

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



**AQAR: 2017
(1-1-2017 TO 31-12-2017)**

**SUBMITTED BY:
CHANDRA KAMAL BEZBARUAH COLLEGE, TEOK
JORHAT, ASSAM-785112
www.ckbcollegeteok.com**

The Annual Quality Assurance Report (AQAR) of the IQAC

C.K. B. College, Teok 1st January, 2017 to 31st December, 2017

Part – A

1. Details of the Institution

1.1 Name of the Institution

C.K.B. College, Teok

1.2 Address Line 1

Teok

Address Line 2

P.O. Jogduar

City/Town

Teok

State

Assam

Pin Code

785 112

Institution e-mail address

info@ckbcollegeteok.com

Contact Nos.

0376-2396491(0)

Name of the Head of the Institution:

Dr. Bijoy Krishna Pachani

Tel. No. with STD Code:

0376-2396491

Mobile:

0995451040(M)

Name of the IQAC Co-ordinator:

DR. RANJIT RANJAN SAIKIA

Mobile:

09435094675

IQAC e-mail address:

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

1.4 Website address:

Web-link of the AQAR:

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

1.5 Accreditation Details

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

1.6 Date of Establishment of IQAC:

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

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

i. AQAR -2016 submitted to NAAC on 20/04/2017

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal
 Financial Status Grant-in-aid UGC 2(f) UGC 12B
 Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

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

Dibrugarh University

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
Community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution
Level

(ii) Themes

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

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
<ol style="list-style-type: none"> 1. Planned to start a fishery project for income generating. 2. Planned to start live stock Farm 3. Planned to start PGDCA course under Dibrugarh University. 	<ol style="list-style-type: none"> 1. A fishery project has been started during the year. As sum of Rs 7500/ earned from the fishery in the starting year. 2. A Goat farm has been started with four goats and number of goats has increased to nine <p>The Course will be started from June,2018</p>
<ol style="list-style-type: none"> 4. Plan to organize some vocational courses for students. 	<p>Following vocational courses were introduced during the year</p> <ol style="list-style-type: none"> 1. Electrical Technician 2. Information Technology 5. Retail Management 6. Food processing 7. Skin and hair care 8. Cutting and tailoring
<ol style="list-style-type: none"> 3. Plan to organize community activities to extend the service of the college to the entire community. 	<ol style="list-style-type: none"> 1. The department of political science organised literary camp in Ghorachara Habi Gaon, remote village at a distant of 10 kilometer from college on 25- 03-2017. 2. The department of Assamese organized an environmental protection awareness programme in Dikhowmukh Alimur gaon on 26-03-2017 3. The women cell of the college organised a free health check up camp at the adopted Ghorachara habi gaon which is a adopted village of the college on 06-05-2017. 4. The disaster management cell organized an awareness programme on “How to extinguish from fire and control in emergency situation” at the adopted village of the college on in the month of November, 2017. 5. The disaster management cell also organized an awareness programme on flood and earthquake management in the adopted village on 29th March,2017.

	6. The NSS wing of the college organised an environmental awareness programme at Kaliapani M.E school on 11-03-2017.
3. Planned to have MOUs with other technical institutions for the benefit of the student.	1. 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.
4. Planned to enhance physical and mental health of the students	2. Yoga education department has been introduced which organize yoga programme for students. Students are taught Yoga buy yoga expert every Saturday.

(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

<ol style="list-style-type: none"> 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 up gradation of teaching-learning process Teacher's diary is maintained on monthly basis by the teachers of the college under the supervision of IQAC 5. IQAC asks the faculties to submit self appraisal report to IQAC every month which are monitored by the IQAC. 6. Remedial classes are held for students whose academic achievement levels are not up to the mark (bellow 45%)

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	NIL	---	---	---
PG(distance mode)	NIL	---	---	---
UG	08(7 B.A programme and 1 B.Com Programme)	---	---	---
PG Diploma(distance mode)	NIL	---	---	02
Advanced Diploma	NIL	---	---	---
Diploma	01 Name of the Course: Electrical Technician	01	01	01
Certificate	05 Name of the courses: 5. Information Technology 6. Retail Management 7. Food processing 8. Skin and hair care 9. Cutting and tailoring	05	05	05
Others(UG distance mode)	---	---	---	---
Total	14	06	06	06
Interdisciplinary	Nil			
Innovative	Nil			

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

Elective options are 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. 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	08 7 B.A programme, 01 B.Com programme
Trimester	Nil
Annual	Nil

1.3 Feedback from stakeholders* Alumni Parents Employers

Students
(On all aspects)

Mode of feedback: Online Manual Non-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. Revision or modification of syllabi is fall under the jurisdiction of Dibrugarh University for which the college has limited power in this regard.

