance Committee, Students' Welfare and Grievance Redressal Committee, Students' Mentoring Committee, Routine Committee, Prospectus Committee, Academic Calendar Committee, Building/Construction Committee, Canteen Monitoring Committee, Cultural Committee, NCC Wing, NSS Wing, Cine Club, and such other relevant committees. The institution also practices devolution of leadership roles in the BBA program that it runs under the umbrella of Dibrugarh University. The CKBCC School of Management Studies was earlier helmed by senior faculty members of the institution but in 2019-20, the charge of Coordinator was given to a capable and experienced young faculty who is also an ex-student of the college. The BBA Coordinator and his team is running the show meticulously and with enthusiasm. The BBA Advisory Committee spearheaded by the Principal of the institution meets regularly to keep track of academic and other related matters.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Affiliated to the Dibrugarh

University, the College as per its direction, has adopted Choice Based Credit System (CBCS) at the UG Level from 2019-20. It follows the Dibrugarh University Syllabus for the B. Com and BBA Undergraduate program. The college got the approval to open Study Centres from DODLDU (Directorate of Open and Distance Learning, Dibrugarh University), and KKHSOU (Krishna Kanta Handique State Open University) in 2019-20 and the curricula of the respective universities are adhered to. The Communicative and Soft Skills Course was conducted in the online mode due to the COVID-19 situation by NIELIT as per their curriculum.

Teaching and Learning

Appointment procedure is transparent and Teacher Quality is notable with 13 Ph.D. and 5 M.Phil. Awardees. 2 teachers are pursuing their Ph.D. Faculty members are striving to upgrade their academic quality by attending Faculty Development Programs (FDPs), Skill Development and Training Workshops and Conferences, subsequently transferring knowledge and transforming the minds of students. In 2019-20, the IQAC piloted an FDP for teaching faculty within and outside the institution, and a Skill Training Program for the office staff. Students' learning skills are enhanced through participation in trainings, seminars and workshops. Feedback is obtained from students for improving teaching learning method.

Examination and Evaluation

The Examination and Evaluation process is an integral part of the learning process and for the advancement of a course. The College has an Internal Examination Committee who along with the Principal put their heads together to devise strategies for effective conduct of examination. Unit wise assignments, class tests, seminars, two sessional exams, group discussions, regularity in attendance and seminar presentations are several methods of internal evaluation. The end semester exams are held as per direction of Dibrugarh University. Examination and evaluation related matters communicated from the University are stated in the Orientation Program, and printed in the Academic Calendar, College Prospectus,

	College Website, etc. to ensure transparency and clarity.
Research and Development	Students, research scholars and staff are encouraged to publish their research findings in UGC listed national and international journals, Web of Sciences and Scopus indexed journals, etc. A National Webinar on "Enhancement of Writing Skill of Theses and Research Papers: Some Tips" was organized on August 10, 2020. Concerned departments motivate and encourage the 6th Semester students to engage themselves in project works. Books and library facilities are provided to the students, research scholars and faculty members to help in their research projects. The college grants necessary leave to faculty members to attend seminars and conferences and conduct research activities.
Library, ICT and Physical Infrastructure / Instrumentation	During the Induction Program, the Librarian familiarizes the Freshers on library rules and regulations. The Library is computerized and fitted with CCTV cameras. New books and e-resources are added every year for smoothening the teaching learning process. An LCD Projector was purchased to enhance ICT based learning. The institutional website is regularly updated. Canteen and Lavatory facilities has been improved. A new dining room has been constructed for the girls' hostel. Industry Aquaguards and new ACs installed in BBA and Staff Room. Transformer New Generator purchased.
Human Resource Management	Following superannuation of teaching/non-teaching staff, the governing body directs the college authority to advertise about the vacant posts in the local and national newspapers. Applications are invited, received, and processed and short-listed candidates intimated and summoned (also via the college website) for interview and assessment. The IQAC collects feedback about the staff and if required, measures taken accordingly after consultation with the Principal and the management. Student counselling and mentoring is active especially during COVID-19 (mostly done online or over the phone). The institution propagates sound value system and an eco-friendly environment to nurture holistic development and academics.

