ANNUAL QUALITY ASSURANCE REPORT
IQAC, C.K.B. COLLEGE, TEOK
JORHAT, ASSAM

AQAR: 2016
(1-1-2016 TO 31-12-2016)

SUBMITTED BY:
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www.ckbcollegeteok.com

The Annual Quality Assurance Report (AQAR) of the IQAC

C.K. B. College, Teok 1st January, 2016 to 31st December, 2016

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.

O376-2396491(0)

Name of the Head of the Institution:

Dr. Bijoy Krishna Pachani

Tel. No. with STD Code:

O376-2396491

Mobile:

0995451040(M)

Name of the IQAC Co-ordinator:

DR. RANJIT RANJAN SAIKIA

Mobile:

09435094675

IQAC e-mail address:

iqac.ckbcteok@gmail.com

1.3 **NAAC Track ID** (For ex. MHCOGN 18879): ASCOGN 11968

1.4 Website address:

http://www.ckbcollegeteok.com

Web-link of the AQAR:

www.ckbcollegeteok.com/AQAR2016.pdf

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

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C++	69.5	2004	25th sept.2004 to 24th sept.,2009
2	2nd Cycle	B	2.59	2015	29th sept.,2015 to 28th sept.,2020
3	3rd Cycle				
4	4th Cycle				

1.6 Date of Establishment of IQAC:

12/09/2005

1.7 AQAR for the year *(for example 2014-15)*

2016 (1-1-2016 to 31-12-2016)

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2014-15submitted to NAAC on 01-01-2017)*

   i.   AQAR -2014-2015 submitted to NAAC on

1.9 Institutional Status

University ☐   State √ Central ☐ Deemed ☐   Private ☐

Affiliated College   Yes √   No ☐

Constituent College   Yes ☐   No √

Autonomous college of UGC   Yes ☐   No √

Regulatory Agency approved Institution   Yes ☐   No √

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

Type of Institution   Co-education [√]   Men [ ]   Women [ ]

Urban [ ]   Rural [√] Tribal [ ]

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

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

1.10 Type of Faculty/Programme

Arts [√]   Science [ ] Commerce [√] Law [ ]   PEI (Phys Edu) [ ]

TEI (Edu) [ ] Engineering [ ]   Health Science [ ]   Management [ ]

Others   (Specify)   [.]

1.11 Name of the Affiliating University *(for the Colleges)*   [Dibrugarh University]

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

Autonomy by State/Central Govt. / University   [ ]

University with Potential for Excellence   [ ]   UGC-CPE   [ ]

DST Star Scheme   [ ]   UGC-CE   [ ]

UGC-Special Assistance Programme   [ ]   DST-FIST   [ ]

UGC-Innovative PG programmes   [ ]   Any other (*Specify*)   [ ]

UGC-COP Programmes   [√]

2. IQAC Composition and Activities

2.1 No. of Teachers

05

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

01

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2. 6 No. of any other stakeholder and

Community representatives

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

02

2.9 Total No. of members

14

2.10 No. of IQAC meetings held

04

2.11 No. of meetings with various stakeholders: No. | 03 | Faculty | 01 |

Non-Teaching Staff Students | 01 | Alumni | 0 | Others | 01 |

2.12 Has IQAC received any funding from UGC during the year? Yes | √ | No | |

If yes, mention the amount | 300000/- |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 1 | International | | National | | State | | Institution | 1 |
Level

(ii) Themes

1. One day workshop on "Implementation of CBCS system in the Colleges under Dibrugarh University"

2.14 Significant Activities and contributions made by IQAC

1. **Collaborating with** other stakeholders of higher education for quality evaluation, promotion and sustenance.

2. **Supervising** the teaching -learning activities of the teachers

3. **Promoting** the teachers to use latest technology such as LCD, OHP, etc., in teaching -learning process

4. **Constituting and monitoring** the different cells in the college and their Community service activities

5. **Encouraging and motivating** teachers to submit minor/major research projects proposal and to complete Ph.D.

6. **Adopting** necessary remedial measures after examining student feedback

7. **Contributing and guiding** students and staff for social awareness

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
1. **Planned to start PG courses** in selected subjects on regular and distance mode.	1. The process of introduction of PG classes in History and Economics has been started.
2. **Planned** to organize lectures on career enhancement of student.	2. The career counseling cell has organized one programme on career enhancement for the benefit of students.
3. **Planned** to organize some awareness programmes by Tobacco Control Cell in the adopted Tobacco free village & in the college campus.	3. Tobacco Control Cell organized an awareness programme in the adopted Tobacco free village and in the college campus.
4. **Planned** to have MOUs with other technical institutions for the benefit of the student.	4. An MOU has been signed with HRH The Prince of Wales Institute of Engineering & Technology to conduct a Diploma Course in Electrical Technician in the college.

(Academic Calendar of the year has been attached 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

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1. The AQAR has been placed in IQAC meeting in the presence of all its members and regular discussion is held on the development of the actions to be done.

2. **IQAC** is entrusted with the responsibility of **looking after the developmental activities** taken in hand for the academic year.

3. **Staff members are guided for quality works** by the documents through regular and surprise visits of IQAC.

4. In matters pertaining to **upgradation of teaching-learning** process a class diary is maintained on monthly basis by the teachers of the college under the supervision of IQAC

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)	---	---	---	---
UG	08(7 B.A programme and 1 B.Com Programme)	---	---	---
PG Diploma(distance mode)	07	---	---	02
Advanced Diploma	---	---	---	---
Diploma	---	---	---	---
Certificate	12	04	10	---
Others(UG distance mode)	02	---	---	---
Total	29	04	10	
Interdisciplinary	02			
Innovative				

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

C.B.C.S	As an affiliated college of Dibrugarh University, the college is going to implement C.B.C.S from July, 2017.
MAJOR	Students seeking admission can choose major course in any one out of eight (8) subjects according to their choice. Commerce students can offer Speciality (equivalent to Major) subjects in four (4) subjects.
CORE	Students can also offer core subject in one out of six subjects in arts and four subjects in commerce. Offering a core subject is mandatory for students offering major in any subjects in arts.
ELECTIVE OPTIONS	Elective options are also available in 3rd semester. Out of two courses, Communicative English and Computer Skills, the students can choose any one in arts. No elective options are there in Commerce as per University norms.
OPEN OPTIONS	College offers certain self-financing certificate courses which are open for all students of the college.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02 (B.A. & B.Com)
Trimester	---
Annual	---

1.3 Feedback from stakeholders*   Alumni [√]   Parents [√]   Employers [ ]

Students [√]
   (On all aspects)

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

(Note: Feedback analysis Report is attached in Annexure)

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

No. The syllabi are likely to change in 2017-18, as per the Dibrugarh University circular.

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

> A Competitive examination centre has been formed under Career Counselling Centre to guide the students for appearing Railway, Banking, SSC, TET examination. Under this centre the college arranges subject wise guidance session twice in a week.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
33	15	18	0	

2.2 No. of permanent faculty with Ph.D.   09

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
15	01	18	0	0	0	0	0	33	0

2.4 No. of Guest and Visiting faculty and Temporary faculty   ---   ---   01

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	---	12	0
Presented papers	---	3	0
Resource Persons	---	0	0

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

- Course based Presentation of Seminar papers and Group Discussions on current issues.
- Students' enrichment activities of the departments by organizing Workshops
- Use of latest technology such as LCD,OHP,etc.,in teaching -learning process
- Arrangement of Popular talks by invited speakers
- Case Study

2.7 Total No. of actual teaching days

2.7 Total no. of actual teaching days during this academic year: | 180 days |

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

> To ensure transparency in the examination and evaluation system, the examined answer scripts of sessional examinations are made accessible for the students for clearance of any doubt.

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

| -- | --- | 2 |

2.10 Average percentage of attendance of students | 75% |

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.	118		39	36		74
B.Com.	28	--	4	11		15
B.A.(distance mode)	07	---	--	07	---	100
PG(distance mode)	--	---	---		---	--

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

> ❖ IQAC conducts Departmental meetings to analyse result and suggests necessary remedial measures.
>
> ❖ The Academic Calendar of the institution, the time table of the class routine, the distribution of classes among the faculty members are scrutinised by the IQAC.
>
> ❖ IQAC suggests necessary corrective measures after analysing Student Feedback.
>
> ❖ IQAC organises students' enrichment programmes as per the need of the semester system of Dibrugarh University.
>
> ❖ Suggestion provided to prepare lesson plan and teaching plan.

2.13 Initiatives undertaken towards faculty development

The college organises seminars, workshops, talks for the development of the faculty members. The institution also provides necessary help to the faculty members to participate in outside national and international seminars and workshops.

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	02
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.	27 (Workshops)
Others	Three senior faculty members attended short term Course

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	09	05	---	04
Technical Staff	---	---	----	01

Criterion – III

3. Research, Consultancy and Extension

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

1. Faculty members are encouraged to do research projects in their respective fields of interest.

2. Faculty members are given advice and concrete help in doing Ph.D as well as the research after the completion of the doctoral dissertation.

3. With active cooperation and guidance from the authority, IQAC has submitted proposals for organizing seminars and workshops.

4. Students are also given due support for promoting research aptitude and inculcation of research methodologies in their minds by organizing workshops, seminars, popular talks on recent topics by encouraging and guiding them in presenting papers at seminars.

5. The college encourages the students to participate in the seminars organized in other colleges by sanctioning Registration amount and other expenses.

6. Academic tours are organized by the college to inculcate the knowledge of research techniques such as sampling,

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	5	4		3
Outlay in Rs. Lakhs	7.20 lakhs	6 lakhs		7.50 lakhs

3.4 Details on research publications

	International	National	Others
Peer Review Journals	03	1	10
Non-Peer Review Journals	01	06	
e-Journals	02		
Conference proceedings	--	02	

3.5 Details on Impact factor of publications:

Range [ ]   Average [✓]   h-index [ ]   Nos. in SCOPUS [ ]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2015-2016	UGC NERO	13.20	13.20
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No. [02]   Chapters in Edited Books [04]

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			2		01
Sponsoring agencies			UGC GDA Scheme		UGC GDA Scheme

3.12 No. of faculty served as experts, chairpersons or resource persons ☐

3.13 No. of collaborations   International | -- | National ☐   Any other | 02 |

3.14 No. of linkages created during this year ☐

3.15 Total budget for research for current year in lakhs :

From funding agency | 6 lakhs | From Management of University/College ☐

Total | 6 lakhs |

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College

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

| 3 |

| 3 |

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

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

JRF [ ]   SRF [ ]   Project Fellows [ ]   Any other [ ]

3.21 No. of students Participated in NSS events:

University level [ ]   State level [50]

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 [03]

NCC [ ]   NSS [ ]   Any other [ ]

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

- The college has organized awareness programmes on the natural calamities where students as well as people from the neighbouring areas have participated.
- The college organizes environmental awareness programmes and plantation programmes.
- Awareness programmes on the dangers of using tobacco has also been organized.
- The College has adopted a model village named "Kaliapani Adarsha Gaon".
- At times, a few faculty members offer their teaching services to the nearby schools as part of extension activities.
- Health awareness programmes are also organized in the nearby villages/ areas.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly Created (From Oct'15 to Nov'16)	Sources of Fund	Total
Campus area	32644.96 sq.mtr.	Nil	UGC	32644.9 Sq.mtr.
Class Room	27	Nil	------	27
Laboratories i)For Computer Lab. ii)For Education dept.	2 1	Nil Nill	-------	2 1
Auditorium	1(267sq.mtr.)	Nill	------	267sq.mtr.
Outdoor Stadium With Gallery	1	Nil	UGC	1
Indoor stadium	1	Nil	UGC	1
Student Union Room	1	Nil	-----	1
Boys Common Room	1	Nil	----	1
Girls' Hostel with 50 capacity	1	Nil	UGC	
Girls' Common Room	1	Nil	----	1
Boys' Toilet	7	Nil	-----	7
Girls' Toilet	7	Nil	------	7
Seminar Halls i)With AC ii)Non AC.	1(421.12sq.mtr.) 1(272.72sq.mtr.)	Nil Nil	UGC	421.12 sq.mtr. 272.72sq.mtr.
No.of important equipments purchased(1-0 lakh during the current year. I) Solar panel with 2 Bateries ii) Laptop iii) Grass cutting machine iv)Printer v)OHD Projectors vi)Sound Systems vii)Television Sets with VCR viii) Generator Sets	86 02 09 05 01 02	Nil 1 2 1 1 -- -- -- ---	UGC	86 1 2 03 09 05 01 02
Value of the equipment purchased during the year (Rs.in lakh)		Rs.1,84,000.00 (Oct15 toNov'16)		Rs.1,84,000.00 (Oct'15to Nov'16)
Others (a) Extension of canteen (b) Extension of Administrative Building (c) Innovation and extension of corridors (d) Innovation of Office Building		Rs.6,00,000.00 Rs.2,00,000.00 Rs.1,50,000.00 Rs.2,00,000.00	-- -- --	Rs.6,00,000.00 Rs.2,00,000.00 Rs.1,50,000.00 Rs.2,00,000.00

Computerization of administration and library

- **Administrative block is computerised** and the central library are computerised

  -- The application forms details, internal examination marks details, results of all the courses and information regarding recent and upcoming events are

  --The college campus is under the surveillance of CCTV camera and monitored by the authority.

- **Central library is computerised**

  - All the records of book-issue and other facts are computerised

4.3 Library services	Existing		Newly added (From 1-1-2016 to 31-12- 2016)		Total	
	No.	Value	No.	Value	No	Value
Text Book	16,658	23,65,357	477	1,01,535	17,135	23,82,492
Reference Book	433	4,81,000	3	5,000	436	4,86,000
Books from UGC MRP Fund	----	------	83	78,678.00	83	78678.00
Donated Books			107	4,300.00	107	4,300.00
e-Books	----	--------	-------	-------	------	-------
Journals	15	10,100	------	-------	15	10,100
e-Journals	----	---------	------	------	------	------
Digital Database	01	--------	-----	------	01	01
CD &Video	01	15,000.00	---------	--------	01	15,000.00
Others(Xerox)	01	45,000.00	--------	------	01	45,000.00

4.4 Technology up gradation (overall)

	Total computers	Computer Labs	Internet	Browsing centres	Computer Centres	Office	Department-ments	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.)

- ❖ Self-financed certificate course in computer education is provided to the students

- ❖ Internet is easily accessible for teachers in the departmental computer sets.

- ❖ Teachers are given training to handle the OHPs installed in the classrooms.

4.6 Amount spent on maintenance in lakhs :

i)   ICT

0.3 lakh

ii)   Campus Infrastructure and facilities

1 lakh

iii) Equipments

0.2 lakh

iv) Others

1 lakh

Total :

2.5 lakhs

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- ❖ Organizes various Seminars, talks, workshops etc. under different cells of IQAC.
- ❖ Observes various special days such as World Environment day, Independence Day, National Literacy Day etc.
- ❖ Conducts awareness programmes on various issues.
- ❖ Provides sports facilities (indoor & outdoor) to the students.
- ❖ Conducts field trips/excursions to provide exposures on different matters
- ❖ Facilities of departmental Book Banks.
- ❖ Overall career counselling for students by special resource persons and counselling personally by teachers also.

5.2 Efforts made by the institution for tracking the progression

- ❖ Personal guidance is offered to the students in both academic and non-academic matters..
- ❖ An Academic Committee is formed to take care of students' enrichment programmes.
- ❖ Review the result of final examination by the academic committee and sessional examinations by respective teachers.
- ❖ Organizes Parent—Teacher Meet
- ❖ Provides facilities for open Bank Account of the Students.
- ❖ Student Union election is organized under the instruction provided by Lyndogh Committee.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
915+	---	---	---

U.G	PG	Ph.D	OTHERS
1100+6*			

* Six no of students are Under distance mode in D.U

** Under distance mode under G.U.

*** UGC Sponsored & college self Finance courses.

(b) No. of students outside the state
12

(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
96	41	35	682		854	42	67	63	743		915

Demand ratio   Dropout %

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

> Career Counselling Cell arranges for coaching for competitive examination like SSC, Bank P.O, Railways, and TET etc. free of cost.

No. of students beneficiaries
20

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

> ❖ Holding career counselling programme for job-oriented courses.
> ❖ Career Counselling Cell guides the students for the future prospects with the help of invited career counsellors.

No. of students benefited
50

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
----	---	---	---

5.8 Details of gender sensitization programmes

- ❖ Conducting Awareness programme on women empowerment issues by the Women Cell of the College

- ❖ C.K.B. College Unit of Mahila Ayog (Women Commission) had been established to redress issues regarding their social security.

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level 2   National level 1   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 3   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		
Financial support from government	30	19,44,000/-
Financial support from other sources		
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: Nil ☐

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

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 and visionary citizens and inseparable members of the society; to promote general welfare among members of every community.

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

Our college ensures that the vision and mission are in line with the national policies of higher education:

❖ The students, teachers, staff realize their responsibilities in making CKB College, Teok as one of the best institutions of higher education in Assam.
❖ Inclusiveness in all its academic programmes.
❖ To foster holistic personality of the students and to make them socially responsible.
❖ To impart basic knowledge and develop skills, aptitudes and competencies to meet the challenges of society.
❖ To inculcate good moral values.

6.2 Does the Institution has a management Information System

❖ Academic Committee meetings are held 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 regular sitting with teachers and non-teaching staffs to discuss various teaching and official matters and develops plans for the smooth functioning of the college.
❖ The college has LAN and WIFI facility as management information system.
❖ Each staff member can register his/her attendance through electronic bio-metrics device and see daily timings

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

6.3.1 Curriculum Development

> ❖ The IQAC of the college develops plans and strategies for the faculties and take feedback from the students on curriculum aspects.
> ❖ The IQAC monitors the academic activities of the departments of the college, and suggests the developments and communicate with the authority to take necessary measures.
> ❖ Subject allocations are made as per specializations of teachers.

6.3.2 Teaching and Learning

> ❖ The Academic Committee of the college, where all the Heads 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.
>
> ❖ Each department prepares teaching plan and model question bank under IQAC.
> ❖ Remedial Classes are arranged for the students requiring additional help.
> ❖ Well stocked library provides all necessary reading materials for both faculties and students.
> ❖ Study materials are supplied as and when required.

6.3.3 Examination and Evaluation

> ❖ In regard of examination, the college follow the rules and regulations prescribed by Dibrugarh University.
> ❖ The examination committee of the college adopts necessary measures to conduct sessional examinations, Semester examinations, Group discussions, Seminar presentations, AHSEC's examinations.
> ❖ The internal assessment evaluation system has been implemented by the IQAC.
> ❖ Transparency is maintained in evaluation process.
> ❖ University appointed College Examination Officers visits the examination venues during examination days.

6.3.4 Research and Development

> ❖ Research Committee which encourages and monitors research activities in the college.
> ❖ The committee recommends the various MRPs to the funding agencies and guides the faculties for research works.
> ❖ Students are also nurtured with research activities through seminar /group discussion, field work programmes.
> ❖ College provides financial support for students to present research papers.
> ❖ Special duty leaves are granted to teachers to attend research conferences.

6.3.5 Library, ICT and physical infrastructure / instrumentation

❖ The Library Committee of the college takes necessary steps for the proper functioning of the library.
❖ Updated books and well stocked library is available.
❖ A Building Committee and a Purchasing Committee are formed which function under IQAC.
❖ ICT based instruments and computers are purchased and used for computer Labs.
❖ Office is connected with 24x7 Internet facilities with CCTV surveillance.

6.3.6 Human Resource Management

❖ The Prospectus Committee, the Academic Committee, Career Counselling Centre, Literary Club, and the Departments individually, under IQAC, adopt necessary measures for maximum utilization of human resources.
❖ Necessary increments are given at various levels.
❖ Career Counselling Cell organizes workshops to prepare students for various govt. and private sector recruitment drives.

6.3.7 Faculty and Staff recruitment

❖ By following the Assam 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.
❖ As per requirement, Ad-hoc faculties and non-teaching staff are recruited by college authority through proper procedure.

6.3.8 Industry Interaction / Collaboration

Efforts are on for industry interaction.

6.3.9 Admission of Students

• At 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 details are mentioned and in the college website all the necessary information are uploaded

• Students are admitted both in the arts and commerce streams on merit basis. In selecting students for major subjects screening tests are also conducted by the departments.

6.4 Welfare schemes for

Teaching	❖ 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 ❖ Duty leaves are granted to faculty members for attending orientation,

	• refreshers, seminars and workshops. • Duty leaves are granted to faculty members for attending duties of external Examiner, paper assessment etc.. • Maternity Leaves are granted for pregnant lady faculty members Child Care Leave (CCL) is granted to lady faculties as per Govt. rules • Special Leaves are granted for faculties doing Ph.D • Facilities provided for teachers refreshment.
Non teaching	• Child Care Leave(CCL) is granted to lady office staff • Maternity Leaves are granted for lady office staff during the gestation period. • Health check up facilities provided by medical cell • College canteen with subsidies rates • Well equipped office room
Students	• Students Day Home facilities for both boys and girls. • Health check up facilities provided by medical cell. • College canteen with subsidized rates of food items. • Provision for Remedial classes for slow learners. • Book Bank facilities for economically backward students. • College provides financial assistance to the economically poor students in taking admission and meeting examination fees through student aid-fund. • Permission for Picnic for relief of stress. • Granting Registration fee and Transportation cost to participate in students seminars and sport activities. • Special Chances to re-appear sessional Examinations for students unable to make in the scheduled dates due to unavoidable circumstances at home. • Students Union Body is formed through Election as per instruction of Lyndogh Committee every year • Provides facilities for open Bank Account of the Students

6.5 Total corpus fund generated: Rs. 50, 34,927/-

6.6 Whether annual financial audit has been done   Yes   √   No   ☐

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

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

6.8 Does the University/ Autonomous College declare 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?

- ❖ The College gives suggestion to Dibrugarh University regarding Examination reforms from time to time as and when asked for.
- ❖ Affiliating University appoints external senior supervisor to monitor the examination.
- ❖ College appoints Assistant Officers- in-Charge for smooth conduct of examinations.

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

Does not arise

6.11 Activities and support from the Alumni Association

- ❖ Donates books and even some of the alumni extend financial support for development of the college.
- ❖ They play an active role in organizing and celebrating different events in the college.

6.12 Activities and support from the Parent – Teacher Association

- ❖ Meetings are organised with parents to improve the quality and responsibility of the students.
- ❖ Feedbacks are encouraged from parents regarding teaching learning issues.

6.13 Development programmes for support staff

- ❖ Computer training and competence building measures are taken.
- ❖ Workshops and interactive talks are arranged for teachers.

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

- ❖ Tobacco control cell has been trying to make the campus tobacco free and has taken initiatives to make "Nareng Pachani Village" Tobacco Free and organised awareness programmes.
- ❖ The Eco Club of the college has conducted programmes to make the college campus plastic free and pollution free.
- ❖ College also emphasises in green zone and thereby initiatives are taken to make the campus green.
- ❖ Plantation of medicinal plants.
- ❖ Plants,trees and lawns are maintained regularly.

Criterion – VII

1. **Innovations and Best Practices**

2. 7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> ❖ Regular record of the individual teachers' diary and self appraisal report are maintained
> ❖ Formation of planning, purchasing and monitoring boards.
> ❖ Tobacco Control Advisory Committee has been constituted in the village Jogduar Nareng Pachani Gaon to make the village tobacco free by the Tobacco Control Cell of the college, with the coordination of District Tobacco Control Cell

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

> ❖ One day workshop held on 4th November, 2016 on the topic of Implementation of CBCS System in the Colleges under Dibrugarh University
> ❖ Five MRPs are submitted to UGC.
> ❖ One Workshop Proposal submitted under UGC GDA Grant
> ❖ One U G C sponsored National level Seminar granted by UGC to the Deptt. Of Commerce

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

> ❖ Best Departmental Award is given to the Department which is highly involved in research work, extension work and student mentoring.
> ❖ Students are encouraged and facilities are provided for field study, extension activities and participation in workshops in other institution and leadership building initiatives.
> ❖ Students participation in the decision making process in the college.
> ❖ Award given to Best Library Users, to Best Graduate and to Best Achiever of H.S.

7.4 Contribution to environmental awareness / protection

> ❖ Environmental Awareness Programmers has been conducted with the active participation of the students and plantation of tree is done within the campus.
> ❖ The college is made plastic free and dustbins and garbage dumping ditches are provided in many places of the college campus.

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	Weakness
Good facilities for Indoor and Outdoor stadium for the students and also for the outsiders of the college vicinity. Well maintained campus with external and well equipped infrastructure. Excellent collection books, journals in library. Well known college under the jurisdiction of affiliating University. Energetic faculty, committed to students welfare.	We have vast area of land still left to be utilised To link with industry or Corporate house for our students employment.

Opportunity	Threats
New multi cultivation programme may be introduced in the unused land of the college. Different skill based Courses will be introduced, which will help the students to earn their livelihood and give opportunity for employment. Short term Courses and value added courses Introduction of Management Courses	Introducing CBCS system at the Degree level may be a difficult task for the students to pursue. Steep challenges in employment opportunity.

8. Plans of institution for next year

<div style="border:1px solid">

1. Opening of new **skill based courses** like Diploma in Electrical Technician.

2. New **diploma course** in Computer Hardware and DTP operation.

3. Taking up **Research projects** by the Departments from the seed money provided by the college.

4. Organizing **multidisciplinary tasks** for skill development of teachers.

5. **Leasing of the non-used land to Corporate Houses** with employment guarantee for   the students.

6. Instituting certain provisions by utilizing resources of the college for **income generation** of the college.

</div>

Name Dr. Ranjit Ranjan Saikia   *Name Dr. Bijoy Krishna Pachani*

Co-ordinator IQAC
C.K B College Teok

Principal
C K B College, Teok

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____ ***_____

Academic Calender 2016

Month	Holiday	No. of Working Days	No. of Teaching Days
1st January to 31st January	08	23	17
1st February to 29th February	06	23	21
1st March to 31th March	06	25	25
1st April to 30th April	08	22	19
1st May to 31st May	06	25	4
1st June to 30th June	04	26	26
1st July to 31st July	06	25	0
1st August to 31st August	07	24	24
1st September to 30th September	06	24	22
1st October to 31st October	12	19	19
1st November to 30th November	06	24	03
1st December to 31st December	05	26	0
Total	**80**	**286**	**180**

Annexure II

Brief Report on Feedback Analysis on Teaching

Feedback on Teaching has been a routine practice of IQAC. The feedback is taken for the Undergraduate programmes conducted in the college. It is taken from the Sixth semester students in regard of their experience in the college during the last three years.

The various parameters on which teaching is assessed are: Punctuality, Ability to make the class interesting, Knowledge of the subject, **Ability to summarise, Audibility, Clarity of presentation, Encouragement to ask questions, Ability to manage class, Command over language, Ability to explain, Ability to create interest in the class, Sense of humour, Enthusiasm**

The students are asked to grade teacher(s) on a scale of Excellent (A) Very Good (B), Good (C), Average (D), and Poor (E). Apart from this, Students can also write other comments too.

A detailed Time Table for execution of this programme is prepared by the IQAC. A Circular is issued by IQAC detailing out the procedure on how and when to conduct the feedback.

The Feedback received by the IQAC is then analysed and assessed.

The results are discussed with the Principal. Wherever improvement is needed, an Interaction meeting is organized along with the Teachers and Head of the Departments to discuss the feedback to seek improvement in teaching. Efforts taken by teachers to enhance the quality of their teaching are also appreciated.

The feedback of the respective faculty member is discussed with him/her by Vice Principal/H.O.D. on one to one basis.

The feedback analysis for the year 2015-16 shows that overall efforts made by the teachers in the classroom and methods employed by them are appreciated by the students. The course and the syllabus are completed during specified time. There is no communication gap between students and the teachers as the classes are delivered in bi-lingual method.

However, the report reveals that ----

a) Some teachers are excellent in handling the class.

b) Almost all teachers are quite audible in the class and can manage the classroom very well.

c) A Few teachers have to improve language skills while engaging the class in languages other than local language.

d) Although some teachers have the sense of humour, some lack it.

Annexure III

FEEDBACK, COMMERCE

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

		PUNTUALITY (সময় মতে চলা)	ABILITY TO MAKE CLASS INTERESTING (ক্লাচ আকৰ্ষণীয় কৰাৰ ক্ষমতা)	KNOWLEDGE OF SUBJECT (বিষয় বস্তুৰ জ্ঞান)	ABILITY TO SUMMARISE (চমুকৈ কব পৰাৰ সামৰ্থতা)	AUDIBILITY (স্পষ্টকৈ/স্পষ্টকৈ কব পৰাৰ ক্ষমতা)	CLARITY OF PRESENTATION (স্পষ্টকৈ ব্যাখ্যা কৰাৰ ক্ষমতা)	ENCOURAGEMENT TO ASK QUESTION (প্ৰশ্ন সুবিধা দিয়া)	ABILITY TO MANAGE CLASS (ক্লাচটো ভালকৈ পৰিচালনা কৰাৰ ক্ষমতা)	COMMAND OF LANGUAGE (ভাষাৰ ওপৰত দখল)	ABILITY TO EXPLAIN (ভালকৈ ব্যাখ্যা কৰিব পৰাৰ ক্ষমতা)	ABILITY TO CREATE INTEREST IN THE CLASS (ক্লাচটো মনোগ্রাহী কৰাৰ ক্ষমতা)	SENSE OF HUMOUR (অনুপ্রাসমূলক কৰাৰ ক্ষমতা)	ENTHUSIASM (শিক্ষাৰ্থীৰ উৎসুকতা বৃদ্ধি কৰাৰ সামৰ্থত্য)
	Munin Gogoi													
	Benudhar Borah													
	Sunil Kr. Bhattacharyya													
COMMERCE	Jintoo Rajkhowa													
	Debananda Boruah													
	Nayan Baruati													
	Gita Sarmah													
	Dhruba jyoti Borah													

Annexure IV

FEEDBACK, ARTS

চন্দ্ৰকমল 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]

		PUNTUALITY	ABILITY TO MAKE CLASS INTERESTING	KNOWLEDGE OF SUBJECT	ABILITY TO SUMMARISE	AUDIBILITY	CLARITY OF PRESENTATION	ENCOURAGEMENT TO ASK QUESTIONS	ABILITY TO MANAGE CLASS	COMMAND OF LANGUAGE	ABILITY TO EXPLAIN	ABILITY TO CREATE INTEREST IN THE CLASS	SENSE OF HUMOUR	ENTHUSIASM
ASSAMESE	Mrs. Chitra Duarah													
	Mrs. Archana Konwar													
	Mr. Keshob Hazarika													
	DR. K. Gogoi													
ENGLISH	Lily Dutta													
	Yasmin Khan													
	Moyuri Chetiya													
	Junti Boruah													
EDUCATION	Korabi Dutta													
	Mamoni Gogoi													
	Deepanjali Goswami													
	J. Baruah													
ECONOMICS	Robin Ch. Sarmah													
	Norendra Nath Saikia													
	Benoy Brot Rajkhowa													
	Robin Saikia													
HISTORY	Liakat Ahmed													
	Arup Kr. Borthakur													
	Ranjit R. Saikia													
	Bikash Nath													
Pol. Science	Ranju Devi													
	Ritanjali Saikia													
	Anubha Bordoloi													
	Jintumoni Phukon													
SOCIOLOGY	Pronob Saikia													
	Nizara Boruah													

B. Baruah