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

Department of Yoga education was introduced in the college in 2017. The functions of the department are to arrange yoga programme for college students, organise yoga workshop and also to foster research in yoga

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
32	15	17	---	

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
01	01					4		4	1

2.4 No. of Guest and Visiting faculty and Temporary faculty

06

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	---	16(Number of seminars attended without paper)	-
Presented	---	12(Number of seminars attended with paper)	-
Resource Persons	---	03	4(Regional level)

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

- To enhance the learning process, the departments conduct field trips/ excursion for students.
- Student workshops and seminars and group discussions are organised at a regular interval.
- Extra classes are conducted considering the need of students.
- Latest technology such as LCD, OHP, etc. Are used in teaching-learning process.
- Although personal laptops are generally used by faculty in conducting classes; the management also provides laptops when needed.
- Popular talks and workshops are organised considering their usefulness for the students.

2.7 Total no. of actual teaching days during this academic year: 182

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

As the college is affiliated to Dibrugarh University, it follows the rules and regulations framed by the university in conducting both sessional and semester examination.

2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 01

2.10 Average percentage of attendance of students 78%

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.	222		25.67	27.02	13.05	90.09
B.Com.	17			35.29	23.52	88.23

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

- ❖ Departmental meetings are conducted after the declaration of results where IQAC Coordinator, the Principal, along with the faculties analyse the results and suggest necessary remedial measures.
- ❖ Through the ISMC meeting IQAC takes up some constructive measures and provide effective suggestions to various departments in regard to teaching & learning.
- ❖ IQAC prepares Academic Calendar of the institution. Besides, the time table of the class routine is prepared by IQAC through consultation with the H.O.Ds.
- ❖ IQAC suggests necessary corrective measures after analysing Student Feedback with the HODs
- ❖ IQAC inspects the classrooms, departments and the library to ensure the availability of necessary facilities and also takes necessary measures to update the existing infrastructural facilities.
- ❖ IQAC inspires the faculties in conducting classes through O.H.P. Each department monthly conducts such classes and put their record in IQAC office.

2.13 Initiatives undertaken towards faculty development

The institution organises seminars, workshops, talks for the development of the faculty members. The college authority also provides necessary help and support to the faculty members to participate in outside national and international seminars and workshops and also inspires them to publish research article in peer-reviewed national and international journals.

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
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.	10 (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	---	05
Technical Staff	---	---	----	

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. Encouraging the faculty members to conduct survey on various socio-economic issues of the locality so that concrete suggestions can be given to the local people.
3. Seminar and workshops are organised by IQAC in research methodology for development of research aptitude among the faculties and students as well.
4. IQAC invites eminent persons to deliver talk on various topics of academic significance through the departments.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	nil	4	4	3
Outlay in Rs. Lakhs		4lakhs70 thousands	4lakhs20 thousands	nil

3.4 Details on research publications

	International	National	Others
Peer Review Journals	nil	2	nil
Non-Peer Review Journals	nil	nil	nil
e-Journals	nil	nil	nil
Conference proceedings	nil	nil	nil

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	2017	UGC	7 lakhs20thousand	4 lakhs 70 thousand
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	2017	College	30,000(thirty thousand)	13,700.00
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total				4,83,700.00

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	1	-	-	-
Sponsoring agencies	-	UGC sponsored	-	-	-

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs : 30,000.00(Thirty Thousand)

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

2

3

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

nil

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum College forum

NCC NSS Any other

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

- The college has organized environmental awareness programmes and plantation programmes.
- Awareness programmes on the dangers of using tobacco has also been organized.
- A few faculty members offered their teaching services to the nearby schools as part of extension activities.
- Health awareness programmes have also been 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'16 to Nov'17)	Sources of Fund	Total
Campus area	48,000Sqmr. sq.mtr.	--	--	48,000Sqmr.
Class Room	27	Nil	-----	27
Laboratories				
i) For Computer Lab.	2		UGC	3
ii) For Education dept.	1			
Auditorium	1(267sq.mtr.)	Nil	UGC	1
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 60 capacity	1	Nil	UGC	1
Girls' Common Room	1	Nil	----	1
Boys' Toilet	7	Nil	-----	7
Girls' Toilet	7	Nil	-----	7
Seminar Halls i) With AC	2	1	UGC &	3
ii) Non AC.	1		golden jubilee fund	
No. of important equipments purchased(1-0 lakh during the current year.		15	RUSA	15
Value of the equipment purchased during the year (Rs. in lakh)				37,00,000

4.2. Administrative block and the central library are computerised

-- The students can have the access to the details of admission, application forms, marks of internal examination and information regarding recent and upcoming through college website. The college campus is under the surveillance of CCTV camera and monitored by the authority.

