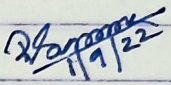
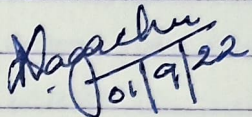
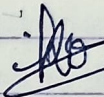
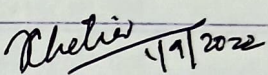
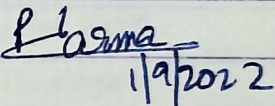
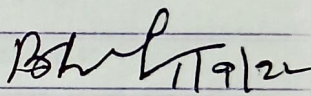
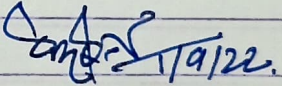
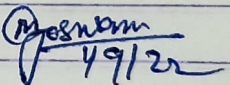
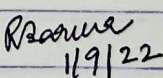


# Charge Handover Meeting of the IOAC - CKBCC. Date: 01/09/22 Time: 1:00 pm

Sl.No.	Name of Members present	Designation	Dated Signature
①	Dr Ranjit Saama	Principal	 11/9/22
②	Dr. Neeta Lagachu (Taye)	Outgoing IOAC Co-ordinator	 01/9/22
③	Dr. Nitu Konwar	Outgoing Asst Co-ordina tor of IOAC	 01/09/22
④	DR KIRONMOY CHETIA	IOAC Coordinator, 2022	 11/9/2022
⑤	Burana Saama	IOAC, Assistant Coordinator, 2022	 11/9/2022
⑥	BARSHA BORAH	Convener, Students Support & Program	 11/9/22
⑦	BULBUL SAHARIAH.	Convener, TLE	 11/9/22.
⑧	Manash P. Goswami	Convener, curricular aspect	 11/9/22
⑨	Rituparna Saama	Convener, GLM	 11/9/22

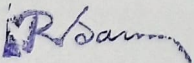
## Minutes of IQAC Meeting held on 01/09/2022

Time : 1;00 pm

Venue : IQAC Room

A meeting of the IQAC was held amongst the IQAC members of CKB Commerce College on 01/09/2022. The meeting was held in the IQAC room of the CKB Commerce College. The meeting was chaired by the Principal of the College, Dr. Ranjit Sarma. Dr. Neeta Lagachu, the out-going IQAC coordinator of the College coordinated the meeting. The meeting started at 1;00 pm with a single agenda of IQAC charge-handover. In the presence of the Principal, Dr. Ranjit Sarma and the newly appointed Assistant Coordinator, Prerana Sarma and Convenors of the various sub-committees of the newly constituted IQAC, Dr. Neeta Lagachu handed over the charge of Coordinator to Dr. Kironmoy Chetia. The Principal of the College, Dr. Ranjit Sarma congratulated the new coordinator and the offered his heartfelt gratitude to the former IQAC coordinator. Dr. Sarma highly praised the services rendered by Dr. Neeta Lagachu, Coordinator and Dr. Nitu Konwar, Assistant Coordinator in the 3<sup>rd</sup> Cycle Accreditation of the College. He advised the new IQAC Coordinator Dr. Kironmoy Chetia and Assistant Coordinator, Ms. Prerana Sarma to maintain regularity in the activities and do everything in a systematic manner. He stressed on the regular sitting of the IQAC for smooth functioning of IQAC.

The meeting ended with votes of thanks by the new IQAC Coordinator, Dr. Kironmoy Chetia.

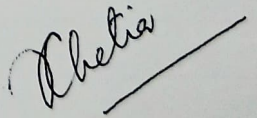


Principal

CKB Commerce College

Jorhat

Principal  
CKB Commerce College  
JORHAT



IQAC Coordinator

CKB Commerce College

Jorhat

Coordinator  
IQAC  
CKB Commerce College, Jorhat

# IQAC Meeting

Dated : 21-11-2022

Sl. no.	Name of Members Present	Designation	Signature with date
01	DR. RANJIT SARMA	Principal	<i>Ranjan</i>
02	DR. KIRONMOY CHETIA	Coordinators, IQAC	<i>Chetia</i> 21/11/22
03	MS. PRERANA SARMA	Asst. Coordinator, IQAC	<i>P</i> 21/11/22
04	Mr. Manash P. Goswami	Convenor, Curricular Dept	<i>M</i> 21/11/22
05	Mr. Rituparna Sarma	Convenor, GLM	<i>Rituparna</i> 21/11
06	Mr. Parasanto Mandal	Convenor, Infr	<i>P</i> 21/11/22
07	Chintan Sakariah.	* Convenor, TLE	<i>Chintan</i> 21/11/22

