

ANNUAL QUALITY ASSURANCE REPORT

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



AQAR : 2013-14

SUBMITTED BY :

**CHANDRA KAMAL BEZBARUAH COLLEGE, TEOK
JORHAT, ASSAM-758112
www.ckbcollegeteok.com**

The Annual Quality Assurance Report (AQAR) of the IQAC

C.K. B. College, Teok July 16th, 2013 to June 15th, 2014

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:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)_____

1.4 Website address:

Web-link of the AQAR:

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 :

1.7 AQAR for the year (for example 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 (2013-2014) submitted to NAAC on 22.12. 2014
- v. AQAR (2014 16th July to 20th Dec' 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	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input checked="" type="checkbox"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="05"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="03"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="02"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="02"/>
2.9 Total No. of members	<input type="text" value="12"/>
2.10 No. of IQAC meetings held	<input type="text" value="13"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="02"/> Faculty <input type="text" value="06"/>
Non-Teaching Staff Students	<input type="text" value="03"/> Alumni <input type="text" value="01"/> Others <input type="text" value="01"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Level Total Nos. International National State Institution

(ii) Themes

1. Workshop on Environmental Protection
2. How to prepare Research Paper

2.14 Significant Activities and contributions made by IQAC

1. Monitoring computer skill of both faculties and office staff
2. IQAC with consultation of the authority supervises the teaching -learning methods adopted by the teachers
3. Community service activities has done by the college with proper monitoring of IQAC
4. IQAC co-ordinates all the bodies of the college in different fields
5. Suggestion for installation for solar energy plant
6. Continuous up-gradation of the faculty members and innovative research works
7. IQAC ensured that the college should provide ample opportunities for the marginalized sections of students.

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 an International seminar on 21st - 23rd August, 2014 & a National Seminars on 14th and 15th, November, 2014. 2. Planned to start PG courses in selected subjects regular and distance mode. 3. Planned to organize lectures on career counseling. 	<ol style="list-style-type: none"> 1. Preparation is going on for Organised an International seminar in collaboration with ACTA on 21st--23rd. August 2014, & organised a national seminar in collaboration with Teok Junior College on 14th & 15th Nov' 2014. 2. The process of introduction of PG classes in Assamese, Economics, History and Political Science is

<ol style="list-style-type: none"> 4. Planed to organize some awareness programme by Red Ribbon Club 5. Planed for up gradation of more class room 6. Planed to up-grade more class room in to digital class rooms 7. Construction of new administrative building is going on. 8. Planed to complete the indoor stadium. 9. Planed to complete the outdoor playground. 10. Planed to complete the departmental rooms. 11. Planed to complete the historical Museum. 12. Planed to complete the construction of college guest house. 13. Planed to complete the showkidar shade. 14. Planed to complete the warden's quarter. 15. Planed to construct principal's quarter as well as teacher's quarters. 16. Planed to complete a sophisticated Auditorium 	<p>completed</p> <ol style="list-style-type: none"> 3. The career counseling cell has organized three programmes on career counseling 4. Red Ribbon Club organized a number of awareness programmes in the college. 5. One class room has been up-graded with Audio-Visual aids. 6. One class room has been up-graded to digital class room. 7. Construction of new administration building has been completed. 8. Construction of indoor stadium with gymnastic facilities has been completed. 9. Outdoor stadium has been completed. 10. Construction of departmental rooms heave been completed. 11. Construction of historical museum has been completed. 12. Construction of the guest house has been completed. 13. Construction of showkidar shade has been completed. 14. Warden quarter has been completed. 15. Preparing the proposal to construct principal's quarter as well as teacher's quarters. 16. Preparing the proposal to construct Auditorium
--	--

** 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 activities through organising international seminars/National seminars/Workshops.
2. Development of society through socio-economic research activities.
3. In matters pertaining to upgradation of teaching learning process
4. In matters pertaining to infrastructural and campus development.
5. Trained up office employees for computerisation of all official activities through organizing workshop
6. Library facilities should be enhanced
7. Continuous student support programmes
8. Enhancing infrastructural facilities for student support activities
9. Providing guidance in research project preparation
10. To increase health care facilities in the College
11. To increase more sports facilities in the College

Part – B

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			02
PG Diploma(distance mode)	07			
Advanced Diploma	--			
Diploma	--			
Certificate	12	02	10	
Others(UG distance mode)	02			
Total	25	02	10	

Interdisciplinary	02			
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	04
Trimester	--
Annual	01

1.3 Feedback from stakeholders* Alumni Parents Employers

Students

(On all aspects)

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

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

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

No

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

Yes, Self-financing courses -- Satriya Dance, Classical and Folk music and Tae-Kwon-Do

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
34	24	10	0	3

08

2.2 No. of permanent faculty with Ph.D.

Asst. Professors	Associate Professors	Professors	Others	Total

2.3 No. of Faculty Positions Recruited I and Vacant (V) during the year

R	V	R	V	R	V	R	V	R	V
15	01	18	0	0	0	0	0	34	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

07

06

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	25	2
Presented papers	0	44	2
Resource Persons	0	0	0

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

- Students' enrichment activities of the departments have been increased
- Digital class rooms are introduced by the college.
- IQAC encourages the faculty and students to use latest technology such as LCD,OHD , etc., in teaching -learning process

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

240

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

The IQAC plays an important role in internal examination/evaluation process with the help of examination committee.

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

02

2.10 Average percentage of attendance of students

83

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.A.	141	3	47	121		85.82%
B.Com.	20	--	3	13		80.00%

B.A.(distance mode) *	07	---	--	---	---	---
PG(distance mode)*	04	---	---		---	--

*result yet to declare.

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 of Dibrugarh University
2. Organised some skill development programme on rural employment.
3. Organised a workshop on preparation of research project
4. Suggests to prepare lesson plan

2.13 Initiatives undertaken towards faculty development

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

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. IQAC encourage the faculty members to register for Ph.D and M.Phil Research and also take initiatives for special leaves for course work, conferences and seminars.
2. It has created an environment to teach the students for presentation of seminar paper/group discussion
3. Kept encourage the faculties to organise national as well as international seminars
4. IQAC encourages the faculty members for preparing proposal for Minor as well as Major research to different funding agencies

4.1 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs				Rs.1

4.1 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	9		2
Outlay in Rs. Lakhs	Rs.1,60,000			Rs.1,60,000

4.1 Details on research publications

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

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	---	---	---	----
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				

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

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

0

0

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

0

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

110

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

- Creating more avenues for students to engage in community services
- 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	31476.45 sq.mtr.	1168.51 sq.mtr.	UGC	32644.95 sq.mtr.
Class rooms	19	----	----	19
Laboratories	----	----	--	----
Seminar Halls	684.84 sq.mtr.	----	----	684.84 sq.mtr.
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	78	08	UGC	86
Value of the equipment purchased during the year (Rs. in Lakhs)	52.19lakh	9.8 lakh	UGC	61.99 lakh
Others	---	----	----	----

Computerization of administration and library

- Computerization of the administrative block and the central library
- To train the office employees handling computers and internet

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13,602	20,04695	2,034	34,4863	15,636	23,49557
Reference Books	319	3,11000	84	1,10000	403	42,1000
e-Books	---	----	----	----	----	---
Journals	12	8,300	03	1,800	15	10100
e-Journals	----	----	---	----	----	----
Digital Database	01	----	----	----	----	---
CD & Video	01	-----	----	-----	----	15,000
Others (specify)(Xerox)	01	---	----	----	----	45,000

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	50	01	Wi-Fi	01	01	04	08	01
Added	10	0	Wi-Fi	0	0	0	0	0
Total	60	01		01	01	04	08	01

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

- 80 percent of the office employees are computer literate
- All the faculty members are computer literate
- 70 percent of the students are computer literate
- Self-financed certificate course in computer education is provided to the students

4.6 Amount spent on maintenance in lakhs :

i) ICT	.4
ii) Campus Infrastructure and facilities	9
iii) Equipments	5
	5

iv) Others

Total :

19.4

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- | |
|--|
| <ul style="list-style-type: none"> SC/ST/OBC Students – Scholarship and Free ship Earn and Learn Scheme, Reservation, Fees Instalments, Differently abled, Skill development program, College Magazine, Remedial Classes, Industrial Visits. The college regularly publishes its updated prospectus and the same is distributed to the students with the admission form at the time of admission. |
|--|

5.2 Efforts made by the institution for tracking the progression

- | |
|--|
| <ul style="list-style-type: none"> The college conducts class test unit wise in every semester for continuous evaluation. An academic committee to take care of students' enrichment programmes in consultation with faculty members Career counselling cell organised a programme on awareness of the students to pursue different professional courses specially for the arts and commerce students Students seminars was 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 for the National Seminar |
|--|

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
692+	4**	---	375***
36*			

*Thirty six no of students are

Under distance mode D.U

** Under distance mode under G.U.

*** UGC Sponsored & college self

Finance courses.

(b) No. of students outside the state

(c) No. of international students

No	%

Men

No	%

Women

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 continued this year also

No. of students beneficiaries

100

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 counselling cell guide the students for their feature prospects

No. of students benefited

150

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	Nil

5.8 Details of gender sensitization programmes

Observation of National Women day on 8.3.13

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	56	59000
Financial support from government	80	294420
Financial support from other sources	9	25000
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: Nil

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 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 are held quarterly to review the teaching learning and evaluation process
- With the help of students unions different problems of students are being 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 feed back from the students on curriculum aspects

The IQAC monitors the academic activities of the departments of the college, 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 recommends the various MRPs 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 suggest library officials to eradicate the problems in library maintenance. The building committee and the purchasing committee under the IQAC recommends the authority for infrastructural development and ICT.

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

By following the Assam state government rules and regulations the faculties and staffs are being recruited. Besides, 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

- In the beginning of new academic sessions the 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
- On merit basis students are admitted both in the arts and commerce stream. In selecting students major subjects departmental screening tests are conducted

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> • Well equipped common room • Separate departmental rooms for each departments with computer and Wi-Fi facilities • College canteen with subsidies rates • Health check up facilities provided by medical cell
Non teaching	do
Students	<ul style="list-style-type: none"> • Common room facilities for both boys and girls • Health check up facilities provided by medical cell • College canteen with subsidies rates • Provision for 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 provided by the authority for field trips and educational tours • Scholarship facilities under state government rules • Financial assistance are provided to the poor and meritorious students • Meritorious and very poor Tea-Tribes students can be admitted without admission fees

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	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?

None

6.11 Activities and support from the Alumni Association

Alumni association performed several programmes in collaboration with local organization out side the college and in the college campus

The alumni in different NGO's and organizations help in community extension service

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 computerise office maintenance

Training programmes on the use MS-Excel

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

College campus has been made Ploythene/Plastic free zone

Maintains a Botanical garden

Green audit has been done

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 been taking initiatives in student enhancement programmes
- All the faculty members are involved in guiding their students for their future prospects
- Health awareness camps have been organized
- All departments have wall magazines and some departments have departmental magazine
- 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 is organised
- Feedback from students and alumni are taken by authority and necessary steps are taken to develop the teaching learning process
- One faculty member namely Mr. Binoy Brata Rajkhowa is in FDP leave
- Four MRP's and four seminar proposals are submitted to UGC and ICHR
- 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)

Participatory decision making process Widening access to higher education
--

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

7.4 Contribution to environmental awareness / protection

- | |
|--|
| <ul style="list-style-type: none"> • An environmental tour was made by taking the 4th semester students • World environmental day was observed on 5th June 2014 by Red Ribbon Club • Plantation of tree programme has been done in collaborations with Alumni Associations • Disaster Management Cell which organises training programmes 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

- Organising more interdepartmental student seminars
- Remedial classes for slow learners
- To make provisions for increasing participation of students in co-curriculum activities
- Organise counselling programme on higher education
- Arrange health care programmes for students
- One Workshop for office staff
- For faculties one workshop to be organised in teaching learning
- Planning to organise at least one minor research projects in each departments
- Planning to organise at least one national seminar in each departments
- Planning to organise one international seminar
- Planning to open regular PG courses in some departments under Dibugarh University
- Planning for introduce a self defence certificate course
- Planning to introduce UG course under distance mode
- Planning to organizing workshop to develop the skills of students to prepare seminar papers
- Planning for adoption of more neighbouring villages to develop as model villages.
- Planning to organising health awareness programmes
- Organising environmental awareness programme
- To provide community service
- Planning to formulate a comprehensive routines for proper utilization of resource
- To increase students participation in academic as well as other activities
- Planning to increase more books in library

Name Dr. Ranjit Ranjan Saikia

Name Dr. Jaigeswar Borah

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure : I

BEST PRACTICE I:

Participatory decision making process

Goals:

- To achieve the Vision and Mission of the college.
- To build a healthy academic culture.
- To involve staff and the students in decision making process.
- To ensure transparency in the administrative and academic activities.

Context:

In order to make decision making process fair and transparent different decision making committees have been formed with the aim of including almost all the members of the college fraternity i.e. the teaching and non-teaching staff as well as the students.

The Practice:

The practice of decision making process implemented in the college is summarized below-

Participatory Decision Making Process

- **Governing Body**

The Governing Body is the supreme administrative body of the college. It is constituted by the state government for a period of five years. Two members of the GB are nominated by the Vice Chancellor of Dirbugarh University for a period of three years. The Principal of the college, Vice-principal, two teachers' representatives, one office staff representative, three guardian members and a member of the donor family are also included in the GB.

- **IQAC**

The IQAC of the college is functioning with Dr. Ranjit Ranjan Saikia as co-ordinator along with a few members. It ensures over all internal quality of the college.

- **Academic Committee**

The academic committee of the college comprises the Principal, Vice-principal and all the H.O.D.s. Decisions related to the admission procedure, examination, preparation of class routines are taken by this committee in consultation with IQAC.

- **Research Committee**

The Research committee goes through the proposals of Minor Research Projects and provides necessary guidance for the preparation of the proposals. It also encourages

the faculty for research works. The committee also takes active part in organization of National seminars/Workshops utilizing financial assistance from different organizations/agencies.

- **Examination committee**

The examination committee conducts all the internal as well as university examinations.

- **Women's Cell**

The women cell of the college formed under the Centre for Women's Studies, Dibrugarh University conducts various programmes for women empowerment. It also implements various programmes organised by ACTA (Assam College Teachers' Association).

- **Hostel Committee**

The hostel committee monitors the overall maintenance of the Girls' hostel.

- **Alumni Association**

This organization undertakes various projects for the development of the college and also provides a meeting ground to all the outgoing students.

- **Career counselling Cell**

This cell provides information and training for career development of the students.

- **Community development cell**

The college NSS (National service scheme) wing is involved in various community development schemes such as village road construction and cleanliness drive etc.

- **Teachers Unit**

The College Teachers' Unit is affiliated to the ACTA (Assam College Teachers Association) and works for the welfare of the students as well as the teachers and also assists the management for smooth functioning of the college.

- **Students Union**

There is an elected body of students known as Students' Union in the college which works for all round development of the students. The college strictly follows the recommendation of Sri J.M. Lyngdoh, the retired chief Election Commissioner of India, in the process of formation of elected body of the students, as directed by the honourable Supreme Court of India.

- **Gender Sensitization Committee**

In Compliance of the guidelines of Hon'ble Supreme Court of India, the Gender Sensitization Committee of CKB College, Teok is constituted for the purpose of preventing gender harassment in the College. The Committee consists of teachers of different departments of the college.

- **Anti-Ragging Squad**

There is an Anti-Ragging Squad in the college consisting of teachers of different departments and also the General Secretary of the Students' Union as members.

- **Grievance Redress committee**

The Grievance Redress Committee of the college is constituted for the purpose of redressal of grievances of the students, teachers and the office employees.

Besides these committees

- The students are entitled to fair, transparent and timely evaluation, including fair provisions for timely rechecking or re-evaluation of the answer scripts and redress of any grievance related to the evaluation process.

- **Evidence of Success**

All the decision making committees are active in their respective fields. Due to the vigilance of the Anti-Ragging Squad, till now no case of ragging has been registered. In the field of research also many teachers are engaged in different projects. In the last few years 7 teachers obtained Ph.D. degrees and many are also pursuing Ph.D. work in different Universities. So far 13 nos. of MRP projects have been completed and there are 09 nos. of ongoing MRP projects.

- **Problems encountered**

The main problem is time constraint. The teachers are left with little time to perform their duties as members of different committees since apart from class teaching they have also to be engaged in many other academic activities.

BEST PRACTICE II:

Widening access to higher education

Goals:

- To widen access to higher education.
- To make higher education affordable to the poor and under privileged
- To empower students from disadvantaged community, women, minority community and economically weaker sections of the society.

Context:

The CKB College Teok is situated in a rural area surrounded by tea gardens. Most of the students belong to economically weaker sections of the society. A large part of the population of the neighbouring areas of the college belongs to Scheduled Castes, Scheduled Tribes and Tea Tribe communities. Keeping local needs in mind, the college has taken some initiatives for widening access to higher education to its students.

The Practice:

As part of the mission of widening the access to higher education the college has taken some proactive roles in offering equal opportunities to a wide range of communities from

different socio-economic background. As part of the same the following programmes are worth mentioning

BA under Distance Mode

The College is conducting Distance Education Programme for BA course under the Dibrugarh University from the academic session 2012-2013 for those students who cannot afford to join in the semester system due to employment or any other reasons.

Distance and Open Learning

The college conducts the following Master Degree and Diploma courses under the Institute of Distance and Open Learning under Gauhati University.

Master Degree in Assamese, English, History, Political Science, Economics, Philosophy, Bengali, Bodo, Communication & Journalism, M.Com. and M.Sc. in Mathematics.

Diploma in PGDHRM, PGDSMM, PGDBM, PGDFM, PGDIRM, PDBFS and PGDJMC.

Vocational Training:

With an aim to increase the employability and earning potentiality of the students, the college conducts the following career oriented courses:

- Computer Programming and System Analysis
- Spoken English and
- Fashion Designing

The courses are conducted by specially trained teachers and these are funded by the UGC. The duration of the courses is one year. At the end of one year examinations are conducted and the successful students are awarded certificates.

The college also conducts the following self financing courses in collaboration with the Women's Cell of the college considering the demand of the students.

- Cutting & Tailoring,
- Knitting & Embroidery,
- Food Processing & Preservation,
- Cooking,
- Interior Decoration, and
- Satriya Dance.

The students are charged moderate fees for these courses on no-profit basis.

Counselling:

The teachers provide financial as well as academic help to the poor and needy students. Special Remedial classes are also taken for slow learners. The parents- teachers meetings are also held from time to time.

Special privilege for Tea-Tribe Students

To make higher education affordable for Tea-Tribe students, meritorious and very poor Tea tribe students are admitted to the college free of fees.

Awards & Laurels:

- 'Ananda Chandra Sarma Memorial' award is given to the best graduate of the college.
- 'Late Madhurjya Bora Memorial' award is given to the best student securing highest marks in HS exam from this college by the teachers unit of the college.
- The 'best library user' of this college is also awarded every year.
- The college authority also awards two students every year for their over all good performance in the college.
- **Evidence of Success**

The college is highly successful in providing higher education to the students of the locality. The student enrolment has increased manifold. In 2004, number of students enrolled in degree classes was 299 and now in 2014, the number has increased to more than 700.

- **Problems encountered**

As most of the students come from flood affected areas, under privileged and economically backward families, teachers have to take special care in teaching them. Even during holidays and vacations the teachers take extra classes so that the students can brush up their backlogs if any. The teachers also provide financial assistance to poor and needy students.

- **Resources required**

- Human resources/Professionals to impart teaching
- Human resources for counselling and financial assistance

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 Team Course
UG	:	Under Graduate
UGC (NERO)	:	University Grants Commission (North-Eastern Regional Office)

Annexure III

Academic Calender 2013-14

C.K.B. College, Teok

Month	Holiday	No. of Working Days	No. of Teaching Days
2013			
16 th July to 31 st July	----	14	14
1 st August to 31 st August	04	24	24
1 st September to 30 th September	01	24	24
1 st October to 31 st October	10	21	20
1 st Novermber to 30 th November	05	25	25
1 st December to 31 st December	07	24	11
2014			
1 st January to 31 st January	08	23	13
1 st February to 28 th February	07	21	17
1 st March to 31 st March	04	27	26
1 st April to 30 th April	07	23	23
1 st May to 31 st May	05	26	26
1 st June to 30 th June	05	25	12
1 st July to 15 th July	02	13	0
Total	65	289	240

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 (সময় মতে উপস্থিত)	ABILITY TO MAKE CLASS INTERESTING (ক্লাস আগ্ৰহী কৰাৰ ক্ষমতা)	KNOWLEDGE OF SUBJECT (বিষয় গুৰু জানা)	ABILITY TO SUMMARISE (সূচকৈ কৰাৰ ক্ষমতা)	AUDIBILITY (শব্দস্বৰে সূচকৈ কৰাৰ ক্ষমতা)	CLARITY OF PRESENTATION (শব্দস্বৰে সূচকৈ কৰাৰ ক্ষমতা)	ENCOURAGEMENT TO ASK QUESTIONS (প্ৰশ্ন কৰিবলৈ সূচকৈ কৰাৰ ক্ষমতা)	ABILITY TO MANAGE CLASS (শব্দস্বৰে সূচকৈ কৰাৰ ক্ষমতা)	COMMAND OF LANGUAGE (ভাষাৰ ওপৰত ক্ষমতা)	ABILITY TO EXPLAIN (শব্দস্বৰে সূচকৈ কৰাৰ ক্ষমতা)	ABILITY TO CREATE INTEREST IN THE CLASS (শব্দস্বৰে সূচকৈ কৰাৰ ক্ষমতা)	SENSE OF HUMOUR (অপহাস কৰাৰ ক্ষমতা)	ENTHUSIASM (শিক্ষকৰ উৎসাহ কৰাৰ ক্ষমতা)
ASSAMESE	Mrs. Chitra Duarah													
	Mrs. Archana Konwar													
	Mr. Keshob Hazarika													
ENGLISH	<i>Dr. K. Gupta</i>													
	Lily Dutta													
	Yasmin Khan													
EDUCATION	Moyuri Chetiyia													
	Junti Boruah													
	Korabi Dutta													
ECONOMICS	Mamoni Gogoi													
	Deepanjali Goswami													
	<i>J. Baruah</i>													
HISTORY	Rebati Ch. Sarmah													
	Norendra Nath Saikia													
	Binooy Brota Rajkhowa													
Pal-Science	Robin Saikia													
	Liakat Ahmed													
	Arup Kr. Borthakur													
SOCIOLOGY	Ranjit R. Saikia													
	Bikash Nath													
	Ranju Devi													
	Ritanjali Saikia													
	Anusha Bordoloi													
	Jintumoni Phukon													
	Pronob Saikia													
	Nizara Boruah													

J. Baruah
12.12.2012