4.2 Computerization of administration and library

4.4 Technology up gradation (overall)

	Total computers	Computer Labs	Internet	Browsing centres	Computer Centres	Office	Department-ments	others
Existing	60	01	Wi-Fi		01	04	08	01
Added	05		Wi-Fi					
Total	65	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	70,000.00
ii) Campus Infrastructure and facilities	13, 80,430.00
iii) Equipments	37, 00, 000.00
iv) Others	1 lakh
Total :	52, 50, 430.00

Criterion – V

5. Student Support and Progression

4.3 Library services	Existing		Newly added (From 1-1-2016 to 31-12- 2016)		Total	
	No.	Value	No.	Value	No	Value
Text Book	17135	23,65,357				
Reference Book	436+83+107	5,68,978.00	500	347335.00	1126	9,16,313.00
Journals	15	10,100.00				
e-journals			107	4,300.00	107	4,300.00
Digital Database	01	-----	-----	-----		01
CD &Video	01	15,000.00				1
Others(Xerox)	01	45,000.00				

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.
- ❖ Workshop on drama, recitation and short story writing etc. are held for the benefit of the students.

- ❖ The IQAC prepares the class routine for every academic session and it is allotted to the teachers by the concerned HoD.
- ❖ The result of every department is reviewed by the principal & IQAC in the department interface meeting after the result of every semester is declared.
- ❖ The college awards “best department award” based on certain criteria framed by the IQAC from this year onward.
- ❖ There is provision for remedial classes for the slow learners. They are also given home work and feedback is provided at regular basis.
- ❖ The college hosted “youth festival” under Dibrugarh University on last January, 2017.
- ❖ The college conducts Unit/Sessional Tests Unit wise in each Semester for continuous evaluation.
- ❖ An academic committee has constituted to take care of students enrichment programmes.
- ❖ Review of the result of final examination by the academic committee and sessional examinations by respective teachers.
- ❖ Organises parent-teacher meet
- ❖ Provides facilities for Bank Account of students.
- ❖ Student Union election is organized under the instruction provided by Lyndogh Committee.
- ❖ Award given to best the library user, best graduate and to the best achiever in H.S. final examination.

(b) No. of students outside the state

(c) No. of international students

No.	%
483	43%

Men

No.	%
640	57%

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
42	67	63	743		915	158	104	103	758		1123

Demand ratio

Dropout %

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

Nil

No. of students beneficiaries

5.5 No. of students qualified in these examinations: (since the college is an undergraduate college, students cannot appear in such examination)

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

- ❖ “Skill Development and Entrepreneurship Development Cell” has been newly formed in this year onward to enhance the entrepreneurship skill of the students.
- ❖ Career Counselling Cell guides the students for the future prospects with the help of invited career counsellors.
- ❖ Holding career counselling programme for job-oriented course

No. of students benefited

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

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

5.9 Students Activities:

1. College football team joined inter-college football tournament and became the runners up.
2. It ranked the 1st position in the university level short story writing competition
3. The college awarded the 3rd position in the university level debate competition
4. It awarded 3rd position in 'anti-tobacco' in inter-college level and district level respectively.

5.9.1 No. of students participated in Sports, Games and other events at
 State/ University level 30 National level International level

No. of students participated in cultural events

State/ University level 25 National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level 7 National level International level

Cultural: State/ University level 1 National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	3	7200/
Financial support from government	•	

Financial support from other sources		
Number of students who received International/ National recognitions	-----	-----

- Scholarship is provided by the government to the meritorious students, the amount they receive is directly deposited in their bank account.

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students:

5.13 Major grievances of students (if any) redressed:

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

- ❖ The college has LAN and WIFI facility as management information system.
- ❖ All the important notifications are uploaded in the college website.
- ❖ The college campus and the class rooms are under surveillance of CCTV camera.
- ❖ The college has biometric attendance registration system for the teachers and non teaching staff.

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.

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.
- ❖ Poor students are provided book bank facilities

6.3.3 Examination and Evaluation

- ❖ In regard of examination, the college follow the rules and regulations prescribed by Dibrugarh University.
- ❖ IQAC through the examination committee of the college adopts necessary measures to conduct sessional examinations, Semester examinations, Group discussions, Seminar presentations, H.S (higher secondary) examinations.
- ❖ The internal assessment evaluation system has been implemented by the IQAC with the help of academic committee.
- ❖ Transparency is maintained in evaluation process.
- ❖ University appointed College Examination Officers visits the examination

6.3.4 Research and Development

- ❖ The college has a 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 the fundamental concepts of research through seminar and resourceful lectures by experts of different fields.
- ❖ 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. It also suggests library officials to eradicate the problems in library maintenance.
- ❖ Every department has a computer with internet facilities. The college campus has CCTV surveillance.
- ❖ The Building Committee and a Purchasing Committee recommends the authority for infrastructural development .