Industry Interaction / Collaboration	Interaction and collaboration with industry frequently takes place and COVID-19 has not deterred the tempo. The exposure and networks established has enriched the institution. Faculty of the college were invited as resource persons by industries within and outside the state. In 2019, an MOU was signed between the College and All Assam Amateur Muaythai Association, to inculcate self-defence and physical fitness in students. In 2019-20, Engineers' India Limited offered help under its CSR initiative by building toilets for the girl students. In March, 2020 B A Ltd. offered a one-time scholarship of Rs. 60.000/- each to two meritorious students.
Admission of Students	The Admission Committee of the College abides by the Government Norms for admission procedure and reservation policy. Admissions to the B.Com and BBA programs and courses are publicised and transparency maintained to ensure fairness. Student volunteers lend a helping hand at the time of admissions. Each department is given autonomy to select deserving students. Merit and Reservation Category list, Dates of Counselling Admission, etc. are specified in the College website. Provision is also made for both physical and online submissions of forms. Prospective students are guided to select the right subject combination at the time of admission.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	To implement the decisions and measures made by the Head of the Institution and the administration, ERP Package and My Class Campus College App (CKBCCG), is used regularly to collect, provide and disseminate information related to feedback, holiday announcements, surveys, urgent matters, competitions, assignments, study materials, examination, payment of fees, training programs, online/offline class routines, PTM, Assam Scholarships, etc. For fees payment and other financial transactions, the facility of Online Payment Merchant Services for SMEs by HDFC bank is used. Vigilance Mechanism is established for regular monitoring through 42

functional CCTVs and biometric machine to record arrival and departure.

Administration

The college MIS contributes in fast implementation of decisions and measures taken by the Principal and the administration. Members of the College Governing Body, Principal and Vice principal communicate and interact through emails and other paperless modes for official business. The Library Management uses SOUL 2.0 version for its functioning. For CBCS, data entry is done by using the link mail provided in the Website of Dibrugarh University (DU). For non CBCS, EDPS, software of DU, is used for data entry. Information of posts lying vacant in the college is advertised in the college website besides the newspapers.

Finance and Accounts

As the Drawing and Disbursing Officer (DDO), the Principal presents periodic financial reports before the State Government, UGC, DST, etc. He is assisted chiefly by the Accountant. FinAssam website is used for Salary preparation, Pension, etc. The College receives UGC grants through PFMS. For fees payment and other financial transactions, the facility of Online Payment Merchant Services for SMEs by HDFC bank is used. Govt. of India's Public Finance Management System (PFMS) is used via its Expenditure, Advance Transfer (EAT) Module. Internal and External Audit of finance and accounts operations are audited by auditors appointed by the Governing Body.

Student Admission and Support

For all aspirants seeking admission, an online application registration portal is created and uploaded in the college website. Later applications are sorted out category wise electronically. Meritorious shortlisted students intimated via College App and website. For fees payment, Online Payment Merchant Services is used. Classes also conducted through Google Meet. Calls made to mentees enquiring after their health and studies during COVID19 lockdown. Few Mentors gave special classes using WhatsApp Video/Voice Calls to students, who voiced their need during lockdown. Electronic Prospectus and Academic Calendar for information about admissions, academics, annual events,

	etc. Student Feedback obtained via Google forms.
Examination	<p>The Internal Examination Committee depends on digital and technical resources to maintain requisite records and data. Both internal and external evaluation marks for CBCS are recorded digitally and submitted to Dibrugarh University by the link mail provided in its website. For non CBCS, EDPS, software of DU, is used for data entry. Details like invigilation are communicated via WhatsApp. The college facilitated the 6th Semester Online Examination conducted by Dibrugarh University and Online scripts evaluation during COVID 19 Lockdown. Various data like record of students, number of papers to be evaluated, etc. are gathered from concerned heads, faculty and staff via WhatsApp and emails.</p>

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	Nil	Nil	Nil	Nil
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Faculty Development Program on 'E-Content Development and Use of ICT'	Nil	25/10/2019	14/11/2019	40	Nil
2019	Nil	Training on 'Office Automation and Soft Skills'	25/11/2019	06/12/2019	Nil	6

for Office
Staff

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
FDP on Research Methodologies from Social Sciences Humanities	1	08/10/2020	14/10/2020	7
International Workshop on Research Methodology	1	13/07/2020	18/07/2020	7
FDP on Moodle Learning Management System(Online)	1	25/06/2020	01/07/2020	7
UGC Sponsored Refresher Course in Business Studies	1	18/11/2019	01/12/2019	15
FDP on "e-Content Development and Use of ICT"	40	25/10/2019	14/11/2019	15
Workshop on Use of ICT Tools in Classroom Teaching	1	23/09/2019	28/09/2019	7
Online Faculty Development Programme on Open Source Tools for Research	1	08/06/2020	14/06/2020	7
FDP on Entrepreneurship, Incubation Innovation	1	23/06/2020	29/06/2020	7
FDP on Preparation of Self Learning Materials for University and	1	12/05/2020	18/05/2020	7

College Teachers				
Oxford University Press Workshop Series on "Sure fire methods to teach vocabulary", "Teaching grammar in context using the digital platform", "Teaching Poetry Online to Nurture Students' Aesthetic Competence"	1	27/07/2020	31/07/2020	3
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
22	2	9	6

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>Group Insurance, Gratuity, Provident fund, Maternity Leave, Earned Leave, Child Care Leave, Leave on duty, facilities provided to attend seminar/conference/workshops, paid leaves, etc. to pursue Doctoral studies is given. Free access to primary Medical Care in Campus and all sports facilities. Moreover, Chandra Kamal Bezbaruah Commerce College Cooperative Thrift and Credit Society provide general loan and special loan at a lower interest rate. Besides, both the teaching and non-teaching staff contributes financial assistance to colleagues in case of serious health issues. Purified Drinking Water at Vantage points of</p>	<p>Group Insurance, Gratuity, Provident fund, Maternity Leave, Earned Leave, Child Care Leave, Leave on duty facilities, etc. is provided. All members of the Non-Teaching Staff are members of the College Thrift Credit Society. Moreover, Chandra Kamal Bezbaruah Commerce College Cooperative Thrift and Credit Society provide general loan and special loan at a lower interest rate. Besides, both the teaching and non-teaching staff contributes financial assistance to Non-Teaching staff in case of serious health issues. Sports facilities are provided to them and their family. Every year, in the New Year, the Non-</p>	<p>English Language Communication and Soft Skills Program, Life Skills, Personality Development Programs, Full or Partial waiver of College or Hostel fee depending on financial condition of student, Financial Assistance and Aid in the form of merit scholarships from agencies and industries. Financial help often given to needy students by college faculty members for buying books, stationery, etc. Financial help by teaching and non-teaching staff in case of medical emergency. Inclusion and Assimilation of Diversity. Financial and Moral Support provided to students such as for Registration Fee, Travel</p>

College. Clean, spacious and lush green environment. Fruit trees that are thoughtfully grown in the campus like amla (Indian Gooseberry), jamun (Java Plum or Black Plum), hilika (Haritaki), etc. provide opportunities to students, teaching and non-teaching staff to consume them during recesses.

Teaching staff are allowed to take a day or half-day off for a group picnic/outing/get-together. Purified Drinking Water at Vantage points of College. Clean, spacious and lush green environment. Fruit trees that are grown thoughtfully in the campus like amla (Indian Gooseberry), jamun (Java Plum or Black Plum), hilika (Haritaki), etc. provide opportunities to students, teaching and non-teaching staff to consume them during recesses.

Expenses, Fooding, etc. for participation in Conferences, Workshops, Seminars and other academic activities • Financial Assistance and Teacher Support is provided for participation in Sports and other ExtraCurricular Activities during the Youth Festival organized by the Affiliating University, College Week, etc. Exceptional Achievers in national and international sports awarded with Appreciation Certificates, Cash Prizes, etc. Medical Room facilities and access to the neighbourhood government hospital, Jorhat Medical College and Hospital. • Several sports facilities such as own playground, Muithay Coach in the College campus. Free After Class self-defence coaching for interested students in the College campus. Purified Drinking Water at Vantage points of College. Clean, spacious and lush green environment. Fruit trees that are grown thoughtfully in the campus like amla (Indian Gooseberry), jamun (Java Plum or Black Plum), hilika (Haritaki), etc. provide opportunities to students, teaching and non-teaching staff to consume them during recesses.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The finance and accounts operations of the college is handled by the Accounts department. It takes care of the records of staff salaries and leaves. It also maintains the book of accounts for every transaction between the College and its stakeholders. Cash book is checked with the help of bank statement and vouchers maintained by the Accounts department. The books of accounts are audited every year by external auditors to ensure transparency. Statutory audit

is carried out by the auditors deputed by the Director of Higher education, Govt. of Assam and Internal Audit by a local Government auditor appointed by the Governing Body. The audit report of the college gives a complete and detailed picture of financial performance, propriety and management. The Audit reports are discussed in the meetings of Finance Committee and Governing Body. The observations, suggestions in the Auditors' report, both Internal and External, are noted and considered for future improvement of the institution.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
List of Sources attached	3065986	Merit Scholarships, Skill Development, Infrastructure, Extension Activity, Student Welfare.
View File		

6.4.3 – Total corpus fund generated

5000000

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	Evaluation and assessment is carried out at regular intervals by the IQAC, Academic Staff Council, Student Mentors, Academic Vice Principal, and Vice Principal headed by the Principal.
Administrative	No	Nil	Yes	Governing Body and Principal.

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Teachers' Inspiration Scholarship Awards to meritorious degree students. Principal and Teaching Staff is accessible to the Parents for any discussion and feedback. Parents can seek knowledge about their wards' attendance and other student related information through a centralized SMS service on a daily basis made possible by the College App. Parents give consent and moral support to the College for their wards participation in any educational, sports, and extension activities that take place outside the college campus.

6.5.3 – Development programmes for support staff (at least three)

a) A 10 -Day (20 hours) Training on 'Office Automation and Soft Skills' for Office Staff was organized by IQAC, Chandra Kamal Bezbaruah Commerce College, and conducted by NIELIT (National Institute of Electronics and Information Technology), Jorhat from October 25, 2019 to November 14, 2019. b) The Library Staff is encouraged to attend Training Programs for enhancing capacity. c) The Principal and teaching staff make it a point to show their support and solidarity by accepting the invitations and attending rituals and programs conducted by staff and their family members. d) Centralized AC provision made for the Administrative Office to create better working atmosphere for the office staff.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

a) On August 27, 2019, the College got the approval from DODLDU (Directorate of Open and Distance Learning, Dibrugarh University) to open a Study Centre for B. Com. M. Com. Programs from 2019-20 Session. 25 students have registered so far: M. Com: 21(Marketing Finance Speciality), B. Com: 04 (General Course). b) On September 8, 2020 the College got the approval from KKHSOU (Krishna Kanta Handique State Open University) to open a Study Centre for UG PG Programs from 2020-21 Session. 06 students have registered so far: BA (General Course): 05 M. Com: 01. c) Additional classrooms are being constructed and almost nearing completion. d) From June 24, 2020 to July 14, 2020, a 15-Day (30 Hours) ONLINE Soft Skills Communicative English Course was successfully conducted in association with NIELIT (National Institute of Electronics and Information Technology), Jorhat. e) From November 25, 2019 to December 6, 2019, a 10 -Day (20 hours) Training on 'Office Automation and Soft Skills' for Office Staff was organized by IQAC, Chandra Kamal Bezbaruah Commerce College, and conducted by NIELIT (National Institute of Electronics and Information Technology), Jorhat. f) From December, 2019 an all in one College App "CKBCCG" became functional, and all necessary information, announcements and notifications are made through this App. All the students are compulsorily directed to download this App in their mobile handsets for their convenience and use. This Mobile App gives immediate access to a lot of data from anywhere, anytime. g) New Dining Hall for Girls' Hostel- completed in 2019-20. h) Acquisition of New Transformer, Generator and a Projector. i) Introduced once a week Compulsory Self-Defence Class (Muaythai) for BBA and B. Com. students. k) On September 2, 2019 an MOU was signed between Chandra Kamal Bezbaruah Commerce College, Jorhat and All Assam Amateur Muaythai Association, affiliated to United Amateur Muaythai Association, India. l) ACs installed in the Principal's Room, Office, Teachers' Common Room, BBA Department in 2019-20. m) ICT and Infrastructural facilities growing exponentially in the institution. n) Research and Publication gaining momentum.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Approval from DODLDU (Directorate of Open and	27/08/2019	27/08/2019	27/08/2019	34

Distance Learning, Dibrugarh University) to open a Study Centre for B. Com. M. Com. Program from 2019-20 Session.

2019	Training on 'Office Automation and Soft Skills' for Office Staff	25/11/2019	25/11/2019	06/12/2019	6
2019	Faculty Development Program on 'E-Content Development and Use of ICT'	25/10/2019	25/10/2019	14/11/2019	40
2019	National Level Training Championship Program cum Personality Development Career Planning Workshop	22/10/2019	22/10/2019	23/10/2019	100
2019	MOU signed between Chandra Kamal Bezbaruah Commerce College, Jorhat and All Assam Amateur Muaythai Association, affiliated to United Amateur Muaythai Association, India.	02/09/2019	02/09/2019	02/09/2019	2
2020	Soft Skills Communicative English	24/06/2020	24/06/2020	14/07/2020	60

	Course				
2020	National Webinar on "Women's Rights and COVID-19 Pandemic: Issues and Challenges"	08/08/2020	08/08/2020	08/08/2020	230
2020	National Webinar on "Enhancement of Writing Skill of Theses and Research Papers: Some Tips"	10/08/2020	10/08/2020	10/08/2020	209
2020	Students' Development Program on "Group Discussion Personal Interview Techniques"	28/08/2020	28/08/2020	28/08/2020	100
2020	Dr. Purabi Borthakur, Associate Professor, Department of Economics HRM, posted three Video Talks (when the COVID-19 was still raging) on Facebook platform for the greater benefit of the students and society.	29/07/2020	29/07/2020	07/08/2020	1
View File					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Financial	10/10/2019	10/10/2019	8	12

Help to a Girl Student on Medical grounds				
Teachers attended the TEQIP III Sponsored One-Day Talk Cum Workshop on "Gender Sensitization Women's Empowerment" organized by EAP Cell Women Cell of Jorhat Engineering College, Jorhat. The Resource Person was Kamla Bhasin, Feminist and Poet.	16/10/2019	16/10/2019	2	Nil
With financial help from Engineers' India Limited, more toilets were constructed for the girl students of the college.	02/03/2020	02/03/2020	216	Nil
Girls' Hostel provided with New Dining Hall, a Book-shelf, Fridge and Generator	04/02/2020	04/02/2020	35	2
Free Self-Defense Training for girl students in the college campus	09/09/2019	07/03/2020	216	636
Students received Appreciation Certificates in Inter College Competition on Gender Sensitization organized by JB College	07/03/2020	07/03/2020	10	2

Autonomous, Jorhat.				
Talk on Gender Sensitization and Sexual Harassment	21/10/2019	21/10/2019	81	19
Publication of an ISBN Edited Book on the theme "The Contribution of Indian Women in Making New India" by the College Women Cell	06/02/2020	06/02/2020	19	5
International Women's Day on the theme: Each to Equal.	08/03/2020	08/03/2020	32	2
National Webinar on "Women's Rights and COVID-19 Pandemic: Issues and Challenges"	08/08/2020	08/08/2020	180	50

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

1. Though located in the heart of the town, Chandra Kamal Bezbaruah Commerce College has a beautiful green and spacious campus with lovely sights and sounds created by different varieties of birds that come to perch on its trees and nibble the seasonal fruits. The approach road to the college is dotted on both sides by Bokul trees that was planted a couple of years ago as a Best Practice of the institution. 2. Every program organized by the institution starts with the planting of a tree/plant sapling. 3. 150th Birth Anniversary of Mahatma Gandhi observed with a Fit India Plogging Run by Students Teachers lead by the NSS and College Students' Council. 4. Two teams of College Faculty went to two different areas of Jorhat to disseminate awareness about Covid-19. One team went to Purnimati area in the outskirts of Jorhat while the other team went to the adopted villages of the college to spread awareness about Covid-19 and also distributed soaps and advisory leaflets to individual households. 5. National level Prize Money Online Essay Competition (in English Assamese) for Higher Secondary and Graduate Level students organized in May on the topic "Post Covid-19 Life: Will the World be the Same Again". The results were made public on June 5, 2020 (World Environment Day). 6. Prize money intra-college ONLINE Lockdown Photography Competition for the students organized on the occasion of 12th Foundation Day of Aastha, the Women Cell of the College. The theme of the competition was 'Today's World through Your Window'. 7. The College IQAC Coordinator jointly coordinated a Webinar on Urban Health Hazard and Post-Covid 19 Management" organized by JB College (Autonomous), Jorhat in collaboration with Jorhat Rotary. 8. The College is declared a "No Tobacco Zone". Students are motivated to use jute bags or cotton bags and to maximise the use of bicycles. 9. Green Auditing done. The institution has approximately 50 plant

varieties out of which 15 are Medicinal Plants, 20 Fruit-bearing, and 15 Ornamental Plants.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Ramp/Rails	Yes	Nil
Rest Rooms	Yes	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2020	1	1	27/04/2020	1	Food items distributed to 70 households affected by the COVID-19 by Teaching Faculty and Students Council of the institution. The households belonged to Pangiriy, Bezgaon, Uttuliya - all adopted Villages of the college.	During the COVID-19 lockdown, being mostly daily wage laborers, the people were having a hard time making both ends meet. Therefore, to tide over the crisis, food items worth about 1100 Rupees per packet was distributed to the households.	20
2019	1	Nil	01/08/2019	48	Venue for different exams conducted	Due to the location of the college	3500

					by Govt., IGNOU, and other organizat ions (JEE, APSC, BANK, etc.)	in the heart of the town, and near the Circuit House, an imp landmark, Govt auth orities and organ izations opt for the insti tution as a venue for condu cting its examinati ons.	
2019	1	1	28/09/2019	1	Interac tive cum Awareness Program on Draft New Education Policy, Govt. of India jointly organized by North Jorhat Senior Citizens Associati on and IQAC, Chandra Kamal Bezbaruah Commerce College, Jorhat.	An oppo rtunity was presented to the in stitution to do something for the Senior Citizens Associati on. The program was attended by indivi duals who were highly placed in their res pective p rofession al careers.	90
2019	1	1	05/11/2019	1	Street Play on AIDS Awareness organized by Majuli- based org anization , Replica (an organ	The college student community were educated on the issue of AIDS and the misco	125

					<p>ization promoting folk artists in Assam) in the premises of Chandra Kamal Bezbaruah Commerce College, Jorhat.</p> <p>nceptions society generally harbour about the disease/illness. The students were made aware that such mediums like Street Plays could be used to disseminate information.</p>	
2019	Nil	1	14/11/2019	1	<p>Children's Day observed at Kahar Gaon Senior Basic School under NO. 50 South-East Charaibahi Gaon Pancharayat. The programme was organized jointly by the Village Adoption Committee and NSS wing of the college.</p> <p>Speech on Importance of Education and Personal Hygiene were given by the Principal and college faculty (parents of the village children were also present). Books, gifts and stationery were given to each child present.</p>	150
2019	1	Nil	02/09/2019	365	<p>Muaythai Coaching. MOU signed between Chandra Kamal</p> <p>Self-Defence, Fitness, Mental Health.</p>	852

					Bezbaruah Commerce College, Jorhat and All Assam Amateur Muaythai Associati on, affil iated to United Amateur Muaythai Associati on, India.		
2019	1	Nill	27/08/2019	365	Approval from DODLDU (Directorate of Open and Distance Learning, Dibrugarh University) to open a Study Centre for B. Com. M. Com. Program from 2019-20 Session.	The college, being situated in the heart of the town, travelling and expenses are saved for financially disadvantaged candidates and they can take up their higher studies in the subjects of their choice.	34
2019	Nill	1	08/12/2019	1	Mega Free Medical Camp in 2 No. Chowdang Chetia Gaon, Baghchung for the benefit of the adopted villages of the	Nine Doctors, Specialists in their respective medical fields, two nurses, four Pharmacist employees contributed their	15

					College in partnership with Rotary Club of Jorhat, Red Cross Society, Jorhat, Niramoy Hospital Research Centre, and Sanjivani Hospital.	free services. Blood Sugar Test, Blood Grouping, BP Test, etc. were done and free medicines were also distributed to needy patients.	
2020	2	2	18/03/2020	1	Two teams of College Faculty went to two different areas of Jorhat to disseminate awareness about COVID-19. One team went to Purunimati area in the outskirts of Jorhat while the other team went to the adopted villages of the college.	The COVID-19 pandemic was just rearing its head and the village people were yet to be aware of its speedy transmission. So, the college went at the opportune time and distributed soaps and advisory leaflets to individual households.	20
2020	1	1	06/04/2020	1	Food items distributed to 100 households by Teaching Faculty of the College	During the COVID-19 lockdown, being mostly daily wage laborers, the	15

				in association with HELP (an NGO) in Panichukwa area in the wake of COVID-19.	people were having a hard time making both ends meet. Therefore, to tide over the crisis, items worth about 500 Rupees per packet was distributed to the households.
--	--	--	--	---	--

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
College Prospectus	03/06/2019	The College Prospectus lays down the vision and mission of the College to educate, enable and empower the young students of the institution. To create a conducive and holistic academic environment, transparency and accountability, the nitty-gritty of rules, regulations and ordinances are prescribed therein. This ensures discipline and awareness about the duties and responsibilities of all stakeholders. The Principal and the IQAC remind the Staff and Support Staff to abide by the norms and etiquette that the college has been upholding since its inception.
Academic Calendar	03/06/2019	Under the caption of General Rules and Regulations in the college Academic Calendar, the students are privy to various

		<p>kinds of information that are required to be followed by them during their period of study in the institution. Dates of Internal Assessment, End Semester Examinations, Group Discussions, Seminars, etc. are given. The students are directed to follow the discipline and decorum of the college without fail and in case of any complaints, to address the Grievances Redressal Committee immediately. A Suggestion Box is also prominently placed in the campus for the students to make use of.</p>
<p>Professional Ethics Code of Conduct</p>	<p>03/06/2019</p>	<p>The Professional Ethics Code of Conduct Handbook was prepared by the IQAC in July, 2020 but for the moment, it was incorporated and printed in the Academic Calendar of 2020-21. There are plans to publish it separately in a handbook form soon. Warning about Ragging being a Punishable Crime and the College Gate remaining strictly closed for students from 10 am to 2 pm is also prominently printed in the Academic Calendar.</p>
<p>Display of Placards to promote Values and Ethics</p>	<p>05/08/2019</p>	<p>Though the rules of conduct are published in the Academic Calendar and Prospectus, various messages related to good behaviour practices and model code of conduct are displayed in strategic locations of the college premises. These messages are conveyed through placards, flexes, wall magazines, etc. which dot the corridors of the classrooms and departments.</p>

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Voluntary Blood Donation Camp in collaboration with Rotary Club Jorhat JB College Students' Union in Jorhat Medical College Hospital.	01/07/2019	01/07/2019	4
150th Birth Anniversary of Mahatma Gandhi observed with a Fit India Plogging Run by Students Teachers.	02/10/2019	02/10/2019	40
Financial help of Rs. 10,000 on medical grounds to a girl student by Teaching and Non-Teaching Staff.	14/10/2019	14/10/2019	20
Talk on Gender Sensitization and Sexual Harassment organized by Student Support and Progression Committee	21/10/2019	21/10/2019	100
Rashtriya Ekta Diwas (National Unity Day) observed.	31/10/2019	31/10/2019	100
Youth Camp for Inner Awareness Personal Growth organized by Sri Aurobindo Society, Jorhat Centre.	05/11/2019	05/11/2019	70
Street Play on AIDS Awareness organized by Majuli-based organization, Replica (an organization promoting folk artists in Assam)	05/11/2019	05/11/2019	125
On the occasion of Vigilance Awareness Week, an Essay Writing Competition on the topic "Corruption	06/11/2019	06/11/2019	20

in Public Life: A Menace" was organized.			
Children's Day observed at Kahar Gaon Senior Basic School under NO. 50 South-East Charaibahi Gaon Panchayat.	14/11/2019	14/11/2019	150
Constitution Day Observed	26/11/2019	26/11/2019	150
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

8. Before beginning the Fit India Plogging Run towards the town, participating students and teachers first of all had cleaned the college campus.
9. The institution has maintained the tradition of gifting a sapling to the chief guest of every function. And every important function program organized by the college begins with planting of a sapling.
10. Students are also sometimes ask to tend to a plant at home or in the institution as a corrective measure.
11. The college makes sure that electrical gadgets are used sparingly and unnecessary wastage is avoided.
12. Use of pesticides and other harmful chemicals is almost absent as organic methods of gardening is mostly carried out.
13. Mild chemicals are used for cleaning and maintaining the campus.
14. In order to keep the campus smoke free as much as possible, dead leaves and waste papers are scientifically decomposed off by throwing them in pits dug specially for the purpose, and then covering them with soil.
1. Potted plants and trees speckle the college courtyard. Varieties such as Areca palm, Lady palm, Dwarf Dale palm, Neem, Arjun, etc. are planted to purify the surrounding air.
2. Fruit trees that are thoughtfully grown in the campus like amla (Indian Gooseberry), jamun (Java Plum or Black Plum), hilika (Haritaki), etc. often provide the much needed sustenance to students, teaching and non-teaching staff to consume them during recesses.
3. Plantation and cleaning drives are organized regularly by students of the NSS and NCC wings of the College.
4. The three Devadaru (Deodar) saplings planted in the last NAAC Peer Team visit in 2016 are standing tall near the courtyard of the college administrative block.
5. The Bakul (Spanish Cherry) saplings planted on the approach road of the college as a Best Practice undertaking a couple of years ago, has also grown to a sufficient length despite the wear and tear caused due to inclement weather and ravenous attack by cows and goats.
6. The institution believes in plantation and nurturing and tending its flowers, plants and trees are given utmost priority. Then only will the students and staff enjoy the sights and sounds around.
7. The institution was also the first college to be declared tobacco-free in the district.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice A: 2019-20

1. Title of the Practice: Tree Plantation Drive (Go Green)
2. Objectives of the Practice:
 - i. To beautify the college through tree plantation and conservation.
 - ii. To create environmental awareness among students.
 - iii. To make growing and nurturing of plants a day to day practice.
 - iv. To share the green practices adopted by the world community in order to save nature and the environment.
3. The Context: Plants are the lifeline of all living beings of this world. Trees replenish oxygen of the atmosphere, provide food, maintain ecological balance, produce valuable building materials, and are a source of medicine preparation and many more. It is an undoubtedly a fact that until and unless we care for nature we will not be cared or cherished in return. Keeping these points in mind, the college has been adopting plantation drives since years back.
4. The Practice: The College has been conducting various activities within and outside the college campus. A good number of plants, having medicinal value or otherwise, are grown and nurtured within the campus, like amla (Indian Gooseberry), jamun (Java Plum or Black Plum), hilika (Haritaki), Arjun trees, etc. It is worth mentioning that "Aastha" the CKB Commerce Women's Cell, has been playing a very active role in these plantation drives. In the year 2015, it had initiated a plantation programme to plant 22 "Bakul" (Spanish Cherry) saplings in the approach road of the College to serve the twin purpose of beautification as well as preservation of nature. The "Bakul" being a rare variety and having great value, the College Women Cell embedded its saplings on 4th June, which is observed as the Foundation Day of the Cell. Since then, those plants are nurtured not only by the members of the cell but also by the student community. Special appreciation goes to the students belonging to the "Parivartan Group" who, despite the heat and rain, take care of them like their young siblings. Credit further goes to the college gardener who make the effort to regularly monitor their growth. The College authority also provides the resource and materials whenever required. Any programme organized by the Women Cell such as Foundation Day celebration starts with a tree plantation programme. Special guests and Resource Persons invited to the programs are felicitated and gifted with a sapling alongside the traditional gamusa. The NSS unit of the College is also working for the protection of environment and preservation of nature. Its members take the lead in growing plants within the campus on Environment Day and other special occasions like celebration of Women's Day in the Girls' Hostel. The Guava tree near the gate of the Girls' Hostel is one such tree grown thus. The college authority also leads from the front in this endeavour. The beautiful arrangement of potted plants of different varieties in the courtyard and corridors are a sight for sore eyes. It not only enhances the beauty of the Campus but also retains the green environment within the campus. Evidence of Success: The long approach road of the College looks very green and beautiful. The fruit trees that are thoughtfully grown in the campus like amla (Indian Gooseberry), jamun (Java Plum or Black Plum), hilika (Haritaki), etc. often provide the much needed sustenance to students, teaching and non-teaching staff to consume them during recesses. The huge Arjun tree inhabiting the space between the college canteen and college playground is serving a dual purpose:
 - a) It has medicinal value and is used for treating fractures, ulcers, high blood pressure, etc. It has various medicinal properties and acts as antioxidant, anti-inflammatory and antimicrobial.
 - b) The Arjun tree also offers the much needed shade and shelter to the cows who often loiter around in the campus when the gates of the college are open. During the sweltering summer months, students are also noticed sitting underneath the canopy relaxing and delighting in the beauty of the surrounding.
5. Problems encountered and Resource required: During dry season some trees that are planted die due to lack of proper watering. There are plants that need frequent re-plantation.

Moreover the young Bakul Trees planted outside the College campus are eaten by street animals like cow, goat, and re-plantation had to be done in some places. The college authority has directed to make a netted shield and barricade around each plant up to a certain level, giving the plants space to bask in air, water and sunlight. With this measure, the plants are also safe from the four-footed marauders.

Best Practice B: 2019-20

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 award based 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 the 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 funded by the teachers annually. 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) Late 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 every year in the memory of Late Chinmoy Saikia, who was an equally brilliant ex-student of the college, the award is handed over by Mrs. M. Saikia, wife of Late Chinmoy Saikia.
 - d) Late 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 every year 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. M. Dutta, wife of Late Rupak Dutta.

Awardees from 2017-2020:

Year Teachers' Inspiration Award (Major) Teachers' Inspiration Award (General) Chinmoy Saikia Memorial Award Rupak Dutta Memorial Award

2017 Priya Baheti Priyanka Das Jyoti Sahu Priya Baheti

2018 Akash Jyoti Borah Afsana Khatun Akash Jyoti Borah Semim Hazarika

2019 Soni Kumari Amit Ghosh Khushbu Kumari Anuska Rathi

2020 Parindita Roy Sanghamitra Phukan Purabi Saikia Parindita Roy

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.

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. 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. Further, due to the COVID-19 lockdown, announced since March 2020, the felicitation ceremony of 2019 and 2020 was clubbed together and the awards distributed in early 2021 when there was a hiatus in the lockdown period.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://ckbcc.org/images/Institutional_Best_Practices_2019_20.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Self Defense 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 defense 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, till the declaration of the COVID-19 lockdown, self defence classes were going on in full swing as per allotment in the routine.

Provide the weblink of the institution

https://ckbcc.org/images/Institutional_Distinctiveness-1_2019_20.pdf

8.Future Plans of Actions for Next Academic Year

The future of an educational institution will brighten if it can adapt itself to the changing times. The ongoing COVID-19 pandemic and the subsequent catastrophic loss of lives have made people aware that nothing can be taken for granted. The "walk, chalk and talk" method that hard-core traditionalists earlier vouched for took a beating since the March 2020 lockdown. Most in the teaching profession grappled with the unexpected turn of events since physical or offline classes were replaced with online mode. So, the college has also decided to be wary and play safe. It has decided to put forward the following future plans of action: 1) To hone the skills of faculty members in Learning Management Systems and Evaluation and make them more acquainted and up-to-date with the Online Teaching modes. 2) To introduce more Add-on programmes like, Employability and Entrepreneurship Development, Skill Development, etc., in collaboration with Knowledge Industries and Government Institutions such as Assam Agricultural University, MSME, Kaziranga University, NIELIT, CSIR, etc. Some of the programs envisaged are- FDP on Intellectual Property Rights, Entrepreneurship Development Course on GST with Tally. ERP 9, Skill Development Course in Resource Management, ITES BPO Soft Skills Communicative English for SC/ST students, Soft Skills Personality Development Course, etc. 3) To organize Awareness Program on Women's Health. 4) To organize more Student Development Programs. 5) To organize more Gender Sensitization Programs. 6) To nurture and give more care to the trees and plants of the college campus. 7) To make Yoga and Meditation Course compulsory for the holistic development of students by including it in the Time-Table of the coming academic session. 8) To encourage students' participation in examinations such as those conducted by the NCC Directorate. 9) To sign MOU with other institutions for knowledge exchange (for the benefit of both students as well as faculty), sharing of technological knowhow, and academic collaboration. 10) To encourage Research and Publication. 11) To organize innovative activities to develop creativity in students. 12) To initiate an Expression of Interest with NIELIT for running courses that would help in building employability in ST/SC students of the college. 13) To organize coaching classes to prepare students for competing in competitive and government conducted examinations like NET, Banking Exams, SSC, Railways, etc. 14) To increase extension activities and Community Outreach programs in collaboration with organizations such as Rotary, Parivartan Group, NGOs like HELP, etc. 15) To open an Incubation Centre to tap the potential of young minds and encouraging innovation. 16) To organize Pre-Placement Talks, Workshops, etc. in collaboration with Industry and Academia. 17) To increase the visibility of the institution in the national and international arena. 18) To intensify liaison with the College Alumni for conducting programs and talks beneficial to the students and society.