



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

Part A	
<b>Data of the Institution</b>	
<b>1. Name of the Institution</b>	C.K.B. COLLEGE, TEOK
Name of the head of the Institution	DR. BIJOY KRISHNA PACHANI
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	09476866847
Mobile no.	9954451040
Registered Email	info@ckbcollegeteok.com
Alternate Email	bkpachani@gmail.com
Address	A.T. Road, Jogduar PO: Jogduar (Teok) Dist: - Jorhat
City/Town	Jorhat
State/UT	Assam
Pincode	785112

<b>2. Institutional Status</b>	
Affiliated / Constituent	<b>Affiliated</b>
Type of Institution	<b>Co-education</b>
Location	<b>Rural</b>
Financial Status	<b>state</b>
Name of the IQAC co-ordinator/Director	<b>DR. BINOYBROT RAJKHOWA</b>
Phone no/Alternate Phone no.	<b>08011581756</b>
Mobile no.	<b>9706923409</b>
Registered Email	<b>info@ckbcollegeteok.com</b>
Alternate Email	<b>ckbteokiqac@gmail.com</b>

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.ckbcollegeteok.com/files/iqac/ASCOGN119682017.pdf">http://www.ckbcollegeteok.com/files/iqac/ASCOGN119682017.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	<b>Yes</b>
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://www.ckbcollegeteok.com/">http://www.ckbcollegeteok.com/</a>

<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
<b>1</b>	<b>C++</b>	<b>69.5</b>	<b>2004</b>	<b>25-Sep-2004</b>	<b>24-Sep-2009</b>
<b>2</b>	<b>B</b>	<b>2.59</b>	<b>2015</b>	<b>29-Sep-2015</b>	<b>28-Sep-2020</b>

<b>6. Date of Establishment of IQAC</b>	<b>12-Sep-2005</b>
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<b>7. Internal Quality Assurance System</b>
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Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Workshop on use of ICT	29-Nov-2018 1	32
Popular talk on formation of reading habit	08-Apr-2019 1	92
RIO+24 IDRC India Programme, 2018	06-May-2019 1	32
Orientation Programme on CBCS	01-Jun-2019 1	23
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
N/A	N/A	N/A	2019 N/A	0
No Files Uploaded !!!				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

IQAC tried to improve the standard of teaching learning process through encouraging the teacher for ICT based teaching, team teaching, brain storming etc.

IQAC encouraged the teachers and students to carry out a number of extension activities so as to extend the service of the institution from the college boundary to the greater community which will in another way motivate the community members to be concerned with the activities of the college which is quite necessary for effective realisation of institutional objectives.

IQAC and college authority through their joint initiative to foster research aptitude among teachers and students allotted every department to carry out one minor research project in every academic year. These projects, funded by college authority were completed through a joint venture of faculty members and students of each department. In addition to these research projects, IQAC also encourages Student Projects under the supervision of faculty members of the departments.

[View File](#)

**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
<b>No Data Entered/Not Applicable!!!</b>	
<a href="#">View File</a>	

**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
Governing Body	05-Dec-2019

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

No

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2019

Date of Submission

02-Apr-2019

**17. Does the Institution have Management Information System ?**

No

**Part B**

**CRITERION I – CURRICULAR ASPECTS**

**1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Chandra Kamal Bezbaruah College, Teok is currently having the following mechanisms for effective delivery of curriculum. i. At the beginning of the academic year, the college prepares an academic calendar in keeping with the Academic Calendar of Dibrugarh University , to which the college is affiliated, and makes it available for students. ii. To make the students aware of the

mechanism for curriculum delivery and implementation, an orientation class is conducted by IQAC for newly admitted students at the beginning of the academic year. For this class, IQAC prepares a PowerPoint Presentation to make the students familiar with course structure, attendance, internal assessment, sessional examinations, group discussion and seminar, and end-semester examination system. iii. IQAC prepares a well constructed routine in accordance to the credit points allotted to each course and circulates it to each department for allotment of classes. The routine is finalized after the submission of the copies of routine with allotment of classes from the HODs. iv. Departmental meetings are held in which the Units/Papers in the syllabus are distributed among the faculty members after discussion. v. Teachers prepare their teaching plan on the basis of the units/papers allotted and classes available. IQAC strictly monitors the progress of the syllabus through consultation with the HODs for its completion on time. vi. To enhance the teaching-learning process of the institution, IQAC is taking initiatives to encourage the faculty members to deliver their lectures with the aid of ICT tools. To increase the number of lectures through PowerPoint and for the proper utilization of the ICT enabled classrooms of the college, IQAC maintains a record of ICT based classes conducted by the faculty members. vii. All the departments maintain the academic records of the students--the marks they obtain in sessional examinations, group discussions/seminar and attendance. viii. According to the "Dibrugarh University Regulations for the Under Graduate Programmes in the Choice Based Credit System", two sessional examinations are held for each semester. IQAC appoints two co-coordinators for each sessional examination for preparation of programme, allotment of invigilators and other necessary arrangements. ix. To keep track on the academic progress of the students, class tests are conducted by the departments in addition to the sessional examinations. x. If a student is unable to appear in any sessional examination for unavoidable reasons, the concerned department allows the student to appear in a separate examination. xi. Students are specially trained to prepare seminar paper and to present it with the aid of PowerPoint. xii. To ensure effective implementation of the prescribed curriculum, field visits, educational tours are also organized by departments. xiii. IQAC conducts Student Satisfaction Survey and collects students' feedback to analyse and improve the academic environment of the institution. xiv. The college has a central library and the departments have their own departmental libraries. Moreover, the college helps the economically backward students by providing books through the Book Bank. xv. For the benefit of the students, special talks by experts are also arranged by all departments.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
One Year Diploma in Fishery and Piggery farming course	Diploma in Fishery and Piggery farming	01/06/2019	365	The object of the course is to create employability avenues to the students and inspire them for entrepreneurship development amongst them.	skill development

