

ANNUAL QUALITY ASSURANCE REPORT

IQAC, C.K.B. COLLEGE, TEOK
JORHAT, ASSAM



AQAR : 2010-11

SUBMITTED BY :
CHANDRA KAMAL BEZBARUAH COLLEGE, TEOK
JORHAT, ASSAM-758112
www.ckbcollegeteok.com

The Annual Quality Assurance Report (AQAR) of the IQAC 2010-11
C.K. B. College, Teok 16th July, 2010 to 15th June. 2011

Part – A

1. Details of the Institution

1.1 Name of the Institution

C.K.B. College, Teok

1.2 Address Line 1

Teok

Address Line 2

P.O. Jogduar

City/Town

Teok

State

Assam

Pin Code

785 112

Institution e-mail address

info@ckbcollegeteok.com

Contact Nos.

0376-2396491(0)

Name of the Head of the Institution:

DR. JAIGESWAR BORAH

Tel. No. with STD Code:

0376-2396491

Mobile:

09435093327(M)

Name of the IQAC Co-ordinator:

DR. RANJIT RANJAN SAIKIA

Mobile:

09435094675

IQAC e-mail address:

iqac.ckbcteok@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

1.4 Website address:

http://www.ckbcollegeteok.com

Web-link of the AQAR:

www.ckbcollegeteok.com/AQAR2010-11.pdf

For ex. http://www.ladykeanecollege.edu.in/AQAR201213.doc

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C++		2004	5years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.6 Date of Establishment of IQAC :

12/09/2005

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

2010-11

1.8 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 (2010-2011) submitted to NAAC on 22.12. 2014
- ii. AQAR (2011-2012) submitted to NAAC on 22.12.2014
- iii. AQAR (2012-2013) submitted to NAAC on 22.12. 2014
- iv. AQAR (2014 16th July to 20th Dec' 2014) submitted to NAAC on 22.12. 2014
- v. AQAR (2013-2014) submitted to NAAC on 22.12. 2014

1.9 Institutional Status

University

State

Central

Deemed

Private

Affiliated College

Yes

No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

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

Dibrugarh University

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes

Any other (Specify)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:

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

- | |
|--|
| <ol style="list-style-type: none"> 1. Workshop on use of computers 2. How to cop up with semester system |
|--|

2.14 Significant Activities and contributions made by IQAC

- | |
|---|
| <ol style="list-style-type: none"> 1. Systematizing office document processing and recording 2. IQAC observes the official reports kept by official staff 3. Supervised the teaching learning methods adopted by the teachers 4. Encouraged the teachers and students for Community service activities 5. Co-ordinated all the bodies of the college |
|---|

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
<ol style="list-style-type: none"> 1. Planned to organize a few National Seminars. 2. Planned to organize workshops for the teachers. 3. Planned to organize some need-based self financing courses for the benefit of the students. 4. Planned to complete the women's hostel. 5. Planned to repair the all floor of verandas with a ceramic stale. 6. Planned to renovate the Girls' Common Room. 7. Planned to start PG classes in some subjects. 8. Planned to organize lectures on career counseling. 9. Plan to organize some 	<ol style="list-style-type: none"> 1. Proposals have been forwarded to the UGC for three more Seminars by the Departments of Economics, History, Sociology, and Education. Organized one National Seminar 2. The Women cell organized an workshop for self-employment. 3. Self- financing courses have been introduced on cutting & tailoring, Knitting & Embroidery, Food processing & preservation, Cooking, Interior Decorator and Satriya Dance . 4. The extension of the women's hostel has been completed and opened for the boarders. 5. The one fourth portion floor of verandas has been completed with a ceramic stale. 6. Renovation of the Girl's common

<p>awareness programme</p> <ol style="list-style-type: none"> 10. Planned for green audit 11. Planned to construct two Toilets. 12. Planned to construct a separate room for the Medical Cell. 13. Planned to extend the College Canteen. 14. Planned to extend the Library Reading Room. 15. Planned to up-grade class rooms 16. Planed to up-gradation a class room in the digital class room 17. Planned to organize some awareness programme by Red Ribbon club. 18. Planned to construct a Guest house 19. Planned to construct a Warden's quarter 20. Planned to construct a new administrative building 	<p>room going on.</p> <ol style="list-style-type: none"> 7. The process of introduction of PG classes in Assamese, Economics, History and Political Science is going on. The proposal with necessary documents and the inspection fees has already been submitted to the affiliating University. 8. The career counseling cell has organized several programmes on career counseling. 9. The department of Economics organized a lecture on self Finance. 10. Green audit has been completed. 11. Construction of two Toilets is going on. 12. Construction of separate room for Medical Cell is going on. 13. Extension work of college Canteen is going on. 14. Construction of Library reading room is going on. 15. Construction of four class rooms are going on 16. Construction of digital class rooms is going on 17. Red Ribbon club organised some awareness programmes in different fields. 18. Construction of Guest house has started. 19. Construction work of warden's quarter is going on 20. Construction work of new administrative building has started.
---	---

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The AQAR has been placed in IQAC meeting on

1. Encouragement for research environment through organising National seminars/Workshops.
2. Development of society through research activities.
3. In matters pertaining to up- gradation of teaching technology
4. In matters pertaining to Examination
5. In matters pertaining to infrastructural and campus development.
6. Supporting to quality development of office staff.
7. Library facilities should be enhanced
8. Continuous student support programmes
9. Enhancing infrastructural facilities for student support activities
10. Providing guidance in research project preparation

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(distance mode)	02			
UG	02			
PG Diploma(distance mode)	07			
Advanced Diploma				
Diploma				
Certificate	10	02	08	

Others(UG distance mode)	--			
Total	21	02	06	02
Interdisciplinary	02			
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	01

1.3 Feedback from stakeholders*Alumni
(On all aspects)

Parents

Employers

Students

Mode of feedback :

Online

Manual

Co-operating schools (for PEI)

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

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

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
34	25	09	0	2

2.2 No. of permanent faculty with Ph.D.

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
25	0	09	0	0	0	0	0	34	0

*result yet declared

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

1. Organised students enrichment programme as per the need of the new semester system and 1+1+1 system of Dibrugarh University
2. Skill development programme to increase computer literacy among the students and employee
3. Organised a workshop topic on Teaching methodology in collaboration with local institution Teok Junior College

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	7
UGC – Faculty Improvement Programme	1
HRD programmes	-
Orientation programmes	1
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	01(Seminar)

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	12	01	Nil	02
Technical Staff				02

Criterion – III

3. Research, Consultancy and Extension

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

1. Research committee was formed to promote research environment in the college
2. To create an environment to teach the students for presentation of seminar paper/group discussion
3. To encourage the faculties to organise national as well as international seminars

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	04	03	01	04
Outlay in Rs. Lakhs	Rs. 1,76,000			Rs.7,90,000

3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			
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	NIL	NIL	NIL	NIL
Minor Projects	18 th month	UGC	1,50,000	1,00,000
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			1,50,000	1,00,000

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		01			03
Sponsoring agencies		UGC			self

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
				01		

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- Health awareness camp was organised in the college
- Organised world environmental day and plantation programme

- Organised Chandra Kamal Bezbaruah memorial lecture on 5th September
- Awareness programme to make the college campus Tobacco free organised by Tobacco cell
- Observation of Silpi Divas on 17th January

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	282655sq.mtr.	1725.49sq.mtr.	UGC College Development Fund.	29991sq.mtr.
Class rooms	22	5	UGC	27
Laboratories	---	---	--	---
Seminar Halls	272.72 sq.mtr.	----	UGC	272.72sq.mtr.
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	22	20	UGC	42
Value of the equipment purchased during the year (Rs. in Lakhs)	17.87lakh	16.02lakh	UGC	33.89 lakh
Others				

Computerization of administration and library

- Computerization of the administrative block and the central library
- To train the office employees on the use of computer and internet
- Introduce Wi-Fi facilities in the college campus

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	11,866	15,66650	361	1,32854	1,2227	16,99504
Reference Books	250	1,60000	11	15000	261	1,75000
e-Books	--	---	---	---	---	---
Journals	07	5000	02	15,000	09	6,500
e-Journals	---	--	---	---	---	---
Digital Database	01	---	---	---	---	---

CD & Video	01	---	---	---	---	---
Others (specify) (Xerox)	01	---	---	---	---	---

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	30	01	Wi-Fi	01	01	04	08	01
Added	0	0	Wi-Fi	0	0	0	0	0
Total	30	01		0	01	04	08	01

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

- 40 percent of the office employees are computer literate
- 50 percent of the faculties members are computer literate
- 50 percent of the students are computer literate
- Self-financed certificate course in computer programming is provided to the

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.3
ii) Campus Infrastructure and facilities	7
iii) Equipments	1.6
iv) Others	2.2
Total:	10.12

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The college regularly publishes its updated prospectus and the same is distributed to the students with the admission form at the time of admission.
- A healthy practise has been started by the faculty members of offering financial help to poor meritorious students departmentally

- Academic committee has taken care of students' enrichment programmes in consultation with faculty members
- Career counselling cell has organised an awareness programme for the students to pursue different professional courses specially for the arts and commerce students
- Organised a national level seminar by the department of Political Science
- Student seminars were organised by different departments of the college
- Special talk programmes were organised by the department with eminent scholars
- Proposal has been submitted to the UGC (NERO) for National Seminar & Workshop

5.3 (a) Total Number of students

*Under distance Mode (G.U)

**UGC Sponsored & College self

Finance Certificate course.

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total

Demand ratio

Dropout %

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

Organised a Spoken English and soft skill development programme on 10-08-2010

No. of students beneficiaries

150

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT

IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

Counselling programme on job oriented courses

Career development programme at departmental level by 2 departments

No. of students benefited

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
Nil	Nil	Nil	Nil

5.8 Details of gender sensitization programmes

Observation of International Women's day on 8.3.11

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	66	45,800
Financial support from government	144	450425
Financial support from other sources	4	16000
Number of students who received International/ National recognitions	----	----

5.11 Student organised / initiatives

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

5.13 Major grievances of students (if any) redressed: No major grievances of students

Criterion – VI**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

VISION: - The vision of C. K. B. College, Teok is to make higher education affordable to the poor and underprivileged; to regulate and enforce discipline among the students and to train them in such a way so that they can become respectable citizens and inseparable members of the society; to promote general welfare among members of every community.

MISSION:- Our Mission is to make the institution a centre of excellence by constant improvement in the quality of teaching and curriculum of learning to meet the aspiration of the students and local people through dedicated service.

6.2 Does the Institution has a management Information System

- Academic committee meetings held quarterly to review the teaching learning and evaluation process
- With the help of students union, different problems of the students are communicated to the authority
- The authority conducts periodical seating with the non-teaching staffs to discuss various official matters and develops plans for the smooth functioning of the college
- The administrative building is attached with the principal's chamber and the room of office assistants, for effective communication

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

6.3.1 Curriculum Development

- The IQAC of the college develops plans and strategies for the faculties and take feedback from the students on curriculum aspects
- The IQAC monitors the academic activities of the departments, suggest the departments and communicate with the authority to take necessary measures

6.3.2 Teaching and Learning

The academic committee of the college where all the HOD's and the Vice-Principal are the members, designs the academic calendar, daily class routines and allotment of classes to the faculties. The overall responsibility is entrusted to the IQAC of the college to monitor the entire teaching- learning process.

6.3.3 Examination and Evaluation

- The examination committee of the college adopts necessary measures to conduct sessional examinations, AHSEC's examinations, semester examinations under Dibrugarh University
- The internal assessment evaluation system has been implemented by the IQAC with the help of academic committee

6.3.4 Research and Development

- The college has a research committee which encourages research activities in the college.
- The committee encourage the various proposals for Minor/Major Research Projects to the funding agencies and guides the faculties for research works

6.3.5 Library, ICT and physical infrastructure / instrumentation

The library committee of the college take necessary steps for the proper functioning of the library. It also suggests library officials to eradicate the problems in library maintenance. The building committee and the purchasing committee under the IQAC recommend the authority for infrastructural development and use of ICT aids.

6.3.6 Human Resource Management

The prospectus committee, the academic committee under IQAC adopt necessary measures for maximum utilization of human resources

6.3.7 Faculty and Staff recruitment

Following the Assam state government rules and regulations, the faculties and staffs are being recruited. Besides it, Part-time faculties are recruited as per the needs of the college in consultation with IQAC

6.3.8 Industry Interaction / Collaboration

We do not have opportunities to collaborate with industries

6.3.9 Admission of Students

- Before beginning of new academic session, advertisements are published in local news papers for admission of the students
- In the college prospectus, academic calendar, course fees, course offered by the institution are reflected and in the college website, all the necessary information are uploaded
- Students are admitted on merit basis both in the arts and commerce stream. In selecting major subjects, departmental screening test are conducted

6.4 Welfare schemes for

Teaching staff	<ul style="list-style-type: none"> • Well equipped common room • Separate departmental rooms for each departments with computer and • Wi-Fi facilities • College canteen provide food at subsidies rates • Health check up facilities provided by medical cell
Non teaching-staff	
Students	<ul style="list-style-type: none"> • Common room facilities for both boys and girls • Health check up facilities provided by medical cell

	<ul style="list-style-type: none"> • College canteen provide food at a subsidies rates • Provision of Remedial classes for slow learners • Library facilities • Well equipped play ground • Drinking water facilities • Book bank facilities in central library and in the departments • Financial assistance is provided by the authority for field trips and educational tours • Scholarship facilities under state government schemes • Financial assistance are provided to the poor and meritorious students
--	--

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

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

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?

None

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

6.11 Activities and support from the Alumni Association

<ul style="list-style-type: none"> ▪ Alumni association performed several programmes in collaboration with local organization both in side and outside of the college campus ▪ The alumni association is involved in different NGO's and organized different programmes .

6.12 Activities and support from the Parent – Teacher Association

There is no formal parent-teacher association

6.13 Development programmes for support staff

- Training programmes on computer skill development
- Training programmes on the use MS-Excel

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

- Maintains a Botanical garden
- Green audit has been completed

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.

- Maintain the individual teachers' diary and self appraisal report
- Academic committee has taken initiatives in student enhancement programmes
- All the faculty members are involved in guiding the students for their future prospects
- Health awareness camps have been organized
- All departments have wall magazines and some departments have departmental magazines
- Annual College magazine 'Prabahini' reflects the literary performances of students and faculties
- Some of the departments are engaged in field survey, project preparation and departmental seminars
- Observation of death and birth anniversaries of eminent personalities

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

- One national level seminar was organised
- Feedback from students are taken by authority and necessary steps have been taken to develop the teaching- learning process
- Five proposals for Minor Research Projects and three seminar proposals have been submitted to UGC
- Students are motivated to develop competitive spirit through departmental counselling

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

- Teachers Diary and Self -Appraisal Report
- Computer Literacy

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

7.4 Contribution to environmental awareness / protection

- An environmental tour was conducted with the 4th semester students
- World Environmental day was observed on 5th June 2011 by the Red Ribbon Club
- Plantation of tree programme has been done in collaborations with Alumni Associations and NSS wing.
- Women Cell has organised a training programme where students are trained up to handle any sudden disaster or accident.

7.5 Whether environmental audit was conducted? Yes No

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

Strength:

- The college has large campus area of 1,34,760 sq.mts.
- The college campus is covered under Wi-Fi System

Weakness:

- Shortage of man power in both teaching and non-teaching staff.
- Lack of proper exposure for students to face competitive examination.

Opportunity:

- To start the PG programme under regular mode.
- To introduce need-based courses.

Threat

- Competition with private colleges.
- Frequent load shedding is a hindrance in the day to day activities of the college.

8. Plans of institution for next year

- Planned to construct a well equipped auditorium
- Planned to construct of Indoor stadium and outdoor playground
- Planned to construct of departmental rooms
- Planned to extension of college canteen
- Planned to organised golden jubilee of college
- Planned to organising interdepartmental student seminars
- Planned to organise Remedial classes for slow learners
- Planned to make provisions for increasing participation of students in co-curriculum activities
- Planned to organised counselling programme on higher education
- Planned to arrange health care programmes for students
- Planned to organise one workshop for office staff
- Planned to organise workshop in teaching learning for teacher of the college
- Planned to organise at least one minor research projects in each departments
- Planned to organise at least one national seminar in each departments

Name Dr. Ranjit Ranjan Saikia

Name Dr. Jaigeswar Borah

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Best Practice I**Teachers' Diary and Self Appraisal Report:****Goal:**

The goal of this practice is to provide quality education through maintenance of proper procedure and records. The practice aims to encourage the teachers to plan, implement and record all academic activities for their professional benefit as well as for improvement of the academic atmosphere.

Context:

It was felt that maintaining proper records of the academic activities is very important for overall development of the educational institution. Initially, it was found that the practice demanded rigorous discipline on the part of the teachers and proper counselling was needed in this regard. However, the need for maintaining proper records for preparing API scores made this practice more attractive.

The Practice:

All the teachers are provided with a diary by the college which provide space for recording all the activities like classes, research, extra curricular as well as administrative works. The teachers are supposed to record all activities and place the same to the Head of the Department who, in turn, puts his/her sign if the entries are found satisfactory. At the end of the month a monthly report is prepared on the basis of the daily entries and submitted to the principal.

Evidence of success:

This practice has been successful in orienting the faculty members to keep their records of their professional activities in proper shape. It has also led to the development of sense of responsibility among the teachers. As a result, classes are taken regularly and extra classes are also taken to help the students improve their reading and writing skills. Moreover, teachers are also being encouraged to take up research projects as well as extension activities.

Problems encountered:

Sometimes teachers forget to record their activities in detail due to laxity. Other than that monitoring the proper process of recording is a challenge.

Resources required:

Financial resources required for printing the teachers' diaries.

Best Practice –II

Computer Literacy:

Goal:

The goal of this practice is to provide the students all the required facilities to make them computer literate. In the modern globalized world computer literacy is utmost necessary in every sphere of life. Computer literacy can be defined as the knowledge and ability to utilize computers and related technology efficiently with a range of skills covering from elementary level to advanced programming. The knowledge of computer has become a basic need in every job today.

The Practice:

The college has started a UGC funded course on Computer Programming and System Analysis. The course is conducted by specially trained teacher. The duration of the course is one year. All the willing degree students are eligible to take admission in this course. There are 34 internet connected computer for practical classes. Students are divided into several groups for practical class and practical is done on rotation basis. Theory classes are also held regularly. At the end of the year examination are conducted and the successful students are awarded certificates.

Evidence of Success:

Most of the students are now computer literate and many of them are engaged in various govt. & non-govt jobs.

Problems encountered:

1. Monitoring the students to take up the course.
2. Lack of permanent teachers.

Resource required:

Huge amount of financial resources is required to equip the computer laboratory.

Contact Details:

Name of the Principal: Dr. Jaigeswar Borah

Name of the Institution: C.K.B. College, Teok

City: Jorhat, Assam

PIN Code: 785112

Accredited Status: Expired in 2009

Work Phone: 0376-2396491, FAX: 0376-2396491

Website: www.ckbcollegeteok.org.in

E-Mail: jborah.jrt@ gmail.com

Mobile-94350-93327

Annexure : II**ABBREVIATION**

ACTA	:	Assam College Teachers' Association
ASC	:	Academic Staff College
BBA	:	Bachelor of Business Administration
BCA	:	Bachelor of Computer Application
BPL	:	Below Poverty Line
EVS	:	Environmental Studies
FDP	:	Faculty Development Programme
FIP	:	Faculty Improvement Programme
GB	:	Governing Body
INFLIBNET	:	Information and Library Network
IQAC	:	Internal Quality Assurance Cell
ISR	:	Institutional Social Responsibility
ICT	:	Information and Communication Technology
MOBC	:	More Other Backward Classes
NGO	:	Non Government Organizations
N-LIST	:	National Library and Information Services
NSS	:	National Service Scheme
NEHA	:	North-East History Association
NEEA	:	North-East Economic Association
NEIPSA	:	North-East India Political Science Association
NEIES	:	North-East India Education Society
OBC	:	Other Backward Classes
OP	:	Orientation Programme
RC	:	Refresher Course
SC	:	Schedule Caste
ST	:	Schedule Tribe
STC	:	Short Term Course
UG	:	Under Graduate
UGC (NERO)	:	University Grants Commission (North-Eastern Regional Office)

Annexure III

Academic Calender 2010-11

C.K. B. College, Teok

Month	Holidays	No. Of working days	No. Of Teaching Days
2010			
9 th June to 30 th July	03	19	0
1 st July to 31 st July	03	28	23
1 st August to 31 th August	09	22	22
1 st Seprtember 30 th September	04	26	26
1 st October to 31 st October	12	19	19
1 st November to 30 th November	07	23	23
2011			
1 st December to 31 st December	05	26	17
1 st January to 31 th January	10	21	0
1 st February to 29 th February	06	23	08
1 st March to 31 st March	05	26	26
1 st April to 30 th April	09	21	21
1 st May to 31 st May	05	26	26
Total	77	281	214

Annexure V

FEEDBACK, ARTS



চন্দ্রকমল বেজবৰুৱা মহাবিদ্যালয়, টীয়ক

CHANDRA KAMAL BEZBARUAH COLLEGE, TEOK

PO: JOGDUAR, TEOK DIST: JORHAT 785112

EVALUATION OF TEACHING: ARTS STREAM
ACADEMIC SESSION: 20 TO 20

CLASS: TDC-I/TDC-II/TDC-III

Kindly fill in information in the provided space

EXCELLENT A VERY GOOD B GOOD C AVERAGE D POOR E

		PUNCTUALITY (পৰৱৰ্তী হওঁ)	ABILITY TO MAKE CLASS INTERESTING (ক্লাস আকৰ্ষণ কৰাৰ ক্ষমতা)	KNOWLEDGE OF SUBJECT (বিষয় গুৰু জানা)	ABILITY TO SUMMARISE (সূচক কৰা পৰাৰ ক্ষমতা)	AUDIBILITY (শব্দতকৈ উচ্চকৈ কৰা পৰাৰ ক্ষমতা)	CLARITY OF PRESENTATION (শব্দতকৈ ব্যাখ্যা কৰাৰ ক্ষমতা)	ENCOURAGEMENT TO ASK QUESTIONS (প্ৰশ্ন কৰিবলৈ পুৰণি দিয়া)	ABILITY TO MANAGE CLASS (ক্লাসটো ভালকৈ পৰিচালনা কৰাৰ ক্ষমতা)	COMMAND OF LANGUAGE (ভাষাৰ ওপৰত ক্ষমতা)	ABILITY TO EXPLAIN (ক্লাসটো ব্যাখ্যা কৰিব পৰাৰ ক্ষমতা)	ABILITY TO CREATE INTEREST IN THE CLASS (ক্লাসটো আকৰ্ষণ কৰাৰ ক্ষমতা)	SENSE OF HUMOUR (ভঙ্গিমাতকৈ কৰাৰ ক্ষমতা)	ENTHUSIASM (শিক্ষককৈ উৎসাহিত কৰাৰ ক্ষমতা)
ASSISTANT	Mrs. Chitra Duarah													
	Mrs. Archana Konwar													
ENGLISH	Mr. Keshob Hazarika													
	Dr. K. Choudhury													
	Lily Dutta													
	Yasmin Khan													
	Moyuri Chetia													
EDUCATION	Junti Boruah													
	Korabi Dutta													
	Mamoni Gogoi													
ECONOMICS	Deepanjali Goswami													
	J. Boruah													
	Robit Karmah													
	Narendra Nath Saikia													
	Bhnoy Brot Rajkhowa													
HISTORY	Robin Saikia													
	Liakat Ahmed													
	Arup Kr. Borthakur													
	Ranjit P. Saikia													
Pol. Science	Bikash Nath													
	Ranju Devi													
	Ritanjali Saikia													
	Anubha Bordoloi													
SOCIOLOGY	Jntumoni Phukon													
	Pronob Saikia													
	Nizara Boruah													

J. Boruah
12.12.2022