

AQAR period: July 1,2016- June 30,2017

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

Chandra Kamal Bezbaruah Commerce College

1.2 Address Line 1

K B Road, Near Circuit House, Jorhat

Address Line 2

City/Town

Jorhat

State

Assam

Pin Code

785001

Institution e-mail address

info@ckbcc.in

Contact Nos.

03762301891

Name of the Head of the Institution:

Dr.Poresh Chandra Borah

Tel. No. with STD Code:

0376-2301891

Mobile:

09435091323

Name of the IQAC Co-ordinator:

Dr. Neeta Lagachu (Taye)

Mobile:

9435051277

IQAC e-mail address:

ckbiqac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

ASCOGN11938

1.4 NAAC Executive Committee No. & Date:

EC (SC)/20/A&A/20.2 dated 16-12-2016

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

1.5 Website address:

www.ckbcc.org

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B		2004	5 Years
2	2 nd Cycle	B ⁺	2.54	2016	December 15, 2021
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

12/12/2005

1.8 AQAR for the year (for example 2010-11)

2016-17

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

- i. AQAR 2016-17 submitted to NAAC on 13/12/2018
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University: State Central Deemed State

Affiliated College: Yes No

Constituent College: Yes No

Autonomous college of UGC: Yes No

Regulatory Agency approved Institution: Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution: Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financed

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (PhysEdu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

Dibrugarh University

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

08

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

02

2.4 No. of Management representatives

02

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and
community representatives

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

-

2.9 Total No. of members

16

2.10 No. of IQAC meetings held

2.11 No. of meetings with

05

various sta

12

ler: No.

06

Faculty

Non-Teaching Staff Students

02

Alumni

02

Others

02

2.12 Has IQAC received any funding from UGC during the year? Yes

No

If yes, mention the amount

-

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.

International

National

1

State

Institution Level

2

(ii) Themes

(A) Corporate Social Responsibility, (B) Imitation Jewellery Making, and (C) Question Paper Setting and Evaluation.

2.14 Significant Activities and contributions made by IQAC

Major Initiatives of IQAC for the Academic Year 2016-17

- a) A Career Counselling program for B.Com. & BBA students was organized by *Aastha*, the College Women Cell in collaboration with Equal Opportunity Centre, Chandra Kamal Bezbaruah Commerce College on August 24, 2016. Renowned Career Counsellor Dr. Gouranga Kumar Sharma was invited as Resource Person. Dr. Sharma oriented the students on career opportunities in commerce and clarified the queries coming from the participants.

- b) A very successful Blood Donation Camp was organised in the College premises by the NCC & NSS Wings of Chandra Kamal Bezbaruah Commerce College in collaboration with JMCH (Jorhat Medical and College Hospital) and Red Cross Society on September 19, 2016. Students & Faculty of the college voluntarily and enthusiastically participated in the event.
- c) Parents-Teachers' Meet was held in the Digital Room of the college on September 24, 2016. During the discussion, the guardians communicated that the canteen and sports facilities of the college needs to be improved.
- d) A Community Awareness Program on Disaster Management was organised by the DDMA (District Disaster Management Authority), Jorhat in collaboration with the NCC Unit of Chandra Kamal Bezbaruah Commerce College on September 27, 2016. Fire and Earthquake mock drills were demonstrated to instil awareness about the unpredictability of natural disasters and to educate the students on the importance of preparedness during such exigencies.
- e) The Information & Career Guidance Cell of Chandra Kamal Bezbaruah Commerce College invited successful businessman, Mr.Bimal Kumar Jain for an interactive session with the students of B.Com. & BBA on October 06, 2016. Mr. Lila Dutta of Bahona College was another Resource Person invited to the interactive session.
- f) A UGC-Sponsored National Seminar on Corporate Social Responsibility was organised by the Department of Banking, Chandra Kamal Bezbaruah Commerce College on October 20 & 21, 2016 in association with IDOL-GU (Institute of Distance & Open Learning- Gauhati University) Study Centre, Chandra Kamal Bezbaruah Commerce College. Teachers, Students and participants from various educational institutions and other organizations took part in the Seminar.
- g) Parents- Teachers' Meeting was held on November 13, 2016. The parents and guardians of the students took active part in the discussion. They also expressed that the college would achieve greater impetus and brilliance if the projects undertaken (such as the indoor stadium) is completed as soon as possible.
- h) The IQAC, Chandra Kamal Bezbaruah Commerce College, published the first volume of *Divergence*, a collection of articles on varied topics with ISBN: 978-93-83230-40-2.
- i) National Youth Day celebrated by the college on January 12, 2017 on the occasion of the birthday of Swami Vivekananda.
- j) ShilpiDiwas was celebrated on January 17, 2017 in memory of RupkunworJyoti Prasad Agarwal's contribution to Assamese Cinema & Society.
- k) The Annual College Week was organized from January 23, 2017 to January 27, 2017.
- l) Saraswati Puja was celebrated by the college on February 1, 2017.
- m) On February 6, 2017, the 53rd Foundation Day MC Chakraborty Memorial Annual Lecture was delivered by Mr.NarendraNarzary, Chief Manager, Training Centre, SBI,

Jorhat who gave a very informative talk on the topic “Changing Environment of Cashless Payments and Role of Customers”. Students of the Institution were greatly benefitted by the lecture.

- n) The first phase of Campus Recruitment Drive was conducted by TCS, Kolkata for the 6th Semester B. Com & BBA students of the college on February 7, 2017. The final round was held in Kaziranga University on February 10, 2017. Altogether four (4) of our students got selected in this Recruitment Drive.
- o) A Career Counselling Programme for students was conducted by IQAC, Chandra Kamal Bezbaruah Commerce College in collaboration with New Delhi Institute of Management (NDIM), New Delhi, on March 23, 2017. Prof. Swapan Das Gupta of NDIM, New Delhi was the Resource Person.
- p) The Student Support and Progression Committee under IQAC of Chandra Kamal Bezbaruah Commerce College organised a workshop on ‘**Imitation Jewellery Making**’ in collaboration with PIDILITE, Jorhat on March 29 & March 30, 2017. Total Forty Seven (47) students of the College participated in the workshop. The workshop was successfully completed by the resource person Ms. Dulary Kotoky and Ms. Pallabi Borthakur.
- q) A One-day Workshop on ‘**Question Paper Setting and Evaluation at Under Graduate Level**’ under FDP was organised by the Teaching Learning & Evaluation sub-committee, IQAC, Chandra Kamal Bezbaruah Commerce College on April 28, 2017. Prof. Mukut Hazarika, Dean, School of Education, Dibrugarh University, participated in this workshop as the Resource Person.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. To review the teaching learning process. 2. To improve the quality of continuous evaluation process. 3. To introduce integrated software solutions for examination	1. The end semester results of the college gets better and better. Four girls from the college were placed in the top ten in Marketing (Major) under Dibrugarh University. The first class first, first class second, first class fourth & first class fifth in Marketing (Major) and the first class second & first class sixth in

<p>&admission-related work.</p> <ol style="list-style-type: none"> 4. To emphasise multi-skill development. 5. To encourage publication by faculty. 6. To organise seminars and workshops. 7. To encourage students' involvement in academic and co-curricular activities. 8. To reach out further to the society through sports and other recreational facilities. 	<p>Banking(Major) respectively under Dibrugarh University went to the students, all girls.</p> <ol style="list-style-type: none"> 2. The EIMS (Education Institution Management System) App is developed and used for all admission and administration-related work to help in smooth functioning. 3. A two-day Workshop on Imitation-Jewellery Making was conducted in the college and the students greatly benefitted from it. 4. The teachers of the college have authored books and published articles in edited books & journals. A book titled <i>Indian Banking System</i> by Dr. G. Deka of Banking Department was published by Kalyani Publishers, New Delhi with ISBN 978-93-272-7317-5 in early 2017. An article in Assamese, on 'Money And Demonetization of Money' was published in the journal, <i>Prantik</i> with ISSN 0971-5932 in January 2017. 5. Organized a UGC-Sponsored National Seminar on Corporate Social Responsibility. A total of 58 papers were presented in this Seminar. 6. Wall magazines are prepared by students of the various departments of the college. Students from the Assamese department created a hand-written magazine, named 'Prayas'. 7. Students won prizes in Sports and poster-
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	<p>making competition in the state and university level.</p> <p>8. The college premises is used as a training ground by the Muay Thai Association to train quite a number of their students, some of which are students from the institution itself. This propagates physical fitness and well-being.</p> <p>9. The college has also formed a Cine Club under the aegis of the Assam Film Society & FFSI (Federation of Film Societies of India).</p>
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** Attach the Academic Calendar of the year as Annexure. Given as **Annexure-IV***

2.15 Whether the AQAR was placed in statutory body

Management Syndicate Any other body

The management body checked and verified the AQAR and recommended to upload it in the college website.

Provide the details of the action taken

- To develop and expand infrastructure and learning resources to facilitate learning.
- To place the requirement of PG Program before the Dibrugarh University.

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	02		01	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	02		01	

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core^v/Elective option^v/ Open options

The college follows Core Course and Elective Course option. As on date, the Dibrugarh University to which the College is affiliated is yet to prescribe the CBCS pattern.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02
Trimester	
Annual	

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

***Please provide an analysis of the feedback in the Annexure**

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Since the Dibrugarh University is yet to introduce the CBCS system, any revision or update of regulation or syllabi is carried out as per the affiliating university's direction. Though the views and opinions of the college are taken into account as teachers from the college at times represent the Board of Studies.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Plans are afoot to open M. Com. Program at the earliest and necessary paperwork is going on.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	25	10	15	Nil	Nil

2.2 No. of permanent faculty with Ph.D.	09
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2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	-	01	-	-	-	-	-	-	-	01

2.4 No. of Guest and Visiting faculty and Temporary faculty	02	-	02
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			
Presented		02	
Resource Persons			

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- a. Field Trips: Students are taken to various Higher Education Institutes. Every year Speciality students are taken for field visits to help them in preparing their projects on the basis of these field trips.
 - On March 10, 2017 the Department of Accountancy took 27 of their students to NRL (Numaligarh Refinery Limited), Bokakhat, Assam for industry exposure.
 - On March 30, 2017 the HRM Department took 30 of their students for a visit to Majuli, the largest river-island of the world to prepare their field project on the *Satras* in connection with Cultural Tourism in Assam.
 - On March 31, 2017 the Marketing Department took 20 of their students for a visit to Kaziranga Orchid Park, for a field study on Tourism in Assam.
- b. Student Participation in Quality Enhancement: 46 students of the Banking Department attended a training on **Tallyin** NIELIT (National Institute of Electronics and Information Technology), Jorhat accompanied by all the three faculty members of the department.
- c. Comprehensive & Continuous Student Feedback System.
- d. Comprehensive Evaluation System.
- e. Faculty Improvement and Training is done for knowledge enrichment through attendance in Orientation Programs, Workshops and Short-Term Courses to facilitate enhanced teaching.

2.7 Total No. of actual teaching days during this academic year

289

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- For Internal Assessment, the college adopts re-valuation & re-totalling of answer scripts of Sessional Exams if any discrepancy is noticed. Students are shown their scripts to rectify their weak points.
- A thorough scrutiny of Question Papers by at least 2 teachers of the respective department to ensure that it is as per syllabus and finally given to print.
- Uniformity in corrections is ensured by discussion of answer key by teachers of the respective departments to bring about balance and quality evaluation.
- As prescribed by the Dibrugarh University, the college follows Continuous Internal Assessment to bring about balance and uniformity in teaching & evaluation. The Head of the Institution forms an Examination Committee to see to the Internal Examinations of the college. 2 to 3 members form part of this committee for a period of one year. They oversee all the Internal Assessment Evaluation prescribed by the Dibrugarh University to its affiliating colleges.
- For every end semester exam, 2 Assistant Officers-in-Charge are assigned by the Principal with the latter as the Officer-in-Charge, to conduct the smooth running of the examination.
- The University designates the college as a spot evaluation zone almost every year.

2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

02	02	02
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2.10 Average percentage of attendance of students

65

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.COM	222	-	22.52 %	37.39 %	1.80 %	61.71 %
BBA	09	-	22.2 %	77.8%	-	100 %

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2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

The IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes through:

A. Faculty Improvement Programs:

1. A UGC-Sponsored National Seminar on **Corporate Social Responsibility (CSR)** was organised by the Department of Banking, Chandra Kamal Bezbaruah Commerce College on October 20 & 21, 2016 in association with IDOL-GU (Institute of Distance & Open Learning- Gauhati University) Study Centre, Chandra Kamal Bezbaruah Commerce College. The Seminar gains importance in today's scenario since Commerce and Corporate Social Responsibility is directly related. The seminar focused on the role of CSR in the field of education as well as in mitigating social risks.
2. A One-day Workshop on **'Question Paper Setting and Evaluation at Under Graduate Level'** under FDP was organised by the Teaching Learning & Evaluation sub-committee, IQAC, Chandra Kamal Bezbaruah Commerce College on April 28, 2017. Prof.MukutHazarika, Dean, School of Education, Dibrugarh University, participated in this workshop as the Resource Person. The objective of the workshop was to generate awareness on latest innovative developments in this area as quite a number of the faculty are involved in exam-related confidential works.

B. Student-Oriented Programs:

1. A Career Counselling Programme for students was conducted by IQAC, Chandra Kamal Bezbaruah Commerce College on March 23, 2017 in collaboration with New Delhi Institute of Management, New Delhi.
2. The Student Support and Progression Committee under IQAC of Chandra Kamal Bezbaruah Commerce College organised a workshop on **'Imitation Jewellery Making'** in collaboration with PIDILITE, Jorhat on 29th and 30th March, 2017. Total Forty Seven (47) students of the College participated in the workshop. The workshop was successfully completed by the resource person Ms.DuluryKotoky and Ms.PallabiBorthakur.

C. Others:

1. The IQAC has always worked towards optimization and incorporation of modern methods of teaching and learning in the class rooms. The IQAC has strove to organise inter/intra institutional workshops, seminars, interface, awareness programs, etc., on quality related themes and promotion of quality circles.
2. The IQAC initiates teaching/non-teaching staff training and enrichment programmes including promoting mentoring and sharing of academic as well as life experiences by senior faculty/non-faculty members.

3. It is a practice of the IQAC and all members of the college family, to give a befitting farewell to all esteemed staff on their retirement. He or she is dropped home by an entourage which can comprise of both teaching and non-teaching staff of the college.
4. The IQAC encourages staff self-appraisal for reflection and self-improvisation.
5. The IQAC monitors the preparation of academic calendar and academic routines every year.
6. It makes plans for various academic activities and suggests strategies for the future course of activities.
7. It tries to address the problems of all stakeholders, especially the learners.
8. Through its regular meetings, it makes periodic assessment of teaching and learning processes, considering the end semester results, analyses the feedback and adopts follow-up actions.
9. Last but not the least, it facilitates sufficient funds and infrastructure for implementing projects.

2.13 Initiatives undertaken towards faculty development 15

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	02
Faculty exchange programme	01
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	02
Others	10

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	09	03	-	05
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The IQAC initiates the following:

- It encourages faculty members for Ph.D. enrolment.
- It encourages faculty members to undertake projects under FIP by identifying research areas which are socially as well as locally relevant.
- It encourages its faculty and students to take up research projects that are interdisciplinary in nature with the twin objectives of producing new knowledge and enhancement of quality.
- It promotes faculty and student publications in approved Journals.
- It encourages participation of Faculty and students in Seminars, workshops, Conferences and Training Programmes.
- It encourages innovative and collaborative research and consulting projects in the field of education involving the corporate and non-corporate sectors.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3 (Three)			
Outlay in Rs. Lakhs	3,00,000X3			

3.4 Details on research publications

	International	National	Others
Peer Review Journals		01	01
Non-Peer Review Journals		01	01
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2015-16	UGC	9,00,000	9,00,000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (<i>other than compulsory by the University</i>)				
Any other(Specify)				
Total			9,00,000	9,00,000

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number		01			
	Sponsoring agencies		UGC			

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this _____ year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides
and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility:

A. *Community Service*

Students are encouraged to use their gifts and talents in the service of the neglected and the downtrodden. The zeal for social service and humanitarian initiatives are heartily supported by the college fraternity. Through clubs and NGOs like *Khuj&HELP*, the students along with faculty members, try in their own small way to succour the needy by distributing food packets, clothes, etc. especially those affected by flood and natural calamities. The students distribute free books to friends who are financially weak. Instances are there of our students arranging blood units and collecting money from their teachers and friends to help fellow friends and their families in times of crisis- like a life-threatening disease or unforeseen motor accidents. Such experiences and predicaments bring them face to face with the realities of life.

B. Induction programs are conducted for the B. Com & BBA First Semester students of the college.

C. Campus and classroom cleanliness drives are conducted to instil in the students a respect for public property.

D. Students are encouraged to respect their culture and tradition. The students' union body is given to play key roles in organizing the 'Saraswati Puja' celebration held on a day in January-February every year. Many ex-students and visitors from various colleges and nearby localities also throng the college on this day celebrated in honour of the Goddess of Learning. The birth anniversary of Dr. Bhupen Hazarika, the 'bard of Brahmaputra' and cultural icon of Assam is also observed annually on 8th September. The death anniversary of Rupkonwar Jyoti Prasad Agarwalla, the founder of Assamese cinema, is observed as 'Shilpi Diwas' on 17th January.

E. *Associations and Clubs for Extension Activities:*

NSS, NCC, Khuj (a student service club in which quite a number of our students are members), and Help (an NGO instituted by faculty and students of the college) are associations dedicated to community service and outreach programmes. The main aim of these associations is to involve students in community service, instil in them a desire to serve, encourage them to think about society and motivate them to act and intervene in social issues. First semester students are advised to be an active member of either NSS or NCC. Students select their choice of association during their admission to First Semester itself. Attendance credit is given to students who devote their time to community and social service.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	4.96 acres	-		-
Class rooms	29	-		29
Laboratories	-	-		-
Seminar Halls	01	-		01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		-		
Value of the equipment purchased during the year (Rs. in Lakhs)	3,16, 363	-		3,16, 363
Others	Nil	-		-

4.2 Computerization of administration and library

- There are seven computers in working condition.
- Maintenance of the CCTV cameras for the purpose of safety.
- Maintenance of the Canon Camcorder (Video Camera) for the purpose of recording important institutional activities.
- Procurement of advanced Scanner and Xerox machines.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	18000		600	1.5 lakh	18600	
Reference Books	2000		100		2100	
e-Books	Enlisted	Free				
Journals	25	Free				
e-Journals						
Digital Database						
CD & Video	55					
Others (specify)	20					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others (Library)
Existing	50	14	10	01	01	07	12	07
Added								
Total	50	01	10	01	01	07	12	07

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Computer and ICT training are given to students and teachers from time to time.

4.6 Amount spent on maintenance in lakhs:

i) ICT	3, 41, 350
ii) Campus Infrastructure and facilities	1, 00,000
iii) Equipments	3, 16,363
iv) Others	8, 20,000
Total:	15, 77,713

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The college seeks to provide a supportive environment to students through a diversified structure and this is communicated to the students in the following ways:

- An Academic Calendar is designed, printed and distributed to the students at the beginning of the semester.
- Students are informed and reminded at regular intervals about student support services through elaborate orientation, class to class announcements, notices, emails, SMS's, and sometimes through social media like Facebook.
- One- to- one by the respective conveners, including the IQAC coordinator, with students at regular intervals to enhance awareness about Student Support Services.
- Regular meetings with the College Students' Body, class representatives and coordinators are organised for sensitisation.
- Information regarding admissions, scholarships, upcoming courses and other relevant news and updates are displayed in the College Website and admission notices given in local newspapers.
- Dissemination of information through word of mouth, WhatsApp and through the College Students' Body is also practised.
- Students with special needs and abilities are given appropriate help to aid them in social integration and adaptation. Students with behavioural and emotional disorders, hearing problems and perceptual disorders are given proper guidance to whatever extent possible.

5.2 Efforts made by the institution for tracking the progression

- The growth and progression of students is one of the key measures that the Institution endeavours to achieve. And this is done by offering them all the support available and keeping track of their all-round development.
- Academic and overall progressions of students are tracked through careful scrutiny of their performance records by the respective department heads and other faculty. Individual attention and special classes are given, if and when required, in addition to personal counselling. Communication with parents are maintained regularly, especially with parents of high performers and weaker students.
- Plan of action are discussed during staff and departmental meetings.
- Regular observation and monitoring is maintained with complete faculty involvement through counselling system and regular feedback from students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
782			

(b) No. of students outside the state

01

(c) No. of international students

Nil

No	%
576	74

Men

No	%
206	26

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
406	57	47	272	-	782	379	65	48	290	-	782

Demand ratio: 100

Dropout %: 5

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

a) A Career Counselling Programme for students was conducted by IQAC, Chandra Kamal Bezbaruah Commerce College in collaboration with New Delhi Institute of Management (NDIM), New Delhi, on March 23, 2017. Prof. Swapan Das Gupta of NDIM, New Delhi was the Resource Person who focused on the tricks of cracking entrance examinations like MAT & CAT to enter into the fields of management and administration.

No. of student beneficiaries

5.5 No. of students qualified in these examinations: Nil

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

- HDFC Life conducted a Campus Placement drive on January 20, 2017.
- On February 6, 2017, the 53rd Foundation Day MC Chakraborty Memorial Annual Lecture was delivered by Mr.NarendraNarzary, Chief Manager, Training Centre, SBI, Jorhat who gave a very informative talk on the topic “Changing Environment of Cashless Payments and Role of Customers”. Students of the Institution were greatly benefitted by the lecture.
- The Student Support and Progression Committee under IQAC of Chandra Kamal Bezbaruah Commerce College organised a workshop on ‘**Imitation Jewellery Making**’ in collaboration with PIDILITE, Jorhat on March 29 & March 30, 2017. Total Forty Seven (47) students of the College participated in the workshop. The workshop was successfully completed by the resource person Ms.DularyKotoky and Ms.PallabiBorthakur.The workshop was organised to encourage students to develop their entrepreneurial skills and to bring home to them the self-employability factor of such skill development workshops.

No. of students benefitted

150

5.7 Details of campus placement

<i>On campus</i>			<i>Off campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
04	40	04	-

5.8 Details of gender sensitization programmes

- A Girls' Common Room Secretary is elected from amongst the students to look into the needs of girl students.
- Aastha, the College Women cell, and the Sexual Harassment cell (Prevention and Redressal) plays significant roles to ease the lives of the girl students. Aastha organises various activities and programmes at college and inter collegiate level to create awareness and empower women students in the campus.
- A Hostel Committee, comprising mainly of women faculty, is constituted by the College Management to look into the needs and grievances of the Girls' Hostel of the College.
- On the occasion of International Women's Day on March 8, 2017 the Women Cell of the College screened the Cinema 'Pink', directed by Aniruddha Roy Chowdhury, for the girl students. A discussion on the fine aspects and social nuances of the picture took place especially on the subject of women and gender issues that it has raised.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	02	10,000
Financial support from government		
Financial support from other sources	02	15,000
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs	: State/ University level <input type="text"/>	National level <input type="text"/>	International <input type="text"/>
Exhibition:	State/ University level <input type="text"/>	National level <input type="text"/>	International <input type="text"/>

5.12 No. of social initiatives undertaken by the students

05

Students belonging to the NSS & NCC wings of the institution and the College Students' Union takes the lead in carrying out various social activities such as occasions like World Environment Day, Saraswati Puja celebration, International Yoga Day, etc.

5.13 Major grievances of students (if any) redressed:

Answering the students' needs, arrangements are being made to shift the Central Library to the Administrative Block and construction work in this regard is going on. Issues pertaining to attendance, academics and extra-curricular activities are redressed carefully as per the needs and procedures.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

To establish itself as a centre of excellence for ensuring quality in higher education, by shaping the human resource in the right way and thereby contribute towards uplift of the society and development of the nation.

Mission:

- To offer innovative career oriented programmes.
- To inculcate independent thinking in learners.
- To ensure competence building and employability to serve the society.
- To empower stakeholders by exploring their hidden potential.

6.2 Does the Institution has a Management Information System

Yes, the Institution has MIS. The students' feedback on various aspects of College facilities is regularly gauged and improvement plan as per the comments received are initiated. The institution collects feedback on regular basis from students on Quality of Education, Provision of Resources, etc. The feedback forms collected from students are analysed and improvement plans to enhance Quality of Education are initiated. The students' feedback related to teaching learning process is communicated to faculty members for improvement. Wherever possible, the institution sets up meetings with parents in order to brief them about progress of their wards. The brief summaries of feedback received are discussed in the IQAC meetings and follow-up actions are taken.

Further, to make teaching-learning process more effective, the college tries to incorporate upgraded technological services through the use of ICT and its concomitant equipment.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- Curriculum is properly developed by the Dibrugarh University from time to time. Faculty from the college are often made members of the Board of Studies.
- The Institution has collaborated with various Professional Institutions in order to conduct Career Development Programmes and Career Counselling Programmes.
- It has also entered into Academic Partnerships and Partnerships with Professional Institutions like Kaziranga University for mutual growth.

6.3.2 Teaching and Learning

It is the continuous endeavour of the college to better its Teaching and Learning practice. The traditional Lecture method is the predominantly used methodology by all the teachers of the institution. Additionally, every teacher is encouraged to try innovative methods of teaching and learning along with the traditional chalk and talk method. Not forgetting the teacher's role in classroom management, emphasis is also laid on the learner's experience and experiment with situations. Subject specific research for students, role plays, case study analyses, rural camps, outdoor programmes, social and industrial visits are among the many innovative pedagogical methods adopted. Shared teaching is also practised in the institution.

Various modern equipment are provided to attract the attention of the students like smart class room, projector etc. Moreover, the college conducts departmental seminars and group discussions to enhance the knowledge of the students in various current topics. The college also regularly convenes meeting of the heads of department to discuss about the progress of course and syllabus.

6.3.3 Examination and Evaluation

As prescribed by the University, the College conducts two sessional examinations of 40 marks each in every semester. The marks are displayed in the respective notice boards of the departments. Students are given the option of going through their answer scripts if they so desire and any mistakes/queries are thoroughly discussed and dealt with on the spot itself. 5 marks each are allotted to students with regular attendance and a maximum of 5 marks for performance in Group Discussions and Institutional Seminars.

The end-semester exams and evaluation are conducted as per direction of the university.

6.3.4 Research and Development

- Research has been considered an important and integral part of the academic endeavours of the College. Seminars and Workshops are organized by the College to provide latest knowhow and information on research methodology. The College promotes faculty participation in research by granting them leave, helping them in participation of faculty improvement programmes and arranging for books required by them. The institution follows a policy of felicitating faculty members who have acquired Ph.D. degree. Few colleagues visit the home of the Awardee to felicitate him or her with the traditional *phulamgamusa* and a bouquet. In this way, faculties are motivated to pursue research work.
- Research articles by faculty are published in peer-reviewed and non-peer-reviewed journals.
- The faculty regularly undertakes UGC-sponsored Major and Minor Research Projects.
- The IQAC, Chandra Kamal Bezbaruah Commerce College, published the first volume of *Divergence*, a collection of articles on varied topics with ISBN in 2016.
- A biennial journal is published by the students of Banking Department to boost the spirit of inquiry in students.
- A hand-written journal in Assamese, named 'Prayas', is brought out by the MIL Department every year to cultivate their thirst for creativity and research.
- A One-day Workshop on 'Question Paper Setting' under FDP was organised by the Teaching Learning & Evaluation sub-committee, IQAC, Chandra Kamal Bezbaruah Commerce College on April 28, 2017.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Up-gradation and addition of infrastructure and instrumentation is done whenever it is required.
- Maintenance of the CCTV cameras is carried on for the purpose of safety.
- Maintenance of the Canon Camcorder (Video Camera) for the purpose of recording important institutional activities.
- Procurement of advanced Scanner and Xerox machines is completed for use in the Library and office.
- The Administrative Block of the institution is being extended to accommodate a more spacious New Library. As and when the New Library is ready, the Old Library may be converted to classrooms.

6.3.6 Human Resource Management

- To make Teaching and Learning innovative, research-oriented, and up-to-date, the College organises conferences, seminars and faculty development workshops. This enables faculty members to gain knowledge and expertise on interdisciplinary research and studies in addition to helping them in improving their teaching-learning processes. In this connection, a One-day Workshop on 'Question Paper Setting and Evaluation' under FDP was organised by the Teaching Learning & Evaluation sub-committee, IQAC, Chandra Kamal Bezbaruah Commerce College on April 28, 2017. Prof. Mukut Hazarika, Dean, School of Education, Dibrugarh University, participated in this workshop as the Resource Person.
- The College has adopted a mandatory Self-Appraisal Method to evaluate the performance of the faculty in teaching, research and extension programmes. At the end of the academic year every teacher is given an Academic Performance Indicator (API) form on the basis of the UGC regulations. The form requires the teacher to give his/her self-evaluation of the academic, co-curricular and extra-curricular work done during that year. It also requires the teacher to enumerate the papers presented at conferences, seminars, refresher courses and orientation programmes he/she has attended.
- The report to be filled in by each teacher is also evaluated. It analyses the duties performed with respect to lectures completed as per the teacher's planned lecture schedules, lectures taken. The Principal appreciates in the staff meetings the notable performance of any faculty member and then persuades the other faculty members to follow such best practices in the interest of the College and self-development.
- The evaluation of teaching faculty by the student and the peers has been adopted in our college which helps in self-evaluation and development.

6.3.7 Faculty and Staff recruitment

Teachers as nation builders have a very significant part to play in moulding and shaping the mind and lives of students. They are an indispensable part of any educational institution. The College prides itself on having a highly proficient teaching faculty who strive relentlessly towards upholding the values and beliefs of the Institution. The faculty strives towards creating an environment that is favourable to learning by disciplining students through example and showing them the right path that leads to a better and brighter future.

Recruitment procedure is followed as per government directives. On the basis of requirement, advertisements are placed in leading newspapers & applications are invited from suitable and eligible candidates.

6.3.8 Industry Interaction / Collaboration

- An institution can be considered truly successful if its students emerge from their alma mater not only as job-ready individuals but also if its students are mentally and emotionally equipped to take on the challenging and cut-throat world. Chandra Kamal Bezbaruah Commerce College makes every effort to achieve this in addition to preparing students for the job-market.
- HDFC Life also conducted a Campus Placement drive on January 20, 2017.
- Experts are invited from various fields to deliver guest lectures and industrial visits are arranged. On February 6, 2017, the 53rd Foundation Day M. C Chakraborty Memorial Annual Lecture was delivered by Mr.NarendraNarzary, Chief Manager, Training Centre, SBI, Jorhat who gave a very informative talk on the topic **“Changing Environment of Cashless Payments and Role of Customers”**. Students of the Institution were greatly benefitted by the lecture.
- Many students are placed every year in different organizations through interviews conducted in our college by local and national industries. The first phase of Campus Recruitment Drive was conducted by TCS, Kolkata for the 6th Semester B. Com & BBA students in the college on 7 February 7, 2017. The final round was held in Kaziranga University on February 10, 2017. Altogether four (4) of our students got selected in this Recruitment Drive.
- A Career Counselling Programme for students was conducted by IQAC, Chandra Kamal Bezbaruah Commerce College in collaboration with New Delhi Institute of Management (NDIM), New Delhi, on March 23, 2017. Prof.Swapan Das Gupta of NDIM, New Delhi was the Resource Person who focused on the tricks of cracking entrance examinations like MAT & CAT to enter into the fields of management and administration.
- A Two-day Workshop on **‘Imitation Jewellery Making’** for students was organised by the Student Support & Progression sub-committee, IQAC, Chandra Kamal Bezbaruah Commerce College in collaboration with Pidilite on March 29 & March 30, 2017. The workshop was organised to encourage students to develop their entrepreneurial skills and to bring home to them the self-employability factor of such skill development workshops.
- Further, a few of our students, past and present, are earning their livelihood in Gattani Group of Industries owned by an alumnus of the institution.
- In conferences and seminars industry experts are invited to give demonstrations, deliver lectures and interact with the students and teaching staff.

6.3.9 Admission of Students

The principal forms an admission committee. Admission is given strictly on merit basis. Admissions are done according to the pre-defined policy. Candidates for B.Com and BBA admissions are selected based on results and personal interview. The college also has walk-in admissions or direct admissions for students with high percentages. Reservation policy is adhered to.

6.4 Welfare Schemes for:

Teaching: Medical insurance, Gratuity, Provident fund, Maternity leave, Leave on Duty facilities provided to attend seminars/ conference/workshops, paid leave to pursue doctoral studies is given and Counselling facilities (like IGNOU) are also provided in the campus.

Non-teaching: Medical insurance, Gratuity, Provident fund, Loan facility, Maternity leave, and Earned Leave are provided.

Students: Counselling, redressal of grievances, mid-day meal, scholarships, free-studentship and fee concession are provided to students. A Women Cell and Equal Opportunity Cell also exist to cater to the needy students.

The college has a Co-operative Credit and Thrift Society to provide financial assistance to the Teaching and Non-Teaching staff in their times of need.

The college has an Employee Welfare Fund which is generated from both teaching and non-teaching staff. Financial help from this fund has been given to those in need, especially to non-teaching staff at the time of retirement.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	
Administrative			Yes	

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

The University gives its affiliated colleges the permission to conduct Internal Assessment of 20 marks through a given choice of contemporary methods. The subject teachers are given the freedom to evaluate the entire IA component of 20 marks in the best interest of the students.

6.11 Activities and support from the Alumni Association

We have a supportive alumni association, named as CKBCC Alumni Association. Passed-out students extend all possible help whenever the need arises.

6.12 Activities and support from the Parent – Teacher Association

The Parents Teachers meeting gives the parents an opportunity to meet the Class Mentors and the Subject teachers to air their views and concerns, and more importantly, to get feedback on the progress of their Child /Ward. During such meetings, parents give feedback on the various parameters adopted by the Institution including students' welfare and progress. Parents participate in the IQAC meetings, annual events and functions of the institution like Foundation Day, Saraswati Puja celebration, etc. They also facilitate through their contacts the industry-academia tie-up for the institution.

6.13 Development programmes for support staff

- The College Co-operative Credit and Thrift Society provides financial assistance to the Non-Teaching staff in their times of need.
- Meetings and discussions are conducted on a regular basis for support staff to motivate and boost their morale.
- Staff outing are organised for the support staff for relationship management and team building. All the support staff go for their customary picnic together in the New Year.
- Teaching faculty takes initiatives to assist the support staff in enhancing their knowledge and skills in various fields.
- They are encouraged and given support to pursue higher studies.
- During medical crisis, there are instances when faculty members along with the Principal pool in finances to lighten the burden of the aggrieved staff.
- A befitting farewell with all honour and felicitation is given on superannuation.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- The campus is an eco-friendly campus. The College Girls' Hostel overlooks a huge pond where different variety of migratory birds flock to during the winters. It is a beautiful sight to behold.
- There are many medicinal plants and fruit trees in the college premises such as tulsi, neem, *amla* and haritaki (*Hilikha*)-all having therapeutic or curative value. Students are seen partaking these fruits during their recess period.
- Every function or event of the college is inaugurated with tree plantation. It is a sacred pledge of the college family to keep the campus clean and green. Constant efforts are made to sensitise students about the same.
- The College is also the first tobacco-free college of the district.
- Every effort is made to discourage use of bottled drinking water through sensitisation and installation of reverse osmosis technology.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

To augment and improve the quality in higher education, it is important to initiate innovative and new practices to the existing academic and administrative exercises. Innovation in higher education implies identifying and adopting newer teaching-learning methods and further generating an environment where all-inclusive growth of students is possible. In this direction, the institution has come up with the following innovative practices:

- Green, and plastic free campus.
- Provision for sports. The college premises is used as a training ground by the Muay Thai Association to train quite a number of their students, some of which are our students. This propagates physical fitness and well-being.
- The college has also formed a Cine Club under the aegis of the Assam Film Society & FFSI (Federation of Film Societies of India).
- Student Participation in Quality Enhancement. It's the practice of the institution to take into account the pivotal role played by the students in the development of an institution. Accordingly, it tries to involve active student participation by encouraging debates and inviting views, and thus contributing to the teaching-learning process. The students under the leadership of the college students' body take the mantle of organising quiz and debate competitions, yoga camps, blood donation camps, selected local and national holiday programs, and more importantly, cleanliness drives and tree plantation programs.
- Social inclusion in Education. Students with special needs and abilities are given appropriate help to aid them in social integration and adaptation. Students with behavioural and emotional disorders, hearing problems and perceptual disorders are given proper guidance to whatever extent possible. Every attempt is made to provide them with suitable access to quality education.
- Use of mobile phones during class hours invites a fine of 500/-

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Steps taken to maintain an environment-friendly campus.
- Software solutions for examination and admission-related work introduced.
- Industry-academia collaborations have increased.
- Larger involvement with the community.
- Participation with professional bodies have increased.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Legal Awareness cum Assistance Cell (LAAC)-Annexure II, Page 44.
2. Beautification of the Institution through Tree Plantation-Annexure III, Page 45.

****Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

- World Environment Day is celebrated.
- Groups of students regularly clean the classrooms and college campus.
- Every function or event of the college is inaugurated with tree plantation. It is a sacred pledge of the college family to keep the campus clean and green. Constant efforts are made to sensitise students about the same.
- The College is also the first tobacco-free college of the district.
- Every effort is made to discourage use of bottled drinking water through sensitisation and installation of reverse osmosis technology.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (For example SWOT Analysis)

SWOT Analysis

Strengths:

- College is situated at the heart of the city.
- Gender Equality-happy and congenial atmosphere for girl students
- In-Campus Hostel facilities for Girls.
- Good Academic environment
- Best for cultural, traditions and value development
- Green and eco-friendly environment.
- Sports and other extracurricular activities.
- Strong faculty-student relationship.

Weaknesses:

- No PG Courses in Commerce & Management
- Inadequate professional development and career-oriented courses.
- Limited choice of courses
- More efforts needed to develop competitive spirit among students.
- More sports facilities need to be provided to students.

Opportunities:

- Scope for relevant professional development and career-oriented courses.
- Scope for better placement of students in industry and financial sectors.
- Passed-out students have scope for generating self-employment.
- Scope for strengthening sports activities.

Threats/Challenges:

- Introducing regular PG level programme in the near future. Only two undergraduate level programmes are not sufficient for a full-fledged commerce college.
- Preparing the students to acquire new types of knowledge and skills to face the increasing demands of global competition.

There is continuous up gradation of infrastructure and learning resources to facilitate teaching learning, research, examination & evaluation, student support and administration.

8.Plans of institution for next year

1. Research projects – To encourage faculties to undertake research studies and major and minor research projects.
2. To conduct campus rally for job placement.
3. To organize soft skills classes for job preparedness.
4. To enhance the use of ICT for teaching learning to increase the active participation of students in order to produce more knowledge.
5. To organize entrepreneurship awareness programme.
6. To develop new infrastructure and enhance learning resources.

NameDr.Neeta Lagachu (Taye)**Name**Dr.Poresh Chandra Borah

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

BEST PRACTICE: 01

1. Title of the Best Practice: **Legal Awareness cum Assistance Cell (LAAC)**
2. The Context: Legal awareness can empower people to demand justice, accountability and effective remedies at all levels. Legal needs always stand to become crisis oriented because their ignorance prevents them from anticipating legal troubles and approaching a lawyer for consultation and advice in time.
3. Objectives of the Practice: Keeping this in mind, the IQAC thought that such problems and exigencies may also happen to the students. Hence, the objective is to create legal awareness among the students and assist the needy students through some legal advice, as per their requirement.
4. The Practice: Hence, a Legal Awareness cum Assistance Cell (LAAC) is formed in the college to help the needy students. Dr.Raju Roy, faculty in the Department of Banking, and an LLB, is given charge of the cell. He is also given the responsibility of giving legal advice to those students who come with their different issues related to legal matters. Before his college appointment, Dr. Roy was a practicing lawyer and therefore his expertise comes in use here. All the office bearers of the Student Union Body are considered as members of this cell.
5. Challenging issues: There have not been any remarkable challenges faced till now.
6. Evidence of Success: The opening of this cell has generated a feeling of confidence amongst the students. Though it is just an advisory cell, some of the legal queries and doubts of the students are instantly cleared.
7. Resources Required: Law books are collected and kept in the Department of the concerned faculty, Dr. Roy for reference and consultation.

Contact Details: The Principal, Chandra Kamal Bezbaruah Commerce College, Near Circuit House, KB Road, Jorhat-785001. E-mail address: ckbiqac@gmail.com. Phone No: 9435091323

BEST PRACTICE:02

1. Title of the Best Practice: **Beautification of the Institution through Tree Plantation.**
2. The Context: Environmental Protection or creating environmental awareness is the urgent need of the hour keeping in view the ever increasing problem of pollution throughout the globe. Tuning with the positive steps taken by the government of different countries of the world and by the environmentally conscious people, the college undertakes different activities related to environment protection and beautification, in and outside the college campus.
3. The Practice: In order to achieve the twin objectives of environmental protection and college beautification, 22 numbers of Bokul tree plants have been planted in the approach road of the college, as a part of the celebration of Environment Day on 5th Jun, 2017. In fact, a plantation programme is carried out every year by the college while observing Environment Day.
4. Objectives of the Practice: Just the plantation of Bokul plants are not enough. It needs to be nurtured and watered often. The students and faculty see to it that loving care and attention is accorded to the plants. In this way, students are taught the important value of caring for the environment.
5. Challenging issues: The plants have to be tended properly since cows and squirrels are frequent visitors around the campus. The bokul plants have been barricaded properly to save it from assaults by birds and animals.
6. Evidence of Success: The plants have grown to a certain height.
7. Resources Required: Wire fencing and green cloth cover as a net.

Contact Details: The Principal, Chandra Kamal Bezbaruah Commerce College, Near Circuit House, KB Road, Jorhat-785001. E-mail address: ckbiqac@gmail.com. Phone No: 9435091323

Calendar of Events*

July 2016:

Date	Day	Event
July 1 - July 31, 2016	-	Mid-Semester Break for the Teaching Staff of the Colleges.

August 2016:

Date	Day	Event
August 1, 2016	Monday	Re-commencement of Odd Semester Classes
August 13, 2016	Saturday	Freshers' Social
August 15, 2016	Monday	Independence Day observed
August 22, 2016	Monday	Tithi of Sri Sri Madhab Dev observed
August 24, 2016	Wednesday	Career Counselling Program
August 25, 2016	Thursday	Janmashtami (Holiday)
August 27, 2016	Saturday	Students' Union Election

September 2016:

Date	Day	Event
September 3, 2016	Saturday	Tithi of Sri Sri Shankardeva
September 5, 2016	Monday	Teachers' Day celebrated
September 6, 2016	Tuesday	First Sessional Exam.
September 7, 2016	Wednesday	First Sessional Exam.
September 8, 2016	Thursday	First Sessional Exam.
September 9, 2016	Friday	First Sessional Exam.
September 12, 2016	Monday	Id-Uz-Zuha (Holiday)

September 19, 2016	Monday	Blood Donation Camp in collaboration with JMCH (Jorhat Medical College & Hospital) and Red Cross Society.
September 24, 2016	Saturday	Parents-Teachers' Meet
September 27, 2016	Tuesday	Community Awareness Program on Disaster Management in collaboration with DDMA (District Disaster Management Authority), Jorhat.

October 2016:

Date	Day	Event
October 2, 2016	Sunday	Gandhi Jayanti observed.
October 3, 2016	Monday	Second Sessional Exam.
October 4, 2016	Tuesday	Second Sessional Exam.
October 5, 2016	Wednesday	Second Sessional Exam.
October 6, 2016	Thursday	Second Sessional Exam. Interactive Session with Successful Businessman.
October 8, 2016	Saturday	Durga Puja/ Vijay Dashami(Holiday)
October 9, 2016	Sunday	do
October 10, 2016	Monday	do
October 11, 2016	Tuesday	Jonmotsav of Sri SriShankardeva observed.
October 12, 2016	Wednesday	GD/Seminar
October 13, 2016	Thursday	GD/Seminar
October 14, 2016	Friday	GD/Seminar
October 15, 2016	Saturday	Lakshmi Puja (Holiday)
October 17, 2016	Monday	Kati Bihu (Holiday)
October 20 and 21, 2016	Thursday & Friday	UGC Sponsored National Seminar on Corporate Social Responsibility (CSR)
October 29, 2016	Saturday	Kali Puja/Diwali (Holiday)

November 2016:

Date	Day	Event
November 8, 2016	Tuesday	Shraddhanjali Program observed.
November 13, 2016	Sunday	Parents-Teachers' Meet
November 14, 2016	Monday	Birthday of Guru Nanak (Holiday)
November 24, 2016	Thursday	LachitDiwas observed.
November 28 to 30, 2016	Monday- Wednesday	NAAC Peer Team's Visit

December 1 to December 31, 2016: (End-Semester Break for the Teaching Staff of the Colleges)

January 2017:

Date	Day	Event
January 1, 2017	Sunday	(Holiday)
January 2, 2017	Monday	Commencement of Even Semester Classes. Notification of class routine (College & Departmental), Course Plan, etc. in the notice boards.
January 8, 2017	Monday	Annual Alumni Meet
January 13, 2017	Friday	MaghBihu (Holiday)
January 14, 2017	Saturday	MaghBihu (Holiday)
January 17, 2017	Tuesday	ShilpiDiwas
January 20, 2017	Friday	Discussion on Digital Transaction & SBI Buddy by SBI (State Bank of India) officials & the College Faculty. Campus Placement by HDFC Life.
January 23 to 27, 2017	Tuesday- Saturday	College Week.
January 26, 2017	Thursday	Republic Day observed.
January 31, 2017	Tuesday	Me-Dam-Me Phi (Holiday)

February 2017:

Date	Day	Event
February 1, 2017	Wednesday	Saraswati Puja observed.
February 3, 2017	Friday	VittiyaSakshartaAbhiyan (VISAKA) Project Training to generate awareness about cashless economic system.
February 6, 2017	Monday	College Foundation Day observed with M.C. Chakraborty Memorial Lecture.
February 10, 2017	Friday	BirChilaraiDiwas observed.
February 13, 2017	Monday	First Sessional Exam.
February 14, 2017	Tuesday	First Sessional Exam.
February 15, 2017	Wednesday	First Sessional Exam.
February 16, 2017	Thursday	First Sessional Exam.

March 2017:

Date	Day	Event
March 8, 2017	Thursday	Women's Day celebrated by screening 'Pink'
March 10, 2017	Saturday	Field trip of students to NRL (Numaligarh Refinery Limited) by The Department of Accountancy.
March 12, 2017	Sunday	Holi/ Doljatra (Fakua)
March 23, 2017	Friday	Career Counselling Program in collaboration with NDIM (New Delhi Institute of Management)
March 29-30, 2017	Thursday-Friday	Workshop on 'Imitation Jewellery Making' in association with Pidilite.
March 30, 2017	Friday	Field Trip for 30 students of HRM Department to Majuli.
March 31, 2017	Saturday	Field Trip for 20 students of Marketing Department to Kaziranga Orchid Park.

April 2017:

Date	Day	Event
April 13-16, 2017	Thursday-Saturday	RongaliBihu/BohagBihu (Holiday)
April 14, 2017	Friday	Good Friday (Holiday)
April 18, 2017	Tuesday	GD/Seminar
April 19, 2017	Wednesday	GD/Seminar
April 20, 2017	Thursday	GD/Seminar
April 22, 2017	Saturday	<i>Husori</i> Bihu in the College Campus
April 27, 2017	Friday	Farewell program for 6 th semester students.
April 28, 2017	Saturday	Workshop on Question Paper Setting & Evaluation under Faculty Improvement Program in association with Dibrugarh University.

May 2017:

Date	Day	Event
May 1, 2017	Monday	May Day (Holiday)
May 10, 2017	Wednesday	Buddha Purnima(Holiday)

June 2017:

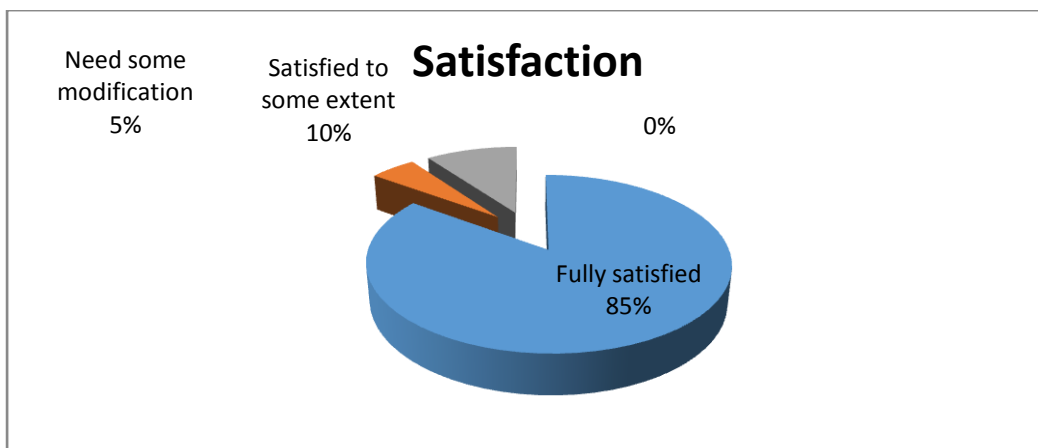
Date	Day	Event
June 23, 2017	Friday	Commencement of 1 st , 3 rd & 5 th Semester Classes Notification of class routine (College & Departmental), Course Plan, etc. in the notice boards.
June 26, 2017	Monday	Id-ul-Fitre(Holiday)

***The above is the calendar of events conducted/observed in the college.**

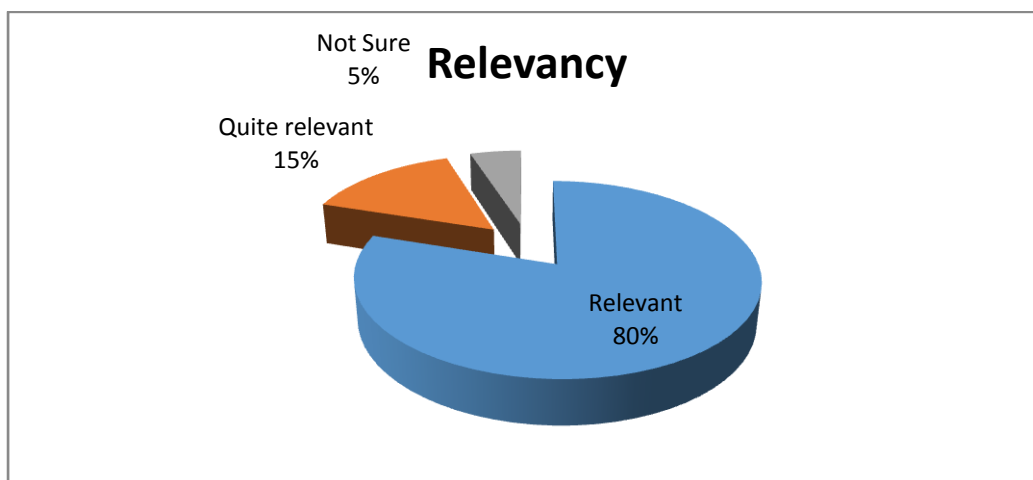
ANALYSIS OF FEEDBACK ON CURRICULUM 2016-2017

Though the college does not prepare its own curriculum, feedback is taken on the curriculum offered by Dibrugarh University, which is followed by the college. Feedback is taken from the students, parents and alumni on the aspects of satisfaction, relevancy and employability of the curriculum. The students, parents and alumni strongly agree that the curriculum of B.Com and BBA offered by Dibrugarh University is satisfactory and relevant. Considering the recent trends and the importance of commerce in the globalized era, maximum respondents foresee the strong possibility of employment.

An analysis of the feedback is given in the following pie charts:-

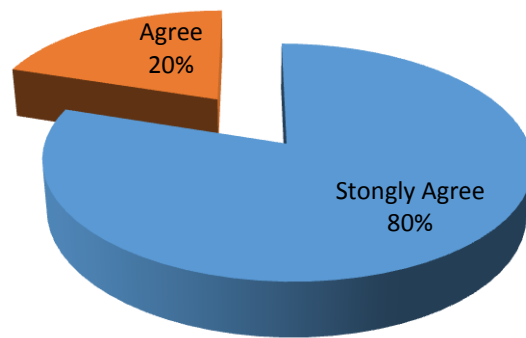


Overall impression regarding satisfaction of students, parents and alumni regarding the B.Com and BBA course offered by Dibrugarh University.



Overall impression of the opinion of the students, parents and alumni on the relevancy of the curriculum of B.Com and BBA.

Employability



Overall impression of the opinion of the students, parents and alumni on the employability of the curriculum of B.Com and BBA.