One Year Diploma in Metal Fabrication	Diploma in Metal Fabrication	01/06/2019	365	The object of the course is to create employability avenues to the students and inspire them for entrepreneurship development amongst them.	Skill Development
One Year Diploma course in Maintenance of Refrigeration and Air Conditioning Equipments and other Household Appliances	Diploma course in Maintenance of Refrigeration and Air Conditioning Equipments and other Household Appliances	01/06/2019	365	The object of the course is to create employability avenues to the students and inspire them for entrepreneurship development amongst them.	Skill Development

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
<b>No Data Entered/Not Applicable !!!</b>		
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### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Honours in English, Assamese, history, Education, Economics, Political Science and Sociology.	01/06/2019
BCom	Honours in Accountancy and Finance, Human Resource Management.	01/06/2019

### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	46

## 1.3 – Curriculum Enrichment

### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
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One Year Diploma in Fishery and Piggery Farming	01/06/2019	17
One Year Diploma in Metal Fabrication	01/06/2019	6
One Year Diploma in Maintenance of Refrigeration and Air Conditioning Equipments and other Household Appliances	01/06/2019	23
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### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	History	4
BA	Accountancy and Finance	20
BA	Accountancy and Finance	28
BA	Education	15
BA	Education	15
BA	English	10
BA	Pol. Science	8
BA	Sociology	11
BCom	Sociology	9
BCom	Assamese	13
BA	Economics	8
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### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	No

#### 1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>Students feedback is collected from 6th semester students every year. Students provide their feedback on the performance of the teachers. The performance of the teachers are evaluated in terms of regularity, sincerity / commitment, communication skills, completion of syllabus in time, preparation for the class, uses of modern teaching aids (OHP/PPT), assisting students by providing study material (e.g. eresources, ejournals, reference books), guiding students to overcome physical, emotional and learning challenges etc. Moreover, feedback is also received on varied aspects of the college including canteen, library</p>

facility, internet facility, sports facility, administration etc. During "Parent Teacher Meet" feedback is collected from the guardians/parents in the form of suggestions. Each department organises "Parent Teacher Meet" in which the faculty members discuss the academic progress of the students and other related matters with the guardians/parents and try to identify the needs and problems faced by their ward. The suggestions and comments given by the guardians/parents are seriously taken into account for the overall development of the institution. The "Planning Purchasing and Monitoring Committee" conducts meeting to prepare a budget where the Head of all the departments and convenors of different committees and cells submit their proposals and plan of action for the next academic year. The demands of individual teacher and the general need of the department are incorporated in the proposals submitted by the Head of each department. The demands and suggestions of the convenors of the committees and cells and the Head of the departments are taken into consideration for the development of the college. Moreover, the progress reports of the previous year submitted by Heads of departments and the convenors of the committees and cells are analysed for future upgradation. Feedback from teaching and nonteaching staff are also collected and actions are also taken as per their recommendations and suggestions.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Honours	450	500	409
BCom	Honours	150	50	36
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### 2.2 – Catering to Student Diversity

#### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	445	Nil	32	Nil	Nil

### 2.3 – Teaching - Learning Process

#### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
32	32	5	12	1	Nil
<a href="#">View File of ICT Tools and resources</a>					
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#### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

To monitor the academic progress of the students and to provide them necessary guidance for academic advancement and primary physical/psychological well being, the following steps have been adopted by the



institution: i. The teachers of each department maintain interaction with students in their respective departments during college hours and also communicate with them through social networking sites for any academic/nonacademic matters. ii. In the parent teacher meetings the faculty members discuss the academic progress and other related matters with the parents and try to identify the problems faced by students. iii. In order to establish positive contact and communication with family members of the students, the faculty members visit home of students (mainly BA/B.Com 6th semester students) every year at a specific time fixed by IQAC. IQAC and the Principal make necessary arrangement for the teachers for such visits. iv. At the beginning of the academic year, an orientation class is conducted by IQAC for newly admitted students. In this orientation class which is generally delivered through a PowerPoint Presentation, IQAC tries to make the students familiar with course structure, internal assessment, sessional examinations, group discussion and seminar, and endsemester examination system. v. All the departments maintain the academic records of the students the marks they obtain in sessional examinations, class tests/surprise tests, records of group discussions/seminar and attendance. vi. The faculty members of each department sometimes suggest students to provide the list of difficult questions from previous question papers and these questions are discussed in during class hours. vii. To enhance the performance of the students in cocurricular activities, the last Saturday of every month is allotted for students' training in various cultural and sports activities. IQAC constitutes committees for such programmes and allots specific classrooms for conducting such programmes. The committees prepare list of students and make other necessary arrangements including selection and invitation of resource persons. viii. The Career Counselling Cell of the college organizes programmes to train students for various competitive examinations. ix. The Medical Cell of the college helps the students by providing primary healthcare facilities when required.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
445	32	1:14

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
34	29	5	1	11

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Mamaoni Gogoi Baruah	Associate Professor	Indian Iconic Personality Award for Best Literary Activities and Social Development.
2019	Deepanjali Goswami	Associate Professor	Ph.D.
<a href="#">View File</a>			

## 2.5 – Evaluation Process and Reforms

### 2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	honours	Even Sem	30/05/2018	14/07/2018
BCom	Honours	Even Sem	30/05/2018	14/07/2018

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As the college is affiliated to Dibrugarh University, it is bound to follow the rules and regulations regarding the internal evaluation system framed by the University. According to the "Dibrugarh University Regulations for the Under Graduate Programmes in the Choice Based Credit System" there will be 20 marks for internal assessment and 80 marks for End semester examination in each course . The marks allotted for Internal Assessment (20 ) in each course will be based on the following: a) Sessional Examination I (Written): 25 percent of the marks allotted for internal assessment. b) Sessional Examination II (Written): 25 percent of the marks allotted for internal assessment. c) Seminar/ Group Discussion: 25 percent of the marks allotted for internal assessment. The departments maintain the academic records of the students the marks they obtain in sessional examinations, group discussions/seminar and attendance. The internal marks duly signed by HoD are submitted in proper format to the university by the principal. At the beginning of the academic year, an orientation class is conducted by IQAC for newly admitted students to make them familiar with course structure, attendance, internal assessment, sessional examinations, group discussion and seminar, and end semester examination system. Throughout the semester, the internal assessment is done in a continuous basis through which the performance and progress of the students are constantly monitored. To make the continuous internal evaluation process more effective, the departments are given adequate freedom to adopt additional measures for the improvement of students' academic performance. The departments conduct additional class test/surprise test to assess the progress of the students. After evaluation, the answer scripts are shown to the students to make them aware of their strengths and drawbacks. If a student is unable to appear in any sessional examination for unavoidable reasons, the concerned department allows the student to appear in a separate examination. In addition to group discussion and seminars which are mandatory part of internal evaluation system, the departments also associate students in departmental projects funded by college authority. In case of seminar paper preparation, the concerned teacher provides the students necessary guidance regarding selection of topic, collection of data, reading and arrangement of information, structure of seminar paper, bibliography etc. Moreover in addition to the research project funded by the college authority, each department also engages students in field projects.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

At the beginning of the academic year, the college prepares an academic calendar in keeping with the Academic Calendar of Dibrugarh University , to which the college is affiliated. For the preparation of the academic calendar, a special committee is constituted by IQAC. The Academic calendar provides all the information regarding schedules the academic activities, the dates of commencement of the semesters, the dates for sessional examinations etc. As per the stipulated time prescribed in the calendar, two sessional examinations are conducted and results are published in departmental notice board on time. The departments conduct group discussions and seminars as part of internal evaluation system. As the end semester examinations are conducted by Dibrugarh University, the draft of the Academic Calender issued by Dibrugarh Universty for the General Degree Colleges and other affiliating Institutes is attached with the academic calendar of the college. Moreover, the holiday list prepared by Dibrugarh University is also strictly followed in preparing the academic calendar. In addition to the holidays listed by Dibrugargh university, the dates of the College week, College foundation Day, Students' Union Election are

clearly mentioned and are strictly implemented according to the Academic Calender. Two sessional examinations are held for each semester for which IQAC appoints two cocoordinators for each sessional examination for preparation of programme, allotment of invigilators and other necessary arrangements. Specific dates for seminar presentation, topics for Group Discussion are notified in the notice board of each department .

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://dibru.ac.in/notification/4189-revised-course-structure-and-syllabi-of-the-ba,-b-sc-and-b-comm-programmes-in-cbcs-2019>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA	BA	Honours+Core	227	207	91.18
BCOM	BCom	Honours	52	20	38.46
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## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.ckbcollegeteok.com>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	180	C.K.B. College Teok	0.55	0.55
Minor Projects	270	C.K.B. College Teok	0.15	0.15
Students Research Projects (Other than compulsory by the University)	180	C.K.B. College Teok	0.24	0.24
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### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

### 3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
<b>No Data Entered/Not Applicable !!!</b>				
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### 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

## 3.3 – Research Publications and Awards

### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
<b>No Data Entered/Not Applicable !!!</b>		

### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
N/A	Nil

### 3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Department of English	1	0
<a href="#">View File</a>			

### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
DEPARTMENT OF HISTORY	1
DEPARTMENT OF SOCIOLOGY	5
<a href="#">View File</a>	

### 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	2019	0	Nil	Nil
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### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
<b>No Data Entered/Not Applicable !!!</b>						

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### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	6	Nil	16
Presented papers	3	3	Nil	Nil
Resource persons	Nil	1	Nil	4

[View File](#)

### 3.4 – Extension Activities

#### 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Voter Awareness Programme	Extension Cell	5	45
Food Preservation and Marketing	Extension Cell in collaboration with KVK Kaliapani	10	24
Field study to make aware the blacksmiths on production and marketing. A socio economic survey at Kaliapani Kamar Gaon.	Department of Sociology	2	52
Awareness Programme and Socio Economic Survey in Ghurasara Habi Gaon	Women Cell	8	31
Awareness Programme on self employment and small saving in Teok Gual Gaon	Women Cell	10	26
Awareness Programme on Agro Production and Trade, A Field Trip to Jhanjimukh	Dept of Commerce	2	15
Awareness Programme and survey on importance of study of Commerce at Kaliapani Adarsha Gaon	Dept of Commerce	5	25

Programme on Personality Development at Jogduar High School	Department of English	2	5
Awareness Programme Socio Economic Survey at Arunamukh Miching Gaon	Department of Economics	3	12
Awareness Programme Socio Economic Survey at Teok Tea Garden	Department of Economics	3	8
Environmental Awareness Programme and Sapling Plantation at Bonai Area	NSS wing	5	50
Environmental Awareness Campaign, Rajabari Higher Secondary School	NSS wing in collaboration with Personality Development Cell	5	112
Blood Donation Camp	Red Ribbon Club	10	81
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	Nil
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Awareness Programme	Extension Cell in collaboration with KVK Kaliapani and Gyan Malini Mahila Samittee	Awareness Programme on Food Preservation and Marketing	3	13
Awareness Programme	Extension Cell	Awareness Programme in Kaliapani M.E. School under Swatch Bharat Campaign	2	55
Gender Issue	Department of Political	Awareness Programme on	3	32

	Science	Women empowerment at Jogduar Nareng Pachani Gaon		
Awareness Programme	NSS with in association with Teok High School	Environmental Awareness Campaign at Teok High School	2	125
World Aids Day	Red Ribbon Club	Health Awwariness Programme	2	112
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### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Inter College Students Seminer	51	College Fund	1
A workshop on SWAYAM	47	College Fund	1
<a href="#">View File</a>			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
MOU	Practical Exam of Electrical Technician Course	HRH the Prince of Wales Institute of Engineering and Technology, Jorhat	27/12/2018	27/12/2018	18
MOU	Practical Examination of Diploma in Computer Hardware	Jorhat Institution of Science and Technology	14/06/2019	14/06/2019	15
<a href="#">View File</a>					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
HRH the Prince of	13/06/2019	Diploma Course in	23

Wales Institute of Engineering and Technology, Jorhat	Refrigerator, Washing Machine and Air Conditioner Repairing
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#### CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

##### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
250	182.85

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
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##### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL 2.0	Partially	2	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	7509	2057173	Nill	Nill	7509	2057173
Reference Books	10555	2914345	5	995	10560	2915340
e-Books	Nill	Nill	Nill	Nill	Nill	Nill
Digital Database	1	Nill	Nill	Nill	1	Nill
CD & Video	20	Nill	Nill	Nill	20	Nill
Library Automation	2	Nill	Nill	Nill	2	Nill
No file uploaded.						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under



Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	30	1	1	1	0	1	8	5	1
Added	10	0	1	0	0	0	0	0	0
<b>Total</b>	<b>40</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>8</b>	<b>5</b>	<b>1</b>

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

0 MBPS/ GBPS
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##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
<b>No Data Entered/Not Applicable !!!</b>	

#### 4.4 – Maintenance of Campus Infrastructure

##### 4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
292.34	11.03	231.4	86.57

##### 4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

<p>For maintenance of physical and academic facilities a committee viz. Planning Purchasing and Monitoring Committee is constituted who collects the requirements from different departments, cells and offices and prepare budget for the upcoming academic session. The committee also looks after the overall conditions of existing facilities (both physical and academic) and suggests necessary repair or replacements. For the same, the committee prepares an overall Budget Projection and the same is placed before statutory body for approval and followup actions.</p> <p style="text-align: center;"><a href="http://www.ckbcollegeteok.com/">http://www.ckbcollegeteok.com/</a></p>
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#### CRITERION V – STUDENT SUPPORT AND PROGRESSION

##### 5.1 – Student Support

##### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
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Financial Support from institution	Conveyance allowance and Free admission to meritorius students in girls hostel	13	45600
Financial Support from Other Sources			
a) National	nil	Nill	0
b) International	nil	Nill	0
<a href="#">View File</a>			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Yoga and Meditation Programme	13/01/2018	30	Vivekananda Kendra Jorhat
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Preparation for S.S.C Examination	14	14	Nill	Nill
2018	Workshop on Bank/SSC/ Other Govt. Job	39	39	Nill	Nill
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nill	Nill	Nill

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
nil	Nill	Nill	nil	Nill	Nill

No file uploaded.

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	2	B.A	Economics	Dibrugarh University	M.A
2019	2	B.A	Economics	IGNOU	M.A
2019	1	B.A	Economics	Sibsagar College	B.ED
2019	2	B.A	History	IGNOU	M.A
2019	1	B.A	History	Kajiranga University	M.A
2019	1	B.A	Education	Dibrugarh University	M.A
2019	2	B.A	Education	Kendriya Mahavidyalaya, Jorhat	Diploma in Tea Management
2019	2	B.A	Sociology	Dibrugarh University	M.A
2019	8	B.A	Sociology	Sankardev University, Nagaon	MSW
2019	2	B.A	Sociology	Women University	Cultural studies
2019	3	B.A	Political Science	Dibrugarh University	M.A
2019	1	B.A	Assamese	Dibrugarh University	M.A
2019	1	B.A	Assamese	North Lakhimpur College	M.A
2019	2	B.Com	Commerce	Sivsagar Commerce college (DU)	M.Com
2019	2	B.Com	Commerce	J.B. College (DU)	M.Com

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	Nil
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
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Debate Competition under the aegis of ACTA and in association with Students' Union	State	20
Coaching and Training Classes for Sports and Cultural Activities	Institution	487
No file uploaded.		

### 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Bronze Medal in UAMAI National Muai Thai Championship 2018	National	1	Nil	CKB/BC/17/20	Abinash Gogoi
<a href="#">View File</a>						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

C.K.B. College ,Teok has a Students union (Representative of Students Elected through a democratic election) for 201819 President - Sri Basanta Saikia Vice President - Sri Siddhartha Das G.S. - Sri Rituraj gogoi A.G.S. - Miss Chayanika Dutta Sports Secretary - Sri Biswajit kardong Cultural Secretary - Miss monishadey Literature Secretary - Miss Urmila Gogoi Festival Secretary - Sri PritomGogoi Social Service Secretary - Miss Abhikesh Dutta Girls Common Room Secretary - Miss BobitaSaikia The representatives of this union body are generally incorporated with the Development of the college under the wings of RUSA Committee, College Planning and Development Committee and IQAC etc.

Activities of the Students' Union: 1. Debate Competition under the aegis of ACTA and in association with Students' Union on 1st October, 2018 2. Sapling plantation under the aegis of "Project Hariali" and in association with Students' Union 3. Observance of World Aids Day in nearby areas/School of the college by Students' Union and Medical Cell of the College on 1st December, 2018 4. Achievements in Dibrugarh University Youth Festival held in January 2019 i. Ujjal Bordoloi secured 3rd position in Story Writing Competition ii. Pallabraj Burhagohain secured 3rd position in Poster Making and Clay Modelling iii. Lija Saikia secured "Best CoActress Award" iv. Sikhamoni Gogoi secured 3rd position in "Bhupendra Sangeet" v. Bidyut Bikash Saikia secured "Judges' Special Award" in Drama Competition 5. International Woman's Day observed under the aegis of Women Cell and in association with Students' Union on 8th March, 2019 6. Participation in International Yoga Day on 21st June, 2019

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

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5.4.2 – No. of enrolled Alumni:

375

5.4.3 – Alumni contribution during the year (in Rupees) :

56800

5.4.4 – Meetings/activities organized by Alumni Association :

The Alumni Association of C.K.B. College, Teok was Constituted in the year 2002. From then onwards it is associated with the Development of the college and is related with various extension activities. The Alumni association of the College has been celebrating the Alumni day on 13th October each year. Alumni Association is going to publish a book on the occasion of Diamond Jubilee Celebration Closing ceremony, which will be held on March/April of the year 2020. The Alumni of the college also render their service by conducting classes in the institution, which is motivating and inspiring for the students of the college.

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The management adopts participatory and democratic style in decision making process of administration, academic and other areas of the institution. It ensures participation of teachers representatives in the composition of Governing Body, the highest administrative body of the college. In the composition of Academic Committee the teachers play an active role in decision making process. Moreover, the management also tries to involve each and every member in various matters of the college by incorporating them in different committees like construction committee, Examination committee, Admission Committee, Library Committee, Prospectus Committee etc. IQAC has the freedom to formulate various policies for the quality enhancement of the institution. For the smooth conduct and continuous progress of the college, the principal gives freedom to all the departments, committees and cells to plan academic activities keeping in mind the benefit of the students and the overall academic atmosphere of the institution. All HODs and the coordinators of different committees and cells prepare plan and budget for every academic year. Generally, such plans and proposals are placed in the meeting organized by "Planning, Purchasing and Monitoring Committee" at the beginning of each academic year. In case of organizing popular talk, special lecture, awareness programme etc. the respective department and cell prepares the entire plan and execute it through discussion with the Principal and IQAC. The principal constitutes committees among the teaching and non teaching staff to organize some special programmes like Foundation Day of the college, Farewell Ceremony of any retired staff member etc.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

### 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Industry Interaction / Collaboration	<ul style="list-style-type: none"><li>• The institution has collaborate with the following organizations to conduct the following courses</li><li>• Fishery</li></ul>

and Piggery Farming Course: (Fishery Department, Govt. Of Assam.) • Research Consultancy : Dibrugarh University • Diploma in Electrical Technician Course: HRH, POWET, Jorhat. • Metal Fabrication, Refrigeration and Air Conditioning Course: JIST, Jorhat.

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.
- Reservation of seats for special categories in addition to the ones recognized by the government.
- On merit basis students are admitted both in the Arts and Commerce stream.

Research and Development

1. Preparation of examination schedule of all internal examinations is prepared and circulated in advance.
2. Results are analyzed after every final examination for taking appropriate action to improve the quality.
3. Teachers are encouraged to participate in conferences and to publish articles, books and research papers.
4. The college follows the rules and regulations prescribed by Dibrugarh University.
5. The examination committee and IQAC of the College of the college adopt necessary measures to conduct sessional examinations, semester examinations, group discussions, seminar presentations, AHSEC's examinations.
6. The internal assessment evaluation system has been implemented by the IQAC with the help of academic committee.

Research and Development

- Financial Support provided for every department to conduct Minor Research Project.
- The college has a research committee which encourages research activities in the college.
- Encourage the teachers for Minor and Major research project.
- The committee recommends various MRPs to the funding agencies and guides the facilities for research work.
- Duty leave is granted for participation in the International/National seminar/workshop etc.
- Moreover the students are also nurtured with research activities through seminar ,group discussion,

field work Research Project.

Library, ICT and Physical Infrastructure / Instrumentation

- The library committee of the college takes 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 Planning Monitoring and Purchasing Committee and IQAC recommend the authority for infrastructural development of ICT. During this academic year the college purchase 179 nos. text books with Rs. 44,854/ (Forty Four thousand eight hundred fifty four only) and 416 Nos. Reference books with Rs. 2,19,951/ (Two Lacs Nineteen thousand nine hundred fifty one only).
- Construction of New Auditorium is going on.
- Construction of New Boys' Hostel completed.

Curriculum Development

Curriculum Development: Curriculum is developed by the Dibrugarh University.

- 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 of the college, suggest the developments and communicate with the authority to take necessary measures.

The institution has introduced following certificate course:

- DET: Diploma in Electrician) the course is continued with the collaboration of POWIET. The syllabus is formed by the Electrical Department of POWIET.
- Fishery and Piggery Course is introduced with the collaboration with Fishery Department, Govt. of Assam.
- Refrigeration and Air Conditioning Course is continued with the collaboration with HRM, POWIET, Jorhat and syllabus is formed by POWIET.
- Metal Fabrication Course is continued with the collaboration with HRH, The POWET, Jorhat and syllabus is formed by POWIET. Moreover the college continues the certificate courses 1) Skin care and Beautician, 2) Food Processing and Preservation, 3) Cutting and Tailoring, 4) Information Technology, 5) Retail Management.

Teaching and Learning

1. The Academic Committee of the college where all the Heads and the vicePrincipal 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. Each department prepares teaching plan and model question bank. 2. Special leave granted to the faculty members for participating workshop/seminar etc. 3. An API screening committee was constituted under the chairman ship of the Principal. 4. Digital Class: IQAC monitors the conducting of class using LCD projector and keeps record of Digital classes. 5. Seminar and Group discussions are regularly organized. 6. Feedback is taken end of every unit of every department. 7. Departments conduct classes on preparation of seminar papers. 8. Each department completes one research project with active participation of students every year. 9. In addition to the compulsory sessional examinations the departments of the college also conducts sudden class test. 10. Guest lecture programmes are also arranged.

Human Resource Management

- The prospectus committee, the academic committee, career counselling centre, literary club, Women Cell, and the departments individually under IQAC adopt necessary measures for maximum utilization of human resources.
- Financial helps for poor students of the college.
- Participation of RC/OC/STC in HRDC of the country.
- Faculty development programme are conducted.
- Computer training is provided to the teaching and nonteaching staff.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Administration	1. Admission notices to the heads of the departments are served through emails and whats app. 2. Departments are communicated through email and whats app. 3. Advertisements for recruitment of teaching and nonteaching posts are made through web site besides other media. 4. E Tender.
Finance and Accounts	1. Income Tax deductions, payments are processed through online. 2. Payments of electricity bill/ telephone bill are online. 3. Preparation of pay bills, submission and disbursements are online exercise.



Student Admission and Support	1. In the beginning of new academic sessions the advertisements are published in local news papers for admission of the students. 2. 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. 3. Admission notices are served through the web site. 4. Selection list of students are displayed on website. 5. Admission dates are uploaded on the web site are admission fees payments are made online. 6. Examination dates and reservation notices are made through web site. 7. Provision of access and e library is available.
Planning and Development	The College website has been updated and linked with College MIS.

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	nil	nil	nil	Nil
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	One Day Workshop on "Use of ICT "	Nil	30/11/2018	30/11/2018	24	8
<a href="#">View File</a>						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Short term course on gender	1	08/10/2018	13/10/2018	6

sensitization				
Short term course Value based Education.	1	25/07/2018	01/08/2018	6
Short term course on MOOCS	1	30/10/2018	05/11/2019	6
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	8	Nil	10

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. Well equipped common room. 2. Separate departmental rooms for each department with computer and WIFI facilities. 3. College canteen with subsidies rates. 4. Health check up facilities provided by medical cell. 5. Yoga camp have also been organized which have also been strongly motivated the facilities and staff to adopt for better healthy life. 6. Staff annual gathering celebration.	1. Well equipped common room. 2. Separate departmental rooms for each department with computer and WIFI facilities. 3. College canteen with subsidies rates. 4. Health check up facilities provided by medical cell. 5. Yoga camp have also been organized which have also been strongly motivated the facilities and staff to adopt for better healthy life. 6. Staff annual gathering celebration.	1. Common room facilities for both boys and girls. 2. Health check up facilities provided by medical cell. 3. College canteen with subsidies rates. 4. Library facilities with book bank facilities for economically backward students. 5. Equally college provides monetary to the economically poor students in admission fees and examination fees help through students aidfund. 6. Yoga camp have also been organized. 7. Wifi facilities for students in library.

**6.4 – Financial Management and Resource Mobilization**

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The accounts are regularly audited by the government auditor and internal auditor. The internal auditors are appointed by the G.B. and the internal audit system has been adopted as a continuous process. The audited is presented before the Governing Body. After getting approval, it is furnished to the Director of Higher Education, Govt. of Assam. On the other hand the external audit or the government audit is done by the government annually. In case of any audit objection it is placed before the Governing Body and the GB authorized the Principal to meet the objection.
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6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Prabhat Kamal Bezbaruah, Director	100000	For construction of a waiting hall of Girls

Bezbaruah Group of companies and Member of Donor Family of the college

Hostel

[View File](#)

6.4.3 – Total corpus fund generated

0

**6.5 – Internal Quality Assurance System**

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	IQAC of the College with the help of AA committee.
Administrative	Yes	Auditors employed by the Assam Govt. department of Higher Education , Assam.	Yes	Audited by Chartered Accountant.

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The college has developed a mechanism for regular parent teacher interaction included in the academic calendar department wise and in each department a parent teacher body is constituted to consult various problems faced by the students. All such bodies also look after the following aspects: 1. Attendance of the students. 2. Discipline in the campus. 3. Dress code.

6.5.3 – Development programmes for support staff (at least three)

1. Periodical Computer training programme 2. Participation in refresher course 3. Periodical training programme on record keeping and book keeping.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

As per recommendations of the NAAC Peer Team visited in the year 2015, the college has initiated many Academic, Infrastructure Development and Extracurricular programmes for the greater benefit of the community, such as - Introduction of Vocational courses to enable employability and skill development such as (Certificate course in Retail Management, Certificate course in Information Technology, Certificate course in Cutting and Tailoring, Certificate course in Skin care and Beautician, Certificate course in Food Processing and Preservation, Diploma course in Electrician, Diploma course in Computer Hardware and DTP, Diploma course in Metal Fabrication, Diploma course in Maintenance of Refrigeration and Air Conditioning Equipments and other Household Appliances, Diploma Course in Fishery and Piggery Farming. So far the outcome is satisfactory. College has taken initiative to utilize the surplus land to generate revenue such as - (i) Conversion of wetlands to Fisheries. (ii) Piggery Farming, (iii) Banana plantation. One Boy's Hostel with capacity of 10 wards is under Construction. Seed money provided to each Department for Research Project yearly.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Workshop on use of ICT	29/11/2018	29/11/2018	29/11/2018	32
2019	Popular talk on formation of reading habit	08/04/2019	08/04/2019	08/04/2019	92
2019	RIO24 IDRC India Programme, 2018	06/05/2019	06/05/2019	06/05/2019	32
2019	Orientation Programme on CBCS	01/06/2019	01/06/2019	01/06/2019	23
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**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
An awareness programme on "Selfemployment and Small Savings", organized by Women's cell, CKB College, Teok	26/09/2018	26/09/2018	64	7
Community development program on cutting and tailoring, organized by Women's cell, CKB College, Teok	06/06/2018	10/08/2018	28	8
An awareness	27/11/2018	27/11/2018	23	7

programme on  
"Women  
Empowerment",  
at Jagduar  
Nareng Pachani  
Gaon on  
27/11/2018  
initiated by  
the Political  
Science  
department

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

**Environmental Consciousness:** 1. Existence of a Plastic free environment in the college premises. 2. Existence of a Tobacco free environment in the college premises 3. Tree plantation Initiated plantation of 'Banana Plant' and 'Xasi Plant', to generate revenue for the college 4. Flower gardens are developed and maintained by every department **Alternative Energy Initiatives:** (i) Use of solar power 10 (iv) Rain water harvesting

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	2
Scribes for examination	Yes	Nil
Physical facilities	No	Nil
Provision for lift	No	Nil
Braille Software/facilities	No	Nil
Rest Rooms	Yes	Nil
Special skill development for differently abled students	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	05/11/2018	1	Death Anniversary of Dr. Bhupen Hazarika	Students and Local community	250
2018	1	1	08/09/2018	1	Birth Anniversary of Dr. Bhupen	Students and Local community	208

					Hazarika		
2019	1	1	17/01/2019	1	Shilpi Divash	Students and Local community	234
2019	1	1	05/01/2019	1	Tae Kwon Do Competition organised by Lachit Sena	Students and Local community	81
2018	1	1	06/06/2018	63	Cutting and Tailoring	Students and Local community	36
2018	1	1	01/07/2018	365	Electrician Technician	Local youth	13
2018	1	1	01/10/2018	1	Blood Donation Camp	Local community	81
2018	1	1	01/12/2018	1	World Aids Day	Students and Local community	51
2018	1	1	25/09/2019	1	Mental Health	Students and Local community	104
2019	1	1	19/03/2019	1	Workshop on Interview Skill	Local youth	214
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Prospectus 2018 19	01/06/2019	The rules and regulations prescribed by the college authority is strictly followed and to monitor the same various committees and cells are empowered.
Academic Calander 2018 19	01/06/2019	The rules and regulations prescribed by the college authority is strictly followed and to monitor the same various committees and cells are

empowered.

### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
World Environment Day	05/06/2019	05/06/2019	102
International Womens Day	08/03/2019	08/03/2019	113
World Aids Day	01/12/2018	01/12/2018	116
Gandhi Jayanti	02/10/2018	02/10/2018	78
Independence Day	15/08/2018	15/08/2018	68
Republic Day	26/01/2019	26/01/2019	72

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### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Plastic free campus 2. Use of noise friendly generators 3. Promoting/encouraging plantation of trees (every member plants one sapling on their birthdays in the college) 4. Initiated use of segregated dustbins in the campus 5. Initiative taken for waste management (also ewaste management) 6. Initiative taken for rainwater harvesting 7. Existence of a green campus environment 8. Existence of a calm and silent campus due to its geographical location since it is far from urban settlement 9. Usage of solar power

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

**Best Practices I**  
**Title of the Practice:** Coaching Classes for Sports and Cultural Activities  
**Objectives of the Practice:** Most of the students of the college come from the rural areas with low economic background. Their parents are unable to provide them enough financial support to join in coaching and training programmes so that they can explore their skills and talents in sports and cultural activities. With an attempt to support these students, the college has planned to organize training programmes in sports and cultural activities on the last Saturday of every month. The main objectives of the practice are:  
1. To provide an opportunity for the students to discover their skills and talents, explore their potential and interests and develop sportsmanship, teamwork and a good attitude. 2. To support the poor students coming from rural areas of the institution who cannot afford for such coaching classes due to financial problem. To select students among the participants for joining in different cultural and sports competition.  
**The Practice:** Training classes are provided in Modern Song, Jyoti Sangeet, Bishnu Rabha Sangeet, Parbati Prasad Sangeet, Bhupendra Sangeet, Jayanta Sangeet Folk Song, Creative Dance, Classical Dance, Group Dance, Drama, One Act Play, Mime Mimicry, Quiz, Elocution, Debate, Recitation (both English Assamese Poem), Fine Arts, Photpgraphy, Football Volleyball. For each programme, IQAC constitutes committees among the faculty members to arrange the programmes. The coordinators collect the names of the students willing to participate in the training programmes. The Coordinators and the members of the committees finalise the resource persons for each class. Moreover, IQAC prepares a list containing allotment of specific rooms and the names of coordinators and members for each activity and it is circulated among the students and faculty members. The basic facilities/equipments needed for these cultural and sports activities are provided by the institution.  
**Evidence of Success:** It is observed that the training classes are contributing a lot in creating a healthy atmosphere in the institution. It is observed that many students are



enthusiastic enough to participate in the programmes. Moreover, the students selected among the participants in the training classes are able to perform well in the competition held in Dibrugarh University Youth Festival (January 2019) Achievements in Dibrugarh University Youth Festival held in January 2019

i. Ujjal Bordoloi secured 3rd position in Story Writing Competition ii. Pallabraj Burhagohain secured 3rd position in Poster Making and Clay Modelling iii. Lija Saikia secured "Best CoActress Award" iv. Sikhamoni Gogoi secured 3rd position in "Bhupendra Sangeet" v. Bidyut Bikash Saikia secured "Judges' Special Award" in Drama Competition

Problems Encountered and Resources Required (Please identify the problems encountered and resources required to implement the practice): 1. It is also observed that unavailability of resource persons for some of the classes is a hindrance in conducting the programmes. If a resource person expresses inability to come, it creates a difficult situation for the coordinator to arrange alternate resource person. 2. More facilities and equipments are necessary for handson training of the participants

Best Practices II Title of the Practice: Yoga Classes Objectives of the Practice: The main objectives of the practice are: 1. To help the students to lead a healthy and joyful life 2. To encourage self love and self care among students 3. To help the students in building physical and mental strength, endurance and confidence 4. To deal with stress and anxiety

The Practice: Yoga classes are offered to the students in every Saturday of the week. The resource persons who attend these classes are: (1) Sunit Kumar Boruah, Vice President, Bibekananda Kendra, Jorhat ( a trainer in Yoga from Kanyakumari) (2) Ranjit Singh, Life worker, Bibekananda Kendra, Jorhat (a trainer in Yoga from Kanyakumari). More than 30 students of the college have enrolled for the class. Evidence of Success: It is observed that the programme has created a healthy and pleasant atmosphere in the institution. The programme is successful as it is able to motivate students and some of the teachers to do yoga exercises for the benefits of body and mind. Feedback collected from enrolled students clearly shows that their benefited from the programme. In the "Yoga Day" Celebration (21 June, 2020) the number of participants (both students and teachers) have increased.

Problems Encountered and Resources Required (Please identify the problems encountered and resources required to implement the practice): 1. The number of students enrolled for the Yoga classes is not high.

Best practices III Students Home Visit Programme All the faculty members visit the home of students of Sixth Semester and interact with the guardian and the students along with neighbors and collect feedback from them on the academic and overall performance of their wards and also provide counselling and guidance.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.ckbcollegeteok.com/>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

C.K.B College, Teok is basically a rural college where almost all the students come from rural background. Most of the students enrolled here are having economically poor background due to which education up to graduation is the maximum bearable education level for most of the students. Keeping these conditions in view the institution sets its unique vision in identification of its thrust area as looking towards self employment avenues. The college has started a number of initiatives for developing self employability skills such as starting of a piggery farm, a banana farm and developed two fisheries associating respective courses. In the effort of development of self employability among students our focus is on generating proper attitude, work ethics and practical knowledge among students. With these objectives in view we



involved the students with the management process of these farms and encouraged them to start such activities at individual level. As a response to our initiatives some students have stated agro farming and set example as entrepreneur.

Provide the weblink of the institution

<http://www.ckbcollegeteok.com/>

### **8.Future Plans of Actions for Next Academic Year**

In the process of highlighting the activities of concentration for the next year we have special focus on entrepreneurship development and also to prepare the students for the new employment avenues in the wake of globalization, liberalization and privatization in view. In regard to entrepreneurship development our special focus will be on agroentrepreneurship. We have already taken a number of initiatives in this regard i.e. starting of piggery farm and a banana farm. In the next year we will try to extend such initiatives to start up some other agro farming i.e. lemon farming. In Addition to agro entrepreneurship our focus will also be on helping the students to prepare themselves for the wide job markets arising out of globalization, liberalization and privatization. For the purpose we are planning for holding a number of workshops pertaining to skill development which will certainly make the students adept for the job market. Apart from our focus on employability among our students, we will give equal weight age on extending our service to our neighboring community. Last year a number of extension activity programme was undertaken, most of which were related with awareness programme related with environmental issue, health issue and social issues such as witch hunting. In the next year we will extend such awareness programmes to cover more issues necessary for the holistic development of the community.