**Minutes of the IQAC Meeting held on 21/11/2022**

**Time: 1 pm**

Venue: IQAC Room

A meeting of the IQAC was held amongst the IQAC members of CKB Commerce College as on 21/11/2022. The meeting was held in the IQAC room of CKB Commerce College. Dr. Ranjit Sarma, Principal of CKB Commerce College acted as the Chairperson of the meeting. Dr. Kironmoy Chetia, IQAC coordinator coordinated the whole meeting. The meeting started at 1 pm and Dr. Kironmoy Chetia narrated the agenda of the meeting as follows:

Agenda Item No. 1: Inaugural Speech by IQAC coordinator

Agenda Item No. 2: Discussion of activities conducted after NAAC visit

Agenda Item No. 3: Discussion on any new initiatives to be taken in future

Agenda Item No. 4: Any Other Issues (If any)

Agenda Item No.5: Vote of Thanks

Members Present in the meeting are as follows:

- |                        |                              |
|------------------------|------------------------------|
| 1. Dr. Ranjit Sarma    | 2. Dr. Kironmoy Chetia       |
| 3. Sri Prosanto Mandal | 4. Miss Prerana Sarma        |
| 5. Sri Bulbul Sahariah | 6. Sri Manash Pratim Goswami |
| 7. Sri Rituparna Sarma |                              |

The following discussions were held in the meeting:

**Agenda Item No. 1:**

Dr. Kironmoy Chetia in his inaugural speech welcomes all the newly appointed coordinators of the IQAC Committee to the meeting.

**Agenda Item No. 2:**

Dr. Kironmoy Chetia requested each of the coordinators of the various committees to share their part of work done in respect of their Committee. Sri Manash Pratim Goswami who is the coordinator of the Circular Aspect Committee stated that he has prepared the Feedback form for the employer, teacher, parents and the students and he is going to share it amongst the students, teachers and the parents.

### Agenda Item No. 3:

- Dr. Ranjit Sarma stated the need for the active initiation to be taken up by newly appointed IQAC members. He stated that discussions at a frequent interval must be held in the IQAC room amongst the IQAC members.
- Dr. Kironmoy Chetia stated that initiatives like organizing quizzes and awareness programmes can be taken up in the nearby adopted villages. This can be shown as 'Best Practice' of the college. He further stated that he has planned for ~~three~~ 2 initiatives from IQAC and he seeks assistance from the IQAC members. He seeks assistance from Sri Manash Pratim Goswami for organizing a Seminar of ICSSR. He seeks assistance from Miss Prerana Sarma for filing of Annual ~~ICSSR~~ Data. *AQAR*
- Sri Bulbul Sahariah stated the need to increase the social media coverage of CKB Commerce College. Sri Manash Pratim Goswami stated that he is maintaining the Social Media Facebook page of our college. He further stated that certain college activities can be uploaded in YouTube. For that a Youtube channel of CKB Commerce College has to be opened. Dr. Ranjit Sarma <sup>*Principal*</sup> stressed the need to introduce new initiatives in this direction. Dr. Ranjit Sarma asked the IQAC members to look for more such options and he suggested the name of one such Social Media Platform that our college might choose to open which is 'Koo'. Miss Prerana Sarma stated that Instagram is also a favourable option for increasing Social Media coverage of CKB Commerce College.
- Discussion with regard to bringing discipline in the college was initiated by Miss Prerana Sarma. She stressed the need for the students to wear proper college uniform and to wear the uniform in the proper manner. In that direction Dr. Ranjit Sarma raised the question whether any changes are required in the existing college uniform. Sri Bulbul Sahariah suggested that there is a need to make changes in the uniform. He suggested that the colour of the duppatta of the girls' uniform can be changed. He suggested for a darker shade of pink for duppatta. Dr. Ranjit Sarma in that direction asked the IQAC members to look into the uniform of other colleges and suggest changes, if required.
- The next discussion was held on the Quality of Teaching. Dr. Ranjit Sara suggested IQAC to frame guidelines/framework for improving the quality of

teaching in the college. He further added that each of the departments shall be required to abide by the 'Quality Teaching Framework' and has to show the degree of their compliance with regard to the framework.

- Miss Prerana Sarma stated the need for an official email id for every teacher. She stated that official email id gives recognition with regard to belongingness to the college and also helps to maintain research activity online. To that, Bulbul Sahariah added that official email id is also required to complete the Research Gate profile. To that, Dr. Ranjit Sarma directed IQAC to coordinate with the website people for creation of the official email id for the teachers.
- The next discussion was about Academic Diary. Dr. Kironmoy Chetia stated the need to maintain Teacher's Academic Diary for NAAC purposes. To that, Dr. Ranjit Sarma suggested the whole process of Teacher's Academic Diary be made digital. He directed IQAC to look into the matter and build a framework for Online Teacher's Diary.
- Dr. Ranjit Sarma further asked IQAC to frame guidelines for the award to be given to the best researcher in 2023.
- Vote of thanks was offered by Dr. Kironmoy Chetia.

The following resolutions were taken in the meeting:

1. Every committee coordinator should start taking initiatives in respect of their committee. Also, initiatives need to be taken in the adopted village of the college to be shown as 'Best Practice' of the college.
2. The social media coverage of the college need to be increased in various platforms like Instagram, Youtube and Koo.
3. It has been directed that IQAC look into the matter of uniform of the students. IQAC may suggest any changes in college uniform, if required.
4. It has been suggested that IQAC take the initiative of creating official email id for the teachers and also initiate the process of introducing Digital Teacher's Diary.
5. It has been decided that IQAC should frame guidelines for improving the quality of teaching in the college.
6. It has been decided that IQAC should frame guidelines for the Best Researcher award.

7. Also, IQAC should initiate for organizing seminar/conference in the college and also should continue with the publication of ISBN Divergence from IQAC.

The meeting was <sup>ended</sup> adjourned by Dr. Kironmoy Chetia at 2:30 pm. *with a thanks from chair.*

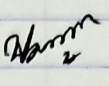
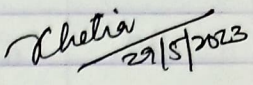
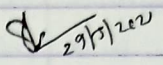
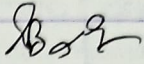
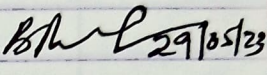
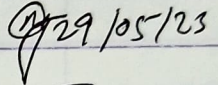
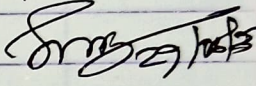
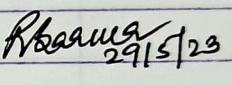
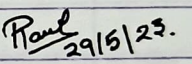
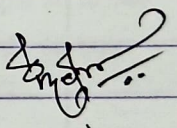
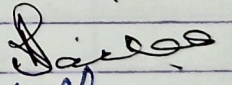
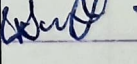
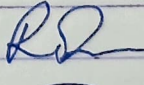

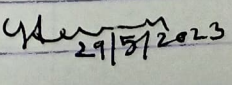
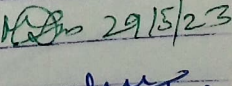
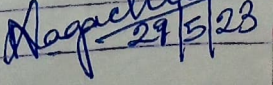
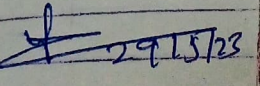
*Rabbar*  
*29/05/23*  
Principal  
CKB Commerce College  
Jorhat

Principal  
CKB Commerce College  
JORHAT

*Chetia*  
*29/05/2023*  
IQAC Coordinator  
CKB Commerce College  
Jorhat

Coordinator  
IQAC  
CKB Commerce College, Jorhat

IGAC Meeting, 2023  
 Venue: Staff Room  
 Date: 29/05/2023

Sl. No	Name	Designation	Signature
1	DR RANJIT SARMA	Principal	
2	DR KIRONMOY CHETIA	IGAC Coordinator	 29/5/2023
3	MR SHIBIRAN SAikia	VICIE PRINCIPAL	 29/5/2023
4	Dr SARAT Borah	HOD, B. Mgt.	
5	BARSHA BORAH	Asst. Professor	 29/5/23
6	Manash Pratim Goswami	Asst. Prof.	 29/5/23
7	Satyaj Seka.	Associate Prof.	 29/5/23
8	Rituparna Sarma	Asst. Prof.	 29/5/23
9	Pratyashi Tamuly	Asst. Prof.	 29/5/23.
10	ব্রজেন বড়াইক	Asst. Prof	
11	Rubul Saikia	Asstt. Prof	
12	Rupam Sarma	ASSO. PROF.	
13	Dr Raju Roy	Asstt. Prof.	
14	SIMBESWAR BORAH	ASSO. PRM.	
15	GITALI HAZARIKA	Assoc. Prof	 29/5/2023
16	Mrs Mallika Das.	Associate Prof	 29/5/23
17	Dr. Neeta Lagachu (Taye)	Asso. Prof.	 29/5/23
18	Dr. Nitu Kundak	Assistant Prof	 29/5/23





**Minutes of the IQAC Meeting held on 29/05/2023**

**Time: 1 pm**

Venue: Teacher's Common Room

A meeting of the IQAC was held amongst the staff of CKB Commerce College as on 29/05/2023. The meeting was held in the teacher's common room of CKB Commerce College. Dr. Ranjit Sarma, Principal of CKB Commerce College acted as the Chairperson of the meeting. Dr. Kironmoy Chetia, IQAC coordinator coordinated the whole meeting. The meeting started at 1 pm and Dr. Kironmoy Chetia narrated the agenda of the meeting as follows:

Agenda No. 1: Taking of Chair by the chairperson

Agenda No. 2: Reading of previous meeting's minutes

Agenda No. 3: Discussion on the initiatives taken by various committees

Agenda No. 4: Forming of IQAC committee

Agenda No. 5: Any other issues

The following discussions were held in the meeting:

**Agenda No. 1:**

Dr. Kironmoy Chetia welcomes everyone to the meeting and request Principal Sir to take the chair. Principal Sir, Dr. Ranjit Sarma announced the various agendas of the meeting.

**Agenda No. 2:**

Dr. Kironmoy Chetia requested Prerana Sarma to read the minutes of the previous meetings. Miss. Prerana Sarma read the minutes of the previous IQAC meeting to everyone. The minutes were accepted after minor revisions.

**Agenda No. 3:**

Dr. Kironmoy Chetia then requested the convenors of the already formed committees to share their part of work done in respect of their committee. Sri Manash Pratim Goswami who is the convenor of the Circular Aspect Committee stated that he has prepared the Feedback form for the employer, teacher, parents and the students and he is going to share it amongst the students, teachers and the parents. Mr. Bulbul Sahariah, convenor of the Teaching Learning Committee stated that he had prepared the Student Satisfaction Survey in questionnaire format. Mrs. Barsha Bora, convenor of Student Support &

Progression committee stated that a weeklong program for girl students of our college was conducted by Mahindra Pride classroom in collaboration with our college.

#### Agenda No. 4:

Dr. Kironmoy Chetia narrated the newly formed sub-committees of the IQAC. The committees and their structure were suggested as follows:

Committee	Convenors	Chairperson	Members
1. Curricular Aspect	Mr. Manash Pratim Goswami	Dr. Satya Deka	Mr. Dimbeshwar Bora, Mr. Bulbul Sahariah, Mr. Sarangapani Phukan, Mr. Nitul Saikia
2. Teaching, Learning & Evaluation	Mr. Bulbul Sahariah & Mrs. Pratyashi Tamuly	Dr. Raju Roy	Mrs. Rupashree Dutta, Dr. Haripriya Dutta, Mrs. Pratyashi Tamuly, Mr. Saarangapani Phukan, Mr. Himansu Bhorali
3. Research, Innovation & Extension	Dr. Nitu Konwar	Mrs. Gitali Hazarika	Dr. Kironmoy Chetia, Ms. Prerana Sarma, Ms. Anindita Sandhilya, Ms. Tridisha Mahanta
4. Infrastructure & Learning Resources	Mr. Prosanto Mandal	Principal Sir	Mr. Rupam Sarma, Mr. Prosanto Mandal, Dr. Sarat Bora, Mr. Rubul Saikia, Ms. Anindita Sandhilya, Mr. Prodip Ch. Dutta, Ms. Munmi Borah
5. Student Support & Progression	Mrs. Barsha Borah	Dr. Horeswar Das	Dr. Nitu Konwar, Ms. Munmi Bordoloi, Dr. Sulaxana Bharali, Ms. Munmi Bordoloi, Mr. Nitul Saikia, Mr. Bhaskar Thakuria
6. Governance, Leadership & Management	Mr. Rituparna Sarma	Principal Sir	Dr. Sarat Bora, Mrs. Barsha Borah, Dr. Ananya Sarma, Mr. Manoj Kr. Borah
7. Institutional Values and Best Practices	Ms. Prarthana Phukan and Ms. Anindita Sandhilya	Principal Sir	Mrs. Mallika Das, Dr. Horeswar Das, Mr. Bulbul Sahariah, Mr. Sarangapani Phukan, Ms. Tridisha Mahanta

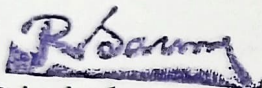
#### Agenda No. 5:

Dr. Ranjit Sarma Sir enquired about the digital system for teaching learning process. Miss. Prerana Sarma narrated that official email id have been already opened and given to all the teachers. The digital teacher's diary has been opened and the Learning management system is ready to use for all the teachers.

The following resolutions were taken in the meeting:

1. All the newly formed sub-committees convenors should start taking initiatives in respect of their committees.
2. It has been suggested all faculty members should start using their official email id, digital teacher's diary and learning management system from the upcoming July-December 2023 session.
3. Also, IQAC should take initiatives for publishing ISBN Divergence from IQAC.

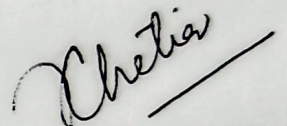
The meeting was adjourned by Dr. Kironmoy Chetia at 2:30 pm.



Principal

CKB Commerce College

Jorhat



IQAC Coordinator

CKB Commerce College

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Principal  
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Coordinator  
IQAC  
CKB Commerce College, Jorhat