

AQAR period: July 1,2017- June 30,2018

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. MHC0GN 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:

TO BE DONE LATER AFTER UPLOAD

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)

2017-18

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 2017-18 submitted to NAAC on 29/12/2018
- 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 I

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

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

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 various stakeholder: No. Faculty

Non-Teaching Staff Students Alumni Others

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 State Institution Level

(ii) Themes

- (A) Seminar on **Career in Civil Service,**
- (B) Workshop on **Holistic Development,**
- (C) Workshop on **Career Counselling**
- (D) Workshop on **Class Management,**
- (E) Workshop on **Entrepreneurship Development,**
- (F) Workshop on **Yoga for Health,** and
- (G) Workshop on **Soft Skills & Effective Communication.**

2.14 Significant Activities and contributions made by IQAC

Major Initiatives of IQAC for the Academic Year 2017-18

- a) A Seminar on Career in Civil Service was organised by IQAC, Chandra Kamal Bezbaruah Commerce College on Sunday, **August 6, 2017** in collaboration with SukalpFoundation, Guwahati. 35 civil service aspirants, that included students and ex-students of the college, and a few from outside the College, actively participated in the Seminar. The Resource Person of the Seminar were Mr.Vinaysheel Choudhury &Mr.HarshaJyotiGogoi of Sukalp Foundation, Guwahati.
- b) A Two-day Holistic Development Workshop was organised by IQAC, Chandra Kamal Bezbaruah Commerce College on **August 11 & 12, 2017** in collaboration with D.C. Crackers, Gurgaon. Mr.AftabAzim was the Resource Person. 80 students actively participated in the Workshop. After the close of the Workshop, the participants were handed their certificates. The content of the two-day workshop covered various aspects such as :
 - i. Personality & Individuality,
 - ii. Communication, Presentation & Interpersonal skills
 - iii. Time Management, Stress Management, Anger Management
 - iv. Group Dynamics, Team Building, Conflict Management
 - v. Motivational Threshold
 - vi. Body Language
 - vii. Effective face to face communication
 - viii. Cracking Interviews- is a Game!
 - ix. How to Make Right Choice About Your Career
 - x. Group Discussions and Personal Interviews.
- c) Freshers' Social was held on **August 19, 2017**. On this day, the University Toppers of the college, and students with exceptional results were felicitated with prize money & mementoes. The Annual Wall Magazine of the Dept of Accountancy, *VanijyaDarpan*, was also inaugurated on this day.
- d) On **August 21, 2017** a Farewell Function for six (6) of our retired Non-Teaching Staff was held with due respect and solemnity. They were all felicitated with Citations, Shawls, the traditional *PhulamGamusa*, and a *HoraiBota* each. The retired employees felicitated were:
 - i. Mrs.BontiSaikia
 - ii. Mrs.Nilima Devi
 - iii. Mr.Prafulla Bora
 - iv. Mr.PrutulGoswami
 - v. Mr.Rajani Dutta
 - vi. Mr.RanjitBezbaruah

- e) Muay Thai Professional Fight Championship, Season 1 was held in Chandra Kamal Bezbaruah Commerce College from **August 22 - 27, 2017**. The Championship was organised by All Assam Amateur Muay Thai Association under the All India Amateur Muay Thai Federation, H.O. Imphal. Few of our students and former faculty (temporary) of the college were also among the participants.
- f) On **September 23, 2017**, BBA students of the college participated in the Inter-College PowerPoint & Wall Magazine Presentation Competition conducted by Vivekananda Kendra, Jorhat to commemorate the 150th Birth Anniversary of *Bhagini Nivedita* (Sister Nivedita) and her contribution to the Motherland. Chandra Kamal Bezbaruah Commerce College, Jorhat won Second Prize in both the categories.
- g) On **November 23, 2017**, a Talk on *Diabetes and its Preventive Measures* was organised by Aastha, Chandra Kamal Bezbaruah Commerce College Women Cell under Faculty Improvement Program. The speaker invited for the program was Mrs. Premila Laishram Bordoloi, Asst. Prof., Dept. of Food & Nutrition, School of Community Sciences, Assam Agricultural University, Jorhat.
- h) On **November 30, 2017**, a video on the occasion of *Shahid Diwas* (Martyrs' Day celebrated on December 10, every year in Assam) was shot in the college premises (in the Shahid Memorial Stone near the College Gate) by Jyoti Chitran Society of Assam & participated by the College Principal and Students.
- i) 32 students (19 boys & 13 girls) were taken for their Annual Excursion Trip in **December, 2017** (from 05-12-2017 to 09-12-2017), to Gangtok, Sikkim. They also visited Nathu La Pass, the Indo-China border. The students were accompanied by Mr. D. Borah, Asst. Prof. of Hindi, Chandra Kamal Bezbaruah Commerce College, Jorhat.
- j) From **January 17, 2018 to January 20, 2018**, sixteen students participated in the Dibrugarh University Inter-College Youth Festival held at Sibsagar College, Joysagar. The college was Runner-Up in the Inter-College Cricket tournament, won Bronze in Taekwondo and 3rd Prize in Rangoli. Arnob Kashyap, Faculty of BBA accompanied the participating students.
- k) On **February 4 & 5, 2018**, Chandra Kamal Bezbaruah Commerce College, Jorhat hosted the 33rd Jorhat Teachers' Meet. Teachers from about fifty (50) educational institutions, from High School to University Level, actively participated in the events. Some of the events included March Past Competition, Quiz, Table Tennis, Carom, Elocution, Volley Ball, Shot Put, Tug-of-War, Singing, Badminton, etc. to name just a few. Prizes, medals and certificates were distributed on the closing day and winded up with a cultural night which was solely performed by the college.
- l) On **February 6, 2018**, the 54th Foundation Day Principal M.C. Chakraborty Memorial Lecture was delivered by Mr. Pranjal Borah, Jt. Secretary of Assam Film Society, & Associate Prof., Department of English, Dikhowmukh College, Sivasagar. The topic of the Memorial Lecture was *The Contemporary Cinema of North-East: Global Perspective*

and the Road Ahead. He spoke at length on the need of appreciating reality-based films such as art and parallel cinemas. Some recently released films discussed were Rima Das's *Village Rockstars*, Pradip Kurbah's *Onnatah*, Haobam Paban Kumar's *Lady of the Lake* & Kenny Basumatary's *Local Kung Fu 1*. Members of the Assam Film Society, representatives from the College Management, students, faculty & non-teaching staff attended the program. The Teaching Learning & Evaluation sub-committee, IQAC, Chandra Kamal Bezbaruah Commerce College co-ordinated the above program.

- m) From **February 7, 2018 to February 10, 2018**, the Annual College Week was organised by the students and spearheaded by the Chandra Kamal Bezbaruah Commerce College Students' Union, 2017-18. In the concluding function, Sr. Reporter, Mr. Diganta Buragohain was invited as Chief Guest.
- n) On **February 10, 2018** four students were selected by TCS (Tata Consultancy Service), Kolkata in *Campus Placement*. The students selected were:
- Albert Bey (2018)
 - Mayuri Hazarika (2018)
 - Puja Gupta (2017 batch but placed in 2018)
 - Samim Hazarika (2018)
- o) On **February 21, 2018**, a Workshop on *Career Counselling* was held in the college in collaboration with Pune Institute of Business Management (PIBM). Mr. Annunciate Tigga from PIBM highlighted about the different types of jobs available in the Marketing Sector of the country along with the pay structure. Mr. Wasim Hussain discussed about the different types of jobs available for the Finance Speciality students. Another resource person, Mr. Sanjay Berra discussed on how to prepare for personal interview & how to face interview questions. A total of 39 students were present in the program. The Student Support and Progression Committee under IQAC of Chandra Kamal Bezbaruah Commerce College co-ordinated the above Workshop.
- p) On **March 3, 2018**, a *Talk on Goods & Service Tax (GST)* was conducted in Chandra Kamal Bezbaruah Commerce College. Mr. Arup Bhattacharyya, ICWA, was invited to give a talk on GST to the students of B. Com. 6th Semester. Mr. Bhattacharyya discussed different issues of GST and highlighted the procedure of calculating GST to the students. A total of 32 students participated in the Talk.
- q) On **March 8, 2018**, on the occasion of International Women's Day, members of the Women Cell, Chandra Kamal Bezbaruah Commerce College visited Sarothi Old Age Home, Lichubari, Jorhat. There was a warm & fulfilling interaction with the inmates of the Home that included Singing of favourite songs, recounting of anecdotes by the inmates, and enlightening the visitors with Traditional Recipes amidst tea and snacks. The college gifted a new bed to the Sarothi Old Age Home on the occasion.

Dr. Purabi Borthakur, (Associate Prof., Deptt of Economics & HRM, Chandra Kamal Bezbaruah Commerce College) on the same day, was invited as a Speaker by the

KendriyaResham Board, Govt. of India, at Field Laboratory, Titabar, in their International Women's Day function.

On the occasion of International Women's Day, Chandra Kamal Bezbaruah Commerce College Girls' Hostel too celebrated the day with a Tree Plantation Program. Dr. Neeta Lagachu (Taye), Co-ordinator, IQAC, Chandra Kamal Bezbaruah Commerce College, was invited as Speaker on the occasion. She further gifted the 35 girls of the hostel a Ludo Board & a pen each.

- r) On **March 20, 2018**, a One-day Workshop on *Class Management* (under FDP) was organised by the college in collaboration with Royal Global University, Guwahati. The Trainer of the workshop, Pranjali Borbora of Royal Global University, enlightened and reoriented the faculty about The Learning Styles (Visual, Auditory, & Kinesthetic), The Learning Pyramid, The Four Principles of Andragogy, Adaptations, Meanings, Concepts, Skills, etc. Abhijit Boruah of Neelkanth Group of Institutions, Delhi NCR was also present in the workshop and contributed to the discussion.
- s) On **March 28, 2018**, a Farewell Program of the Chandra Kamal Bezbaruah Commerce College Girls' Hostel was organised. A beautiful drama on *Attitude of Today's Children towards Old Parents & Old Age Home* was enacted by the hostellers for their outgoing seniors. Smt. Mahashweta Devi, Deptt. of Assamese, Assam Women's University, was invited as Chief Guest on the occasion.
- t) On **March 29, 2018**, a One-Day Workshop on Entrepreneurship Development for B.Com & BBA 6th Semester students was organised by Chandra Kamal Bezbaruah Commerce College in collaboration with Assam Rajiv Gandhi University of Co-operative Management, Sivasagar. The Resource Persons of the Workshop were Dr. Jewel Mayur Phukan and Ms. Amrita Devi. 45 students participated in the Workshop. In the Workshop, Dr. Phukan, who was also a bright ex-student of the college, talked about Tea Leaves Processing (such as Green Tea, Oolong Tea, White Tea, Darjeeling Tea & Assam Tea) and their market potential. Ms. Amrita Devi talked about hand-made finished products from raw materials, such as banana stem; papad & pickle making, the manufacturing equipment required, mass consumption trend and marketing prospects. The Student Support and Progression Committee under IQAC of Chandra Kamal Bezbaruah Commerce College co-ordinated the above Workshop.
- u) On **March 30, 2018**, students were shown the Live Telecast of PM Modi's *Mann ki Baat* for the students in the Digital Room of the College.
- v) On **June 4, 2018**, on the occasion of Aastha (the College Women Cell) Foundation Day, a Lecture on *Coping with Stress-Do's & Don'ts* was organised for the girl students. Retired employees of the college, Mr. S. Thakur and Ms. Nilima Devi too graced the occasion. Dr. Anuja Baruah, Faculty in the Department of Community Medicine, Jorhat Medical College & Hospital (JMCH) was invited to give the talk. Mrs. Runjun Borthakur, the College Women Cell Co-ordinator (2017-18), also gave a speech in the event.

- w) On **June 5, 2018**, World Environment Day was organised in the college by the NSS Unit with a Plantation Program in the College Campus. This was followed by a talk on the theme 'Prevent Plastic Pollution' by our invited speaker, Retd. Associate Prof of the College, Mr. S. Thakur. Principal, Dr. P. C. Borah, Vice- Principal, Dr.Umen Dutta, NSS Coordinator, Mr. D. Borah & IQAC Co-ordinator, Dr. Neeta Lagachu (Taye) were amongst those who spoke on the occasion.
- x) Chandra Kamal Bezbaruah Commerce College and the NSS Unit of the college organised a *Workshop on Yoga for Health* in association with Vivekananda Kendra, KanyaKumari, Jorhat Chapter from **June 18, 2018 to June 21, 2018**, in the college premises. Students, mostly girls, Teachers & Retired Teachers of the college along with the Principal performed various *asanas* (like *Kapal Bhatti*, *Anulom Vilom*, and *Pranayam*) in the Yoga Sessions that took place from 6 a.m. to 8 a.m. in the mornings.
- y) A week-long workshop on *Soft Skills & Effective Communication* was organised by the Curricular Aspects Committee, IQAC under Faculty Exchange Programme, from **June 19, 2018 to June 25, 2018** and Co-ordinated by Dr. K. Chetia, Asst. Prof., Deptt. of English. Resource persons invited were from diverse fields such as Oil and Natural Gas Corporation Limited (ONGC), Aviva Life Insurance, and Entrepreneurs. A total of 52 students participated in the Workshop.

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
To review the teaching learning process.	The end semester results of the college were good. Again, girls from our college outshone boys. Three girls were placed in the top ten under Dibrugarh University. The college bagged the first class second & first class fourth positions in Banking (Major) and the first class sixth in Human Resource Management (Major) respectively under Dibrugarh University.
To develop a Mobile App for the college for preparing the routine and academic calendar.	Mr. P. Mandal, Asst. Prof., Deptt. of MIL, has developed an App, CKBCC18, to accommodate the diverse needs of the students. Students will be permitted to download this App from 2019-20 academic session for information regarding daily class routine, academic calendar, etc.
To encourage publication by faculty.	Teachers of the college have published articles in books & certified journals, and a poem in an international volume of poetry. Mr. Kironmoy Chetia, (Co-Author) from the Department

	<p>of English, has published a research paper titled Search for Diasporic Identity in The Novels of Salman Rushdie. IOSR Journal of Humanities and Social Science. Volume-22 Issue: 8 (Version-9). e-ISSN: 2279-0837. p-ISSN: 2279-0845.</p> <p>Mr. Kironmoy Chetia, (Co-Author) from the Department of English, has published a research paper titled Between House and Home: Situating the Diasporic Sensibility of V. S. Naipaul. Research Journal of English Language and Literature (RJELAL). A Peer-Reviewed International Journal. Volume-5. Issue- 3, 2017 (July-Sept). e-ISSN: 2321-3108. p-ISSN: 2395-2636. Impact Factor: 5.002 (COSMOS)</p> <p>Mr. Kironmoy Chetia, from the Department of English, has published a research paper titled Home, Homelessness and Identity Crisis: A Postcolonial Reading of V. S. Naipaul's <i>In a Free State</i> and Salman Rushdie's <i>Midnight Children</i>. Siddhanta: The Conclusions. Volume-1. Published by The Department of English. J.B. College (Autonomous). 2017. ISBN: 978-93-83308-62-0.</p> <p>A poem, titled Nobility, penned by Dr. Neeta Lagachu (Taye), from the Department of English, finds place (amidst the 200 poems selected from 5 Continents) in <i>POETICA</i>, Volume I, and published by <i>By Me Poetry, poetry of the world</i>, Melbourne, Australia. December 2017. ISBN: 9781979975841.</p> <p>Mr. Nitu Konwar, from the Department of Accountancy, has published a paper titled <i>Financial Inclusion in Tinsukia District of Assam: A Supply Side Analysis</i> in the IJSRR (International Journal of Scientific Research and Review) Volume 7, Issue 5, May -2018. An ISO: 7021-2008 Certified Journal. ISSN NO: 2279-543X.</p>
<p>To organise seminars and workshops.</p>	<p>A Seminar on Career in Civil Service was organised by IQAC, Chandra Kamal Bezbaruah Commerce College on Sunday, August 6, 2017 in collaboration with Sukalp Foundation, Guwahati.</p> <p>A Two-day Holistic Development Workshop was organised by IQAC, Chandra Kamal Bezbaruah Commerce College on August 11 & 12, 2017 in collaboration with D.C. Crackers, Gurgaon.</p> <p>On February 21, 2018, a Workshop on <i>Career Counselling</i> was held in the college in collaboration</p>

	<p>with Pune Institute of Business Management (PIBM).</p> <p>On March 20, 2018, a One-day Workshop on <i>Class Management</i> (under FDP) was organised by the college in collaboration with Royal Global University, Guwahati.</p> <p>On March 29, 2018, a One-Day Workshop on Entrepreneurship Development for B.Com & BBA 6th Semester students was organised by Chandra Kamal Bezbaruah Commerce College in collaboration with Assam Rajiv Gandhi University of Co-operative Management, Sivasagar.</p> <p>Chandra Kamal Bezbaruah Commerce College and the NSS Unit of the college organised a <i>Workshop on Yoga for Health</i> in association with Vivekananda Kendra, KanyaKumari, Jorhat Chapter from June 18, 2018 to June 21, 2018.</p> <p>A week-long workshop on <i>Soft Skills & Effective Communication</i> was organised by the Curricular Aspects Committee, IQAC under Faculty Exchange Programme, from June 19, 2018 to June 25, 2018</p>
<p>To encourage students' involvement in academic and co-curricular activities.</p>	<p>The University Toppers of the college, and students with exceptional results are felicitated with prize money & mementoes. Three Awards are given every year:</p> <ul style="list-style-type: none"> ❖ ChinmoySaikia Memorial Award for Best Student in Accountancy. Rupees 10,000/- ❖ Rupak Dutta Memorial Award for Best Student in Marketing. Rupees 5,000/- ❖ Teachers' Inspiration Award to the Best Graduate of the Year. 5,000/-each to the best Speciality Course student & to the best General Course student.
<p>To reach out further to the society through sports, cultural and other recreational facilities.</p>	<p>Students have performed well in sports & extra-curricular activities.</p> <p>Muay Thai Professional Fight Championship, Season 1 was held in Chandra Kamal Bezbaruah Commerce College from August 22 - 27, 2017.</p> <p>On September 23, 2017, BBA students of the college participated in the Inter-College PowerPoint & Wall Magazine Presentation Competition conducted by Vivekananda Kendra, KanyaKumari, Jorhat Chapter, to commemorate the 150th Birth Anniversary of <i>BhaginiNivedita</i> (Sister Nivedita). The College won</p>

	<p>Second Prize in both the categories.</p> <p>On November 30, 2017, a video on the occasion of <i>ShahidDiwas</i> (Martyrs' Day celebrated on December 10, every year in Assam) was shot in the college premises by JyotiChitraban Society of Assam.</p> <p>In the Dibrugarh University Inter-College Youth Festival held at Sibsagar College, Joysagar, from January 17, 2018 to January 20, 2018, the college was Runner-Up in the Cricket tournament, won Bronze in Taekwondo and 3rd Prize in Rangoli.</p> <p>On February 4 & 5, 2018, Chandra Kamal Bezbaruah Commerce College, Jorhat hosted the 33rdJorhat Teachers' Meet. About one thousand teachers participated in the two-day event.</p> <p>In the Farewell Program of the Chandra Kamal Bezbaruah Commerce College Girls' Hostel organised on March 28, 2018, a beautiful drama on <i>Attitude of Today's Children towards Old Parents & Old Age Home</i> was enacted by the hostellers for their outgoing seniors.</p>
<p>To better the library facilities by urging the concerned authority to hasten the construction work of the new library.</p>	<p>The new library is completed and transfer of books, bookcases, computers & other equipment is being done. Provisions are being made to provide all modern amenities such as Wi-Fi facilities and Book Bank facilities in the library.</p>

* Attach the Academic Calendar of the year as Annexure. Given as **Annexure-IV (Pp. 59-65)**.

2.15 Whether the AQAR was placed in statutory body

Management Syndicate by other body

Provide the details of the action taken

The AQAR was placed before the Management for scrutiny and modifications (if any), before onward submission to NAAC.

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 operating Tools (for PEI)

Please provide an analysis of the feedback in the Annexure. Given as **Annexure-V(Pp. 66-70).*

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 our college at times represent the Board of Studies.

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

Have applied to the Dibrugarh University for permission to open M. Com. Program after completion of necessary paperwork, and response is awaited.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	24	10	14	Nil	Nil

2.2 No. of permanent faculty with Ph.D. 10

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	-	02	-	-	-	-	-	03

2.4 No. of Guest and Visiting faculty and Temporary faculty 02 - 02

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		03	
Presented	01	04	01
Resource Persons	01		

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

- ❖ **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 **April 6, 2018** the Department of Economics & HRM took 30 of their students to Kakosang Falls, near Bokakhat, Assam to develop awareness about the eco-system and topography of the soil.

On **April 10, 2018** the Banking Department took 21 of their students for a visit to Tezpur University. Visits were made to the Library, Robotics Lab, Language Lab, and the Computer Lab (Students were made aware of Super Computers & Cluster Computers)

The Assistant Librarian of Tezpur University also conducted an on-the-spot counselling session for the students.

While Dr. S. K. Deka of the Department of Information Technology, Tezpur University apprised the students about the Core Banking System through the use of Super Computers.

On **April 21, 2018** the Marketing Department took 25 of their students (the President of Chandra Kamal Bezbaruah Commerce College Students' Union also accompanied them) to visit the MBA & Commerce Department of Tezpur University. Prof. S.S. Sarkar of the Commerce Department gave a talk on the prospects of higher education in Commerce.

On the way back, they visited Agnigarh, a historical site located in Tezpur itself, to study its potential as a tourist spot.

- ❖ Student Participation in Quality Enhancement.
- ❖ Comprehensive & Continuous Student Feedback System.
- ❖ Comprehensive Evaluation System.
- ❖ Faculty Improvement and Training is done for knowledge enrichment through attendance in Orientation Programs, Workshops and Short-Term Courses to facilitate enhanced teaching.
- ❖ ICT is used extensively by faculty members for teaching, continuous assessment, sharing study materials, references etc.
- ❖ Learning of students is enhanced through critical thinking, in-class instruction based assignments, class seminars and group discussions.
- ❖ Students are exposed to activity and practice-based learning, such as role-play, ensuring better understanding of concepts.
- ❖ Guest lectures by renowned experts in diverse fields are organised to bring verve and vitality to the syllabus & course-content.
- ❖ Library services are enhanced. The number of quality books have increased compared to the previous year.
- ❖ Personality development programs are conducted regularly.

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

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 QPs by at least 2 teachers of the respective department to ensure that it is as per syllabus and finally given to print.
- ❖ Group discussions are regularly conducted and one- on- one interactions with students to gauge their development and progress is often practised.
- ❖ 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 appointed by the Principal, the latter being the Officer-in-Charge, from amongst the faculty to conduct in 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
----	----	----

2.10 Average percentage of attendance of students

62

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	191	-	12.04%	30.37 %	23.56 %	66.54 %
BBA	15	-	53.33%	26.67%	-	80 %

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. On **November 23, 2017**, a Talk on *Diabetes and its Preventive Measures* was organised by Aastha, Chandra Kamal Bezbaruah Commerce College Women Cell under Faculty Improvement Program. The speaker invited for the program was Mrs. Premila Laishram Bordoloi, Asst. Prof., Dept. of Food & Nutrition, School of Community Sciences, Assam Agricultural University, Jorhat.
2. On **February 4 & 5, 2018**, Chandra Kamal Bezbaruah Commerce College, Jorhat hosted the 33rd Jorhat Teachers' Meet. Teachers from about fifty (50) higher educational institutions actively participated in the events. Some of the events included March Past Competition, Table Tennis, Carom, Elocution, Volley Ball, Shot Put, Tug-of-War, Singing, Badminton, Quiz, etc. to name just a few. Prizes, medals and certificates were distributed on the closing day and winded up with a cultural night. The college was adjudged winner in the following categories:
 - i. March Past Competition (First Runner-up, Group Event)
 - ii. Shot Put (First Runner-up, Individual Event)
 - iii. Chess (Champion & First Runner-up, Individual Event)
 - iv. Elocution (First Runner-up, Individual Event)
 - v. Mono-Acting (First Runner-up, Individual Event)
3. On **March 8, 2018**, on the occasion of International Women's Day, members of the Women Cell, Chandra Kamal Bezbaruah Commerce College visited Sarothi Old Age Home, Lichubari, Jorhat. There was a warm & fulfilling interaction with the inmates of the Home that included Singing of favourite songs, recounting of anecdotes by the inmates, and enlightening the visitors with Traditional Recipes amidst tea & snacks. The college gifted a new bed to the Sarothi Old Age Home on the occasion. Dr. Purabi Borthakur, (Associate Prof., Deptt of Economics & HRM, Chandra Kamal Bezbaruah Commerce College) on the same day, was invited as a Speaker by the Kendriya Resham Board, Govt. of India, at Field Laboratory, Titabar, in their International Women's Day function.

On the occasion of International Women's Day, Chandra Kamal Bezbaruah Commerce College Girls' Hostel too celebrated the day with a Tree Plantation Program. Dr. Neeta Lagachu (Taye), Co-ordinator, IQAC, Chandra Kamal Bezbaruah Commerce College, was invited as Speaker on the occasion. She further gifted the 35 girls of the hostel a Ludo Board & a pen each.

4. On **March 20, 2018**, a One-day Workshop on *Class Management* (under FDP) was organised by the college in collaboration with Royal Global University. The Trainer of the workshop, Pranjali Borbora of Royal Global University, enlightened and reoriented the faculty about The Learning Styles (Visual, Auditory, & Kinesthetic), The Learning Pyramid, The Four Principles of Andragogy, Adaptations, Meanings, Concepts, Skills, etc. Abhijit Boruah of Neelkanth Group of Institutions, Delhi NCR was also present in the workshop and contributed to the discussion.
5. Chandra Kamal Bezbaruah Commerce College and the NSS Unit of the college organised a *Workshop on Yoga for Health* in association with Vivekananda Kendra, Kanya Kumari, Jorhat Chapter from **June 18, 2018 to June 21, 2018**, in the college premises. Students (mostly girls), Teachers & Retired Teachers of the college along with the Principal performed various *asanas* (like *Kapal Bhati*, *Anulom Vilom*, and *Pranayam*) in the Yoga Sessions that took place from 6 a.m. to 8 a.m. in the mornings.

B. Student-Oriented Programs:

1. A Seminar on Career in Civil Service was organised by IQAC, Chandra Kamal Bezbaruah Commerce College on Sunday, **August 6, 2017** in collaboration with Sukalp Foundation, Guwahati. 35 civil service aspirants, that included students and ex-students of the college, and a few from outside the College, actively participated in the Seminar. The Resource Person of the Seminar were Mr. Vinaysheel Choudhury & Mr. Harsha Jyoti Gogoi of Sukalp Foundation, Guwahati.
2. A Two-day Holistic Development Workshop was organised by IQAC, Chandra Kamal Bezbaruah Commerce College on **August 11 & 12, 2017** in collaboration with D.C. Crackers, Gurgaon. Mr. Aftab Azim was the Resource Person. 80 students actively participated in the Workshop. After the close of the Workshop, the participants were handed their certificates. The content of the two-day workshop covered various aspects such as:
 - ❖ Personality & Individuality,
 - ❖ Communication, Presentation & Interpersonal skills
 - ❖ Time Management, Stress Management, Anger Management
 - ❖ Group Dynamics, Team Building, Conflict Management
 - ❖ Motivational Threshold
 - ❖ Body Language
 - ❖ Effective face to face communication
 - ❖ Cracking Interviews- is a Game!
 - ❖ How to Make Right Choice About Your Career
 - ❖ Group Discussions and Personal Interviews.

3. During the College Freshers' Social, the University Toppers of the college, and students with exceptional results are felicitated with prize money & mementoes. The following are the different Awards given to the students:
 - i. ChinmoySaikia Memorial Award for Accountancy Speciality-Cash award of Rupees 10,000/-, a Certificate & a Citation. Late ChinmoySaikia was an outstanding ex-student of the college and died in harness as Principal Private Secretary to the then Chief Minister of Assam. The recipient of 2017-18 was Mr.AkashJyoti Bora.
 - ii. Rupak Dutta Memorial Award for Marketing Speciality-Cash award of Rupees 5,000/-, a Certificate & a Citation. Late Rupak Dutta was a dynamic teacher of the Marketing Department of Chandra Kamal Bezbaruah Commerce College who passed away when still in service.The recipient of 2017-18 was Miss SamimHazarika.
 - iii. Teachers' Inspiration Award -Cash award of Rupees 5,000/- each, a Certificate & a Citation. This Award is given every year to the Best Graduate of the college. The recipient of 2017-18 was Miss Joyshri Bora (Speciality Course) and Miss AfsanaKhatun (General Course).

4. A week-long workshop on *Soft Skills & Effective Communication* was organised by the Curricular Aspects Committee, IQAC under Faculty Exchange Programme, from **June 19, 2018 to June 25, 2018** and Co-ordinated by Dr. K. Chetia, Asst. Prof., Deptt. of English. A total of 52 students participated in the Workshop. After the close of the Workshop, the participants were handed their certificates. Various Resource persons were invited from diverse fields in this Workshop, namely:
 - i. Mr. M. K. Taye, Manager (Material Management) Oil and Natural Gas Corporation Limited (ONGC),
 - ii. Mr.Prasun Kumar, Manager (Human Resource) Oil and Natural Gas Corporation Limited (ONGC),
 - iii. Mr. N. K. Phukan, Area Head, Aviva Life Insurance, Jorhat,
 - iv. Mr.BitupanPhukan, Area Trainer, Aviva Life Insurance, Jorhat, and
 - v. Entrepreneur Mr.AngshumanBaruah, Co-Owner, Track & Trail, Jorhat.

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. The IQAC looks into the eligibility of teachers for various stages under CAS. It monitors the placement / promotions of all teachers under career advancement scheme. The IQAC guides them regarding minimum API scores required and advises them to apply for placement / promotion in the next stage, once the required conditions are fulfilled. It is a must, for a teacher desiring promotion, to fill in a Performance Based Appraisal System (PBAS), which is an annual self-assessment based on their teaching performance.
10. Last but not the least, the IQAC 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	03
UGC – Faculty Improvement Programme	01
HRD programmes	
Orientation programmes	01
Faculty exchange programme	01
Staff training conducted by the university	
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	02
Others	06

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	11	03	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. The college IQAC has also envisaged the idea of giving a cash incentive of Rupees 10,000/- to any faculty who is awarded Ph.D. The amount will be a gift of appreciation from the other faculty members.
- ❖ 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. A biennial student journal from the Department of Banking is being published every year since 2016.
- ❖ 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	1 (one)			
Outlay in Rs. Lakhs	2,00,000			

3.4 Details on research publications

	International	National	Others
Peer Review Journals	03		02
Non-Peer Review Journals		01	02
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	2016-17	ICSSR	2,00,000	2,00,000
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			2,00,000	2,00,000

3.7 No. of books published i) With ISBN No. ers 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					
	Sponsoring agencies					

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)

JRFSRF 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 teaching and non-teaching staff of the college show the way. On January 4, 2018, an amount of Rupees 3,500/- was instantly collected to help a 21 year old helpless boy, Bishal Saikia, S/o Late Monoj Saikia and Rupali Saikia of Golaghat, who had lost both his hands due to electrocution while training as an Electrician. The zeal for social service and humanitarian initiatives are heartily supported by the college fraternity. 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. On February 28, 2018, the Principal, Faculty members, members of non-teaching staff & Library staff assembled in the Digital Room to honour the last working day of Mr. S. Thakur, Associate Prof., Deptt of Accountancy. All faculty members of the college prepared a write-up, an anecdote, or a poem that is in some way related to Mr. Thakur. These were printed and presented to him on the last day of his service life.

F. On May 31, 2018, again like the above, the Principal, Faculty members, members of non-teaching staff & Library staff assembled in the Digital Room to honour the last working day of the college Vice-Principal, Mr. M.R. Lahon. All faculty members of the college prepared a write-up, an anecdote, or a poem on him. These were printed and presented to Mr. Lahon on the last day of his service life.

G. Associations and Clubs for Extension Activities:

Through NSS & NCC, students are involved actively in community service. There are students in the college who are motivated to serve the poor and the weak through small acts of kindness. These students have a mind to open an NGO to fulfil their desire to serve and are taking steps to materialise this dream. 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	02	-		02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		-		
Value of the equipment purchased during the year (Rs. in Lakhs)	83,199/-	-	Management	83,199/-
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	23000		500	2. 2 lakh	23500	
Reference Books	700		95		795	
e-Books	Enlisted	Free				
Journals	25					
e-Journals	Enlisted					
Digital Database						
CD & Video	55					
Others (specify)	100					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	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: 10, 59, 199/-

i) ICT

82, 000/-

ii) Campus Infrastructure and facilities

70, 000/-

iii) Equipments

83, 199/-

iv) Others

8, 24, 000/-

Total:

10, 59, 199/-

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.
- ❖ 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
775			

(b) No. of students outside the state

01

(c) No. of international students

Nil

No	%
560	72

Men

No	%
215	28

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
379	65	48	290	-	782	375	63	32	305	-	775

Demand ratio: 100	Dropout %: 5
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5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- ❖ A Seminar on Career in Civil Service was organised by IQAC, Chandra Kamal Bezbaruah Commerce College on Sunday, **August 6, 2017** in collaboration with Sukalp Foundation, Guwahati. 35 civil service aspirants, that included students and ex-students of the college, and a few from outside the College, actively participated in the Seminar. The Resource Person of the Seminar were Mr.Vinaysheel Choudhury &Mr.HarshaJyotiGogoi of Sukalp Foundation, Guwahati.
- ❖ On **February 21, 2018**, a Workshop on *Career Counselling* was held in the college in collaboration with Pune Institute of Business Management (PIBM). Mr. Annunciate Tigga from PIBM highlighted about the different types of jobs available in the Marketing Sector of the country along with the pay structure. Mr.WasimHussain discussed about the different types of jobs available for the Finance Speciality students. Another resource person, Mr. Sanjay Berra discussed on how to prepare for personal interview & how to face interview questions. A total of 39 students were present in the program. The Student Support and Progression Committee under IQAC of Chandra Kamal Bezbaruah Commerce College co-ordinated the Workshop.

Number of students beneficiaries:

35+39=74

5.5 No. of students qualified in these examinations: Nil

NET	<input type="text"/>	T/SLET GATE	<input type="text"/>	CAT	<input type="text"/>	<input type="text"/>	
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance

- ❖ A Two-day Holistic Development Workshop was organised by IQAC, Chandra Kamal Bezbaruah Commerce College on **August 11 & 12, 2017** in collaboration with D.C. Crackers, Gurgaon. Mr. Aftab Azim was the Resource Person. 80 students actively participated in the Workshop. After the close of the Workshop, the participants were handed their certificates. The content of the two-day workshop covered various aspects such as :
 - i. Personality & Individuality,
 - ii. Communication, Presentation & Interpersonal skills
 - iii. Time Management, Stress Management, Anger Management
 - iv. Group Dynamics, Team Building, Conflict Management
 - v. Motivational Threshold
 - vi. Body Language
 - vii. Effective face to face communication
 - viii. Cracking Interviews- is a Game!
 - ix. How to Make Right Choice About Your Career
 - x. Group Discussions and Personal Interviews.

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- ❖ On **March 3, 2018**, a *Talk on Goods & Service Tax (GST)* was conducted in Chandra Kamal Bezbaruah Commerce College. Mr. Arup Bhattacharyya, ICWA, was invited to give a talk on GST to the students of B. Com. 6th Semester. Mr. Bhattacharyya discussed different issues of GST and highlighted the procedure of calculating GST to the students. A total of 32 students participated in the Talk.

- ❖ On **March 29, 2018**, a One-Day Workshop on Entrepreneurship Development for B.Com & BBA 6th Semester students was organised by Chandra Kamal Bezbaruah Commerce College in collaboration with Assam Rajiv Gandhi University of Co-operative Management, Sivasagar. The Resource Persons of the Workshop were Dr. Jewel Mayur Phukan and Ms. Amrita Devi. 45 students participated in the Workshop.

In the Workshop, Dr. Phukan, who was also a bright ex-student of the college, talked about Tea Leaves Processing (such as Green Tea, Oolong Tea, White Tea, Darjeeling Tea & Assam Tea) and their market potential. Ms. Amrita Devi talked about hand-made finished products from raw materials, such as banana stem; papad & pickle making, the manufacturing equipment required, mass consumption trend and marketing prospects. The Student Support and Progression Committee under IQAC of Chandra Kamal Bezbaruah Commerce College co-ordinated the above Workshop.

No. of students benefitted

196

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
01	20	04	01

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 occupants of the Girls' Hostel of the College.
- ❖ On the occasion of International Women's Day, Chandra Kamal Bezbaruah Commerce College Girls' Hostel too celebrated the day with a Tree Plantation Program. Dr. Neeta Lagachu (Taye), Co-ordinator, IQAC, Chandra Kamal Bezbaruah Commerce College, was invited as Speaker on the occasion. She further gifted the 35 girls of the hostel a Ludo Board & a pen each.
- ❖ On **March 28, 2018**, a Farewell Program of the Chandra Kamal Bezbaruah Commerce College Girls' Hostel was organised. A beautiful drama on *Attitude of Today's Children towards Old Parents & Old Age Home* was enacted by the hostellers for their outgoing seniors. Smt. Mahashweta Devi, Deptt. of Assamese, Assam Women's University, was invited as Chief Guest on the occasion.
- ❖ On **June 4, 2018**, on the occasion of Aastha (the College Women Cell) Foundation Day, a Lecture on *Coping with Stress-Do's & Don'ts* was organised for the girl students. Retired employees of the college, Mr. S. Thakur & Ms. Nilima Devi too graced the occasion. Dr. Anuja Baruah, Faculty in the Department of Community Medicine, Jorhat Medical College & Hospital (JMCH) was invited to give the talk. Mrs. Runjun Borthakur, the College Women Cell Co-ordinator (2017-18), also gave a brief talk on the occasion.

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	19	
Financial support from other sources	02	15, 000/-
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives: Nil

Fairs: State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

- ❖ 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.
- ❖ It was the students who, on January 4, 2018, brought to the notice of the teachers the plight of a 21 year old helpless boy, BishalSaikia, S/o Late MonojSaikiaandRupaliSaikia of Golaghat, who had lost both his hands due to electrocution while training as an Electrician. An amount was instantly collected to help the boy.
- ❖ Students of the college came forward in large numbers to help the teachers in organising the 33rdJorhat Teachers' Meet on 3rd& 4th February, 2018, and playing host to nearly one thousand teachers who had assembled for the two-day event.
- ❖ Students further contributed their pocket money, and collected an amount from the teachers, to help AkashJyoti Bora of B.Com 6thSem (class topper in Accountancy who met with an accident) undergo his plastic surgery in Assam Medical College, Dibrugarh.

5.13 Major grievances of students (if any) redressed:

- ❖ To provide better student-friendly amenities,a new Central Library has been constructed and all books, materials and equipment has been transferred.
- ❖ The college is trying to improve the canteen facilities. The food provided is sometimes good and sometimes not to the expectations of the students.
- ❖ 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 have 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.
- ❖ Whenever 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. Plans are also on the anvil to sign an MOU (Memorandum of Understanding) with the ASDM (Assam Skill Development Mission).
- ❖ Syllabus distribution is made as per the specialization of teachers. Rotation of syllabus amongst the teachers is also practised by some departments.
- ❖ Industries, Government and NGO's to foster a global culture of educational excellence and to create an environment of innovative learning.

6.3.2 Teaching and Learning

- ❖ It is the continuous endeavour of the college to improve 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.

On **March 20, 2018**, a One-day Workshop on *Class Management* (under FDP) was organised by the college in collaboration with Royal Global University, Guwahati. The Trainer of the workshop, Pranjali Borbora of Royal Global University, enlightened and reoriented the faculty about The Learning Styles (Visual, Auditory, & Kinesthetic), The Learning Pyramid, The Four Principles of Andragogy, Adaptations, Meanings, Concepts, Skills, etc. Abhijit Boruah of Neelkanth Group of Institutions, Delhi NCR was also present in the workshop and contributed to the discussion.

- ❖ 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.
- ❖ Both the teacher and the taught can take full advantage of the well-stocked library to augment their knowledge and learning.
- ❖ 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.
- ❖ Faculty Development Programs and Motivational Programs are regularly conducted to boost the Teaching and Learning process.

On **November 23, 2017**, a Talk on *Diabetes and its Preventive Measures* was organised by Aastha, Chandra Kamal Bezbaruah Commerce College Women Cell under Faculty Improvement Program. The speaker invited for the program was Mrs. Premila Laishram Bordoloi, Asst. Prof., Dept. of Food & Nutrition, School of Community Sciences, Assam Agricultural University, Jorhat.

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.
- ❖ Question Papers of the end-semester exams are set by the Dibrugarh University and evaluation procedure is done 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. Two of our faculty was awarded with Ph.D this year.
 - i) Dr.Raju Roy (November 2017). The topic of his research was “Service Quality of Banks and Customer Satisfaction: A Study with Special Reference to Jorhat District of Assam”.
 - ii) Dr.KironmoyChetia (May 2018). The topic of his research was “Between House and Home: Situating the Diasporic Sensibility of V. S. Naipaul and Salman Rushdie.”
- ❖ 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 faculty 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 faculties are published in peer-reviewed and non-peer-reviewed journals.
 - i) Mr.KironmoyChetia, (Co-Author) from the Department of English, has published **three** research papers titled:
 - (a) **Search for Diasporic Identity in The Novels of Salman Rushdie.** IOSR Journal of Humanities and Social Science. Volume-22 Issue- 8 (Version-9). e- ISSN: 2279-0837. p- ISSN: 2279-0845.
 - (b) **Between House and Home: Situating the Diasporic Sensibility of V. S. Naipaul.** Research Journal of English Language and Literature (RJELAL). A Peer-Reviewed International Journal. Volume-5. Issue- 3, 2017 (July-Sept). e- ISSN: 2321-3108. p- ISSN: 2395-2636. Impact Factor: 5.002 (COSMOS)
 - (c) **Home, Homelessness and Identity Crisis: A Postcolonial Reading of V. S. Naipaul’s *In a Free State* and Salman Rushdie’s *Midnight Children*.** Siddhanta: The Conclusions. Volume-1. Published by The Department of English. J.B. College (Autonomous). 2017. ISBN NO: 978-93-83308-62-0.
 - ii) A poem, titled **Nobility**, penned by Dr. Neeta Lagachu (Taye), from the Department of English, finds place (amidst the 200 poems selected from 5 Continents) in *POETICA*, Volume I, and published by *By Me Poetry, poetry of the world*, Melbourne, Australia. December 2017. ISBN: 9781979975841.
 - iii) Mr.NituKonwar, from the Department of Accountancy, has published a paper titled *Financial Inclusion in Tinsukia District of Assam: A Supply Side Analysis* in the IJSRR (International Journal of Scientific Research and Review) Volume 7, Issue 5, May - 2018. An ISO: 7021-2008 Certified Journal. ISSN NO: 2279-543X.
- ❖ The faculty regularly undertakes UGC-sponsored Major and Minor Research Projects.
- ❖ 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.

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 which is being extended to accommodate a more spacious New Library, is almost ready. 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, on **March 20, 2018**, a One-day Workshop on *Class Management* (under FDP) was organised by the college in collaboration with Royal Global University, Guwahati. The Trainer of the workshop, Pranjali Borbora of Royal Global University, enlightened and reoriented the faculty about The Learning Styles (Visual, Auditory, & Kinesthetic), The Learning Pyramid, The Four Principles of Andragogy, Adaptations, Meanings, Concepts, Skills, etc. Abhijit Boruah of Neelkanth Group of Institutions, Delhi NCR was also present in the workshop and contributed to the discussion.
- ❖ Study Leaves are given to Faculties pursuing their M. Phil or Ph.D.
- ❖ 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.
- ❖ As for ad-hoc faculties and non-teaching staffs, the college management recruits them by following proper procedure whenever the requirement arises.
- ❖ Another practice followed is giving preference to the ex-students of the college as and when part-time teachers are required, provided they fulfil all the eligibility criteria.
Currently, 2 (two) ex-students are part-time teachers in the college in the BBA Course. Such avenues open the door of experience and learning, and prepares the ground for the future.

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.
- ❖ A Seminar on Career in Civil Service was organised by IQAC, Chandra Kamal Bezbaruah Commerce College on Sunday, **August 6, 2017** in collaboration with Sukalp Foundation, Guwahati. 35 civil service aspirants, that included students and ex-students of the college, and a few from outside the College, actively participated in the Seminar. The Resource Person of the Seminar were Mr. Vinaysheel Choudhury & Mr. Harsha Jyoti Gogoi of Sukalp Foundation, Guwahati.
- ❖ A Two-day Holistic Development Workshop was organised by IQAC, Chandra Kamal Bezbaruah Commerce College on **August 11 & 12, 2017** in collaboration with D.C. Crackers, Gurgaon. Mr. Aftab Azim was the Resource Person. 80 students actively participated in the Workshop. After the close of the Workshop, the participants were handed their certificates. 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. Narendra Narzary, 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.
On **February 10, 2018** four students were selected by TCS (Tata Consultancy Service), Kolkata in *Campus Placement*. The students selected were:
 - a. Albert Bey (2018)
 - b. Mayuri Hazarika (2018)
 - c. Puja Gupta (2017 batch but placed in 2018)
 - d. Samim Hazarika (2018)
- ❖ On **February 21, 2018**, a Workshop on *Career Counselling* was held in the college in collaboration with Pune Institute of Business Management (PIBM). Mr. Annunciate Tigga from PIBM highlighted about the different types of jobs available in the Marketing Sector of the country along with the pay structure. Mr. Wasim Hussain discussed about the different types of jobs available for the Finance Speciality students. Another resource person, Mr. Sanjay Berra discussed on how to prepare for personal interview & how to face interview questions. A total of 39 students were present in the program. The Student Support and Progression Committee under IQAC of Chandra Kamal Bezbaruah Commerce College co-ordinated the above Workshop.

- ❖ On **March 20, 2018**, a One-day Workshop on *Class Management* (under FDP) was organised by the college in collaboration with Royal Global University, Guwahati. The Trainer of the workshop, Pranjali Borbora of Royal Global University, enlightened and reoriented the faculty about The Learning Styles (Visual, Auditory, & Kinesthetic), The Learning Pyramid, The Four Principles of Andragogy, Adaptations, Meanings, Concepts, Skills, etc. Abhijit Boruah of Neelkanth Group of Institutions, Delhi NCR was also present in the workshop and contributed to the discussion.
- ❖ On **March 29, 2018**, a One-Day Workshop on Entrepreneurship Development for B.Com & BBA 6th Semester students was organised by Chandra Kamal Bezbaruah Commerce College in collaboration with Assam Rajiv Gandhi University of Co-operative Management, Sivasagar. The Resource Persons of the Workshop were Dr. Jewel Mayur Phukan & Ms. Amrita Devi. 45 students participated in the Workshop.
- ❖ Further, a few of our past students are earning their livelihood in Gattani Group of Industries owned by an alumnus of the institution.
- ❖ In conferences, seminars and workshops, industry experts are invited to give demonstrations, deliver lectures and interact with the students and teaching staff.
A week-long workshop on *Soft Skills & Effective Communication* was organised by the Curricular Aspects Committee, IQAC under Faculty Exchange Programme, from **June 19, 2018 to June 25, 2018** and Co-ordinated by Dr. K. Chetia, Asst. Prof., Deptt. of English. Resource persons invited were from diverse fields such as Oil and Natural Gas Corporation Limited (ONGC), Aviva Life Insurance, and Entrepreneurs. A total of 52 students participated in the Workshop.

6.3.9 Admission of Students

- ❖ The principal forms an admission committee every year.
- ❖ Admission is given strictly on merit basis.
- ❖ Admissions are done according to 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. Tea Facility is also given.

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

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.

Students: Counselling, redressal of grievances, scholarships, free-studentship and fee concession are provided to students.

Financial Support for publishing research materials.

A tailor comes to take the measurement and order for uniforms on the day of admission to the college.

A Women Cell and Equal Opportunity Cell also exist to cater to the needy students.

6.5 Total corpus fund generated

15 lakhs

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.

The University appoints experienced External Supervisors to monitor the end-semester examinations conducted in / by the college.

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.

Suggestions are sought, and necessary changes made according to feedback received from Alumni.

Sometimes, resourceful and capable Alumni are invited to give lectures in seminars and workshops.

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 outings 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.
- ❖ Car-pooling and use of bicycles by teachers and students is encouraged.

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.

On **February 4 & 5, 2018**, Chandra Kamal Bezbaruah Commerce College, Jorhat hosted the 33rd Jorhat Teachers' Meet. More than one thousand Teachers from about fifty (50) higher educational institutions actively participated in the events. Some of the events included March Past Competition, Table Tennis, Carom, Elocution, Volley Ball, Shot Put, Tug-of-War, Singing, Badminton, etc. to name just a few. Prizes, medals and certificates were distributed on the closing day and winded up with a cultural night. The students of the college played a crucial role in making the 33rd Jorhat Teachers' Meet a roaring success. They also saw their teachers winning medals and prizes in the events.

- ❖ 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.

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 57.
2. Beautification of the Institution through Tree Plantation-**Annexure III**, Page 58.

**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:

- ❖ The only full-fledged commerce college in the district.
- ❖ Highly qualified faculty.
- ❖ 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 number of certificate 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.

8.Plans of institution for next year

1. To encourage faculties to undertake research studies and major and minor research projects.
2. To conduct Skill-based Courses.
3. To conduct a Short Term Course (STC) in Film Appreciation.
4. To conduct campus rally for job placement.
5. To organize soft skills classes for job preparedness.
6. To enhance the use of ICT for teaching learning to increase the active participation of students in order to produce more knowledge.
7. To organize entrepreneurship awareness programme.
8. 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* 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 2017:

Date	Day	Event
July 1 - July 31, 2017	-	Mid-Semester Break for the Teaching Staff of the Colleges.

August 2017:

Date	Day	Event
August 1, 2017	Tuesday	Re-commencement of Odd Semester Classes
August 3, 2017	Thursday	IQAC Meeting (Governance Leadership & Management)
August 5, 2017	Saturday	IQAC Meeting (Curricular Aspects)
August 6, 2017	Sunday	Seminar on Career in Civil Service
August 11 & 12, 2017	Friday & Saturday	Two-day Holistic Development Workshop
August 15, 2017	Tuesday	Independence Day observed
August 19, 2017	Saturday	Freshers' Social
August 21, 2017	Monday	Group Farewell Function for Six Non-Teaching Staff
August 22-27, 2017	Tuesday- Sunday	Muay Thai Professional Fight Championship
August 23, 2017	Wednesday	Tithi of Sri Sri Madhab Dev observed
August 24, 2017	Thursday	IQAC Meeting (Student Support & Progression)
August 26, 2017	Saturday	Students' Union Election

September 2017:

Date	Day	Event
September 5, 2017	Tuesday	Teachers' Day celebrated
September 6, 2017	Wednesday	First Sessional Exam.
September 7, 2017	Thursday	First Sessional Exam.
September 8, 2017	Friday	First Sessional Exam.
September 9, 2017	Saturday	First Sessional Exam.
September 10, 2017	Sunday	Tithi of Sri SriShankardeva
September 13, 2017	Wednesday	Janmashtami (Holiday)
September 16, 2017	Saturday	Students' Union Election
September 19, 2017	Monday	Gunotsav Training in the College
September 23, 2017	Saturday	BBA Students of the college participated in the Inter-College PowerPoint & Wall Magazine Presentation Competition conducted by Vivekananda Kendra, KanyaKumari, Jorhat Chapter.
September 25, 2017	Monday	Id-Uz-Zuha(Holiday)
September 27-30, 2017	Wednesday-Saturday	Durga Puja Holidays
September 30, 2017	Saturday	Jonmotsav of Sri SriShankardeva observed.

October 2017:

Date	Day	Event
October 2, 2017	Sunday	Gandhi Jayanti observed.
October 5, 2017	Thursday	Lakshmi Puja (Holiday)
October 7, 2017	Saturday	IQAC Meeting (Curricular Aspects)
October 11-13, 2017	Wednesday-Friday	Teachers busy in the 3 schools allotted to each, on Gunotsav duty.

October 18, 2017	Wednesday	Kati Bihu (Holiday)
October 19, 2017	Thursday	Kali Puja/Diwali (Holiday)
October 20-24, 2017	Friday-Tuesday	GD/Seminar
October 25, 2017.	Wednesday	Staff Meeting. Agenda –33 rd Jorhat Teachers' Meet.
October 30, 2017	Monday	Meeting with Teacher Representatives of other Colleges at 1 pm. Venue- CKBCC Digital Room. Agenda –33 rd Jorhat Teachers' Meet.

November 2017:

Date	Day	Event
November 4, 2017	Saturday	Birthday of Guru Nanak (Holiday)
November 8, 2017	Wednesday	Shraddhanjali Program observed.
November 22, 2017	Wednesday	IQAC Meeting (Governance Leadership & Management)
November 23, 2017	Thursday	Talk on Diabetic Prevention, Control and Cure organised by Aastha, CKBCC Women Cell.
November 24, 2017	Friday	LachitDiwas observed.
November 27, 2017	Monday	IQAC Meeting (Steering Committee)
November 30, 2017	Thursday	Video for ShahidDiwas shot in the college premises.

December 1 to December 31, 2017: (End-Semester Break for the Teaching Staff of the Colleges)

December 5 to December 9, 2017: (Students' Excursion to Gangtok, Sikkim)

January 2018:

Date	Day	Event
January 1, 2018	Monday	Commencement of Even Semester Classes. Notification of class routine (College & Departmental), Course Plan, etc. in the notice boards.
January 4, 2018	Thursday	Help to the Helpless, Handless & Fatherless BishalSaikia.
January 6, 2018	Saturday	IQAC Meeting (Curricular Aspects)
January 10, 2018	Wednesday	Staff Meeting convened at 1pm. Agenda – 33 rd Jorhat Teachers’ Meet.
January 13, 2018	Friday	MaghBihu (Holiday)
January 14, 2018	Saturday	MaghBihu (Holiday)
January 17, 2018	Wednesday	ShilpiDiwas observed.CKBCC Teachers’ Unit (ACTA) Meeting. Agenda – ACTA Central Committee Convention, 2018
January 17-20, 2018	Wednesday- Saturday	Students participated in the Dibrugarh University Inter-College Youth Festival held at Sibsagar College, Joysagar.
January 22, 2018	Monday	Saraswati Puja celebrated in College
January 23, 2018	Tuesday	IQAC Meeting (Student Support & Progression)
January 26, 2018	Friday	Republic Day observed.
January 31, 2018	Wednesday	Me-Dam-Me Phi/ BirChilaraiDiwas (Holiday)

February 2018:

Date	Day	Event
February 3 & 4, 2018	Saturday & Sunday	33 rd Jorhat Teachers' Meet held in the college.
February 6, 2018	Tuesday	54 th College Foundation Day Principal M.C. Chakraborty Memorial Lecture.
February 7-10, 2018	Wednesday- Saturday	College Week.
February 21, 2018	Wednesday	Career Counselling Program
February 22, 2018	Thursday	CKBCC Teachers' Unit (ACTA) Meeting
February 28, 2018 - March 8, 2018	Wednesday- Friday	First Sessional Exam.

March 2018:

Date	Day	Event
March 1, 2018	Thursday	Holi/ Doljatra (Fakua)
March 3, 2018	Sunday	Talk on GST
March 8, 2018	Friday	International Women's Day Celebrated
March 20, 2018	Wednesday	One-day Workshop on Class Management
March 23, 2018	Friday	IQAC Meeting (Governance Leadership & Management)
March 28, 2018	Thursday	Farewell program of the College Girls' Hostel
March 29, 2018	Friday	One-Day Workshop on Entrepreneurship Development
March 30, 2018	Saturday	Live Telecast of PM Modi's <i>MannkiBaat</i> for the students.

April 2018:

Date	Day	Event
April 10, 2018	Tuesday	Field Trip for 21 students of Banking Department to Tezpur University.
April 13-16, 2018	Friday-Monday	RongaliBihu/BohagBihu(Holidays)
April 17, 2018	Tuesday	GD/Seminar
April 18, 2018	Wednesday	GD/Seminar
April 19, 2018	Thursday	GD/Seminar
April 20, 2018	Friday	GD/Seminar
April 21, 2018	Saturday	Field Trip for 27 students of Marketing Department to Tezpur University.
April 23, 2018.	Monday	CKBCC Teachers' Unit (ACTA) Meeting. Agenda –Charge Handover
April 30, 2018	Monday	Buddha Purnima (Holiday)

May 2018:

Date	Day	Event
May 1, 2018	Tuesday	May Day (Holiday)
May 10, 2018	Thursday	Meeting of HOD's
May 17, 2018	Thursday	Emergent Staff Meeting. Agenda: RUSA
May 29, 2018	Tuesday	IQAC Meeting (Steering Committee)
May 31, 2018	Thursday	The College students take part in 'No Tobacco Day' Procession. Last working day of Vice-Principal, Mr. M.R. Lahon.

June 2018:

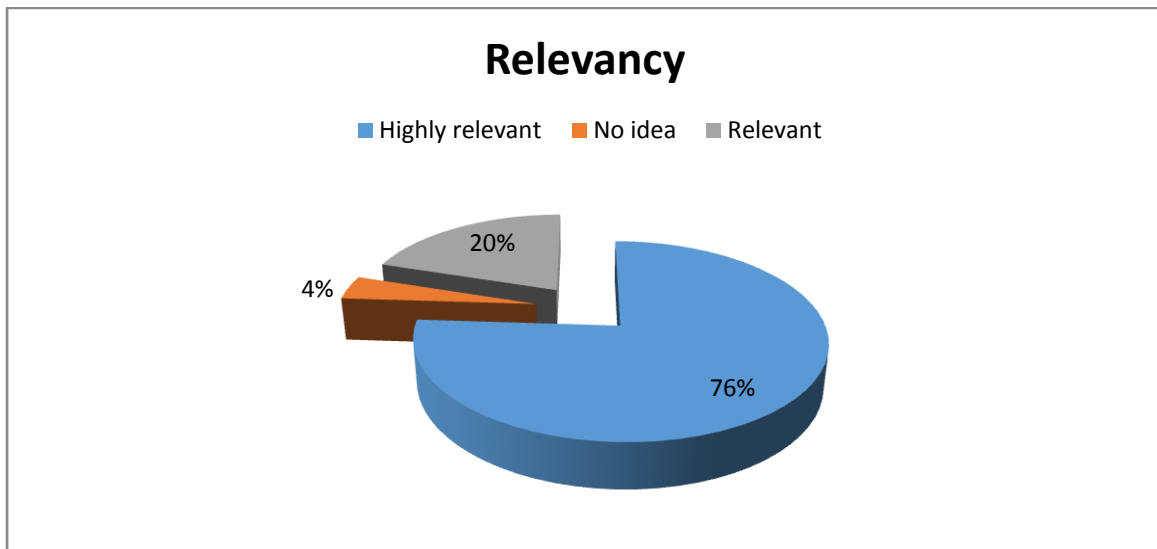
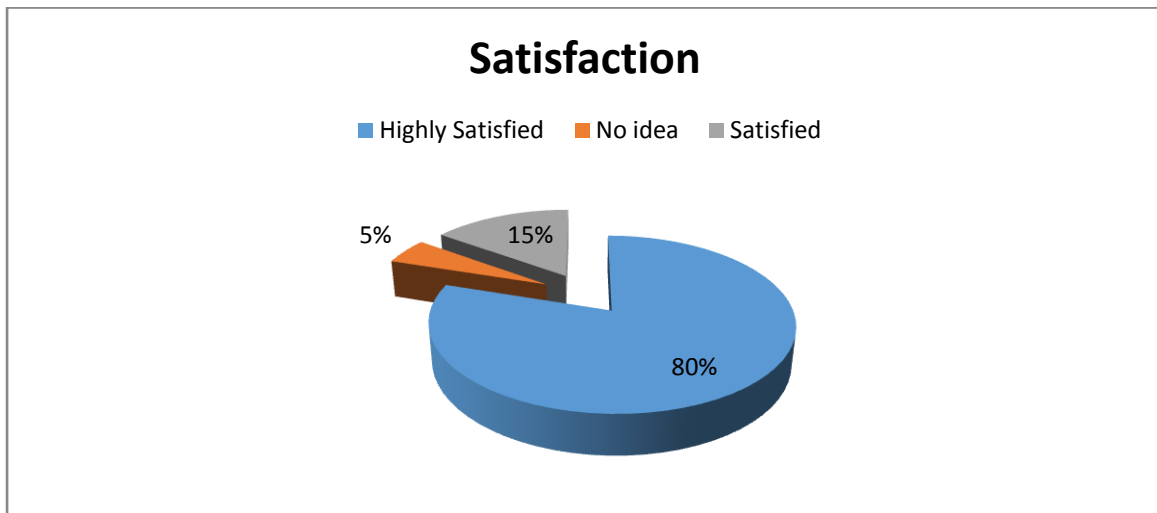
Date	Day	Event
June 1, 2018	Friday	IQAC Meeting (Teaching Learning & Evaluation Committee)
June 4, 2018	Monday	Lecture on “Coping with Stress-Do’s & Don’ts” organised for the girl students by the College Women Cell
June 5, 2018	Tuesday	World Environment Day observed in the college
June 13, 2018	Wednesday	CKBCC Thrift & Credit Society Meeting
June 14, 2018	Thursday	Degree 1 st Sem. admission. 3 rd & 5 th Sem. classes commences. Notification of class routine (College & Departmental), Course Plan, etc. in the notice boards.
June 16, 2018	Saturday	Id-ul-Fitre(Holiday)
June 18-21, 2018	Monday-Thursday	Workshop on Yoga for Health.
June 19-25, 2018	Tuesday-Monday	A week-long workshop on ‘Soft Skills & Effective Communication’.
June 20, 2018	Wednesday	Induction Program for B. Com 1 st Sem. students.

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

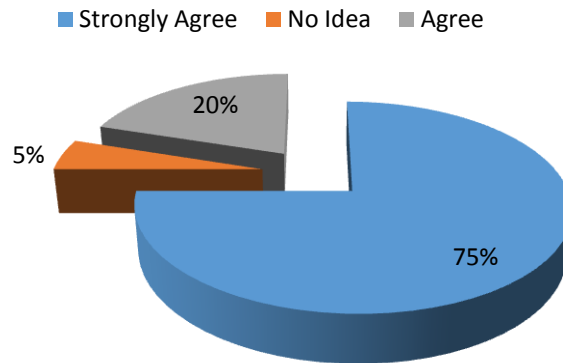
Feedback 2017-2018

The feedback collected from students, parents, alumni and employers regarding the curriculum of B.Com and BBA offered by Dibrugarh University and followed by the college shows a positive response. The analysis is as follows:

The feedback of students on satisfaction, relevancy and employability of the B.Com and BBA curriculum shows that they are highly satisfied with the curriculum. According to them, the curriculum is strongly relevant and has strong possibility of employment.

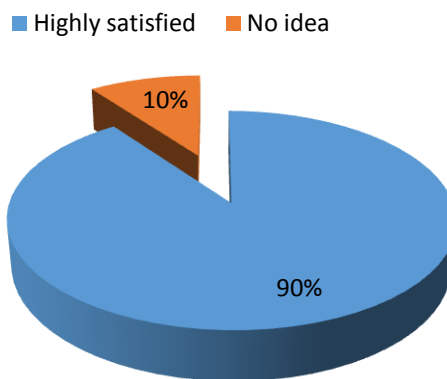


Employability

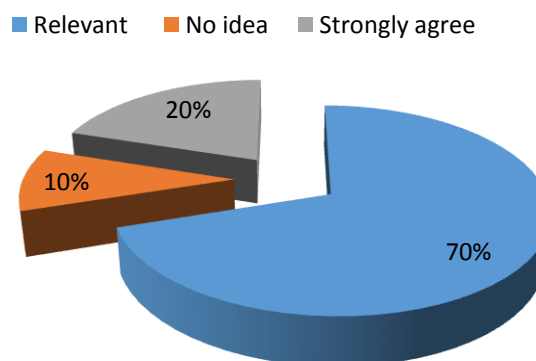


The feedback of **parents** on the relevancy, satisfaction and employability of B.Com and BBA curriculum of Dibrugarh University shows positive attitude. The analysis is as follows:

Satisfaction

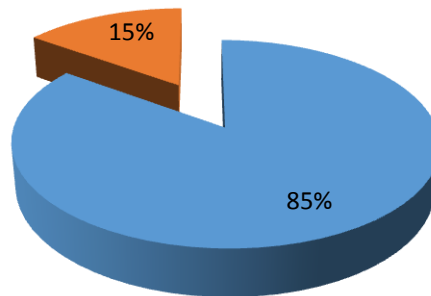


Relevancy



Employability

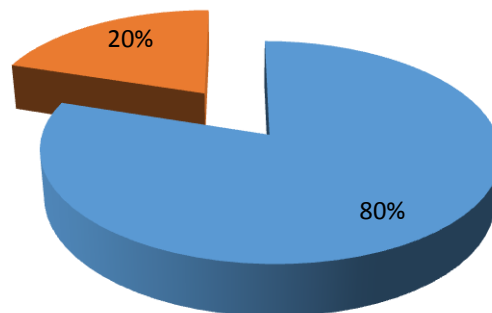
■ Strongly Agree ■ Agree



The feedback of **alumni** on the relevancy, satisfaction and employability of B.Com and BBA curriculum of Dibrugarh University also shows a positive attitude. But, they suggested adding more skill based course. The analysis is as follows:

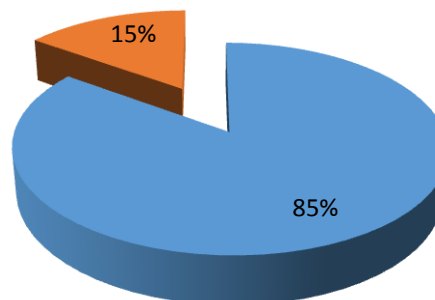
Satisfaction

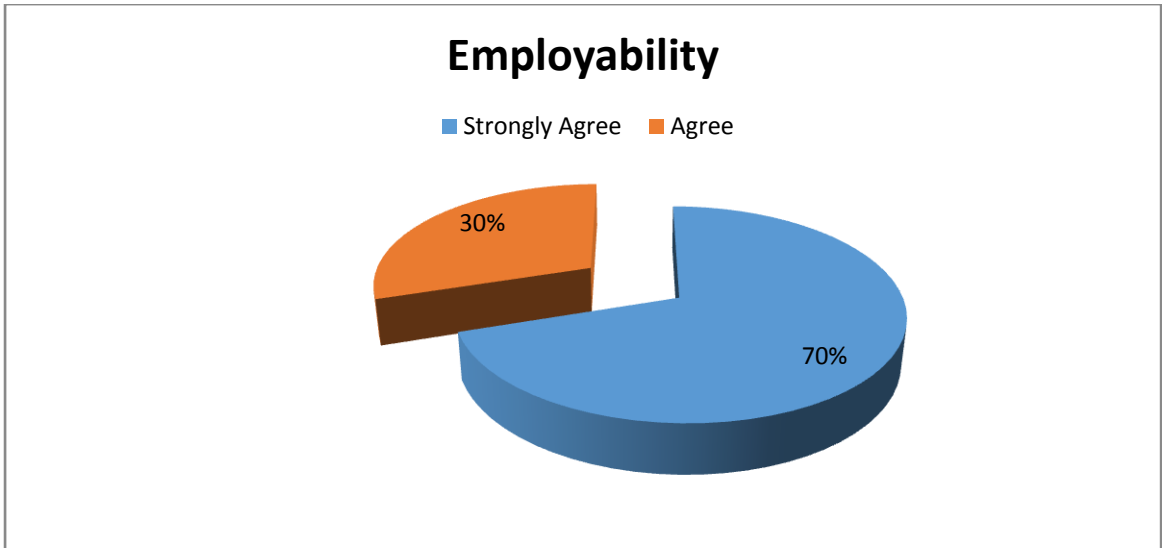
■ Highly Satisfied ■ Satisfied



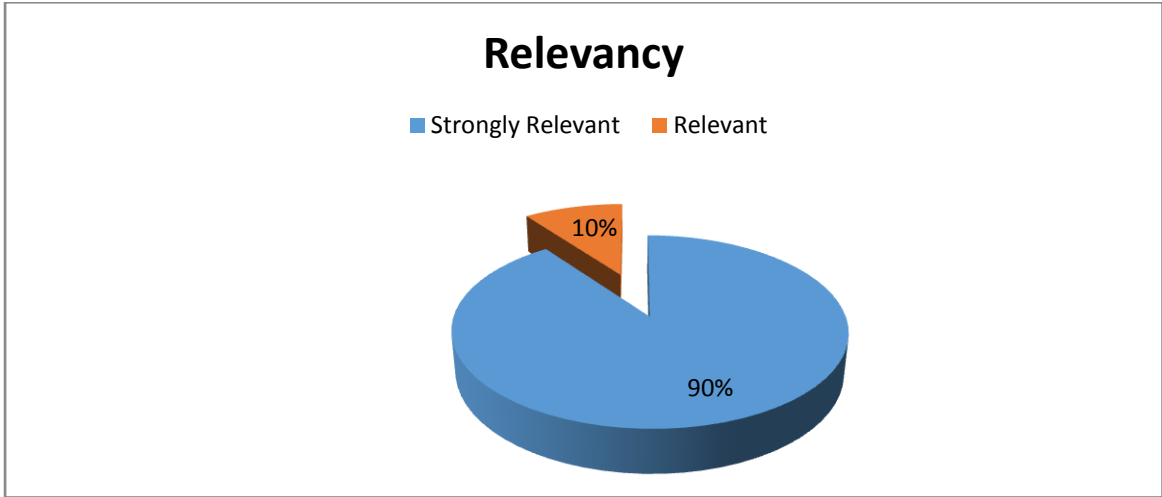
Relevancy

■ Strongly Relevant ■ Relevant





The feedbacks of **employers** are very good so far as relevancy, satisfaction and employability of B.Com and BBA curriculum of Dibrugarh University are concerned. The analysis is as follows:



Employability

■ Strongly Agree ■ Agree