6.3.6 Human Resource Management

The college authority believes in the decentralised management in different spheres of activities. It has formed a number of cells and committees represented by efficient persons who keep thorough observation and makes effective recommendations in specified spheres.

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 under supervision of IQAC..

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> ❖ Well equipped common room ❖ Separate departmental rooms for each departments with computer and Wi-Fi facilities ❖ Two college canteen with subsidies rates ❖ Health check up facilities provided by medical cell ❖ Maternity Leaves are granted for pregnant lady faculty members Child Care Leave (CCL) is granted to lady faculties as per Govt. rules
Non teaching	<ul style="list-style-type: none"> ❖ 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

Students	<ul style="list-style-type: none"> ❖ 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. 52, 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	State govt.

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?

- | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> ❖ The College gives suggestion to Dibrugarh University regarding Examination reforms from time to time as and when asked for. |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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 several 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
- ❖ Plants, trees and lawns are maintained regularly.

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.

- ❖ Maintains teachers’ individual diary and self appraisal report.
- ❖ The colleges organises yoga programme for teachers every day for 20 minutes. The programme includes easy chaired yoga, postures and selective programmes. The programme is organised keeping teachers’ mental health in view
- ❖ For updating the knowledge of the teacher and also to acquaint the teachers with the latest happenings/issues in different fields, popular talks are organised off and on. Talks are organised among teachers where a teacher is asked to deliver his/her speech on the expertise area before other teachers.

- ❖ One UGC sponsored national level seminar was organised by the department of commerce on 16 & 17th October, 2017. The topic of the seminar was “Emerging Issues of foreign direct investment (FDI) in India with special reference to NE region.”
- ❖ One UGC GDA grant seminar was organised by the department of political science and sociology on 11 January 2017. The topic of the seminar was “Research methodology and research guidance”

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

1. Yoga classes are held regular basis for the students. For development of mental health of the teachers yoga programme is also organised for teachers.
2. The college has a planning and purchasing and monitoring committee consisting of teachers and union members.

*

7.4 Contribution to environmental awareness / protection

1. A plantation programme organised by Echo Club at the College campus on world environmental day.
2. The eco-club also conducted Green audit in the college campus.
3. Under extension activities, the college also undertook a number of plantation activities in surrounding areas.
4. As a part of “Swachh Bharat Abhiyan” the health and sanitation committee of the college organised cleanliness activities in 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
<ol style="list-style-type: none"> 1. Good facilities for Indoor and Outdoor stadium for the students and also for the outsiders of the college vicinity. 2. Well maintained campus with external and well equipped infrastructure. 3. Excellent collection books, journals in library. 4. For systematic planning of different activities and their execution we have a number of cells which observe and provide effective suggestions to the college authority in different fields 	<ol style="list-style-type: none"> 1. We have vast area of land still left to be utilised 2. Most of the students of the college are from rural background whose parents are too poor to support their children financially

Opportunity	Threats
<p>The college has a vast area of land which may be utilised for future expansion and also to introduce new departments.</p> <p>Different skill based Courses will be introduced, which will help the students to earn their livelihood and give opportunity for employment.</p>	<p>The college is situated side by the national high way 37. A number of accidents occurred due to speedy vehicles.</p>

8. Plans of institution for next year

1. Utilisation of unused land with proper planning for income generation.
2. Plan to extend the fishery project to open up another three fisheries
3. Plan to open up a piggery and a poultry farm
4. Plan to introduce B.Voc course
5. Plan to introduce two years electrician course
6. Encouraging research activities and also to provide adequate guidance to the faculty members in this regard
7. Enhancing teachers' efficiency by organising seminars and workshops in pedagogy and teaching methodology.
8. Taking up **Research projects** by the Departments from the seed money provided by the college.



Principal
C.K.B College, Teek

Signature of the Principal



Co-ordinator IQAC
C.K.B College Teek

Signature of the Chairperson, IQAC

Annexure I

Academic Calender 2017

Month	Holiday	No. of Working Days	No. of Teaching Days
1 st January to 31 st January	09	22	18
1 st February to 29 th February	05	23	22
1 st March to 31 th March	06	25	25
1 st April to 30 th April	08	22	19
1 st May to 31 st May	06	25	12
1 st June to 30 th June	05	25	25
1 st July to 31 st July	06	25	0
1 st August to 31 st August	05	26	23
1 st September to 30 th September	09	21	19
1 st October to 31 st October	9	22	14
1 st November to 30 th November	06	24	03
1 st December to 31 st December	05	26	0
Total	80	286	180

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 IV

FEEDBACK, ARTS



চন্দ্রকমল বেজবৰুৱা মহাবিদ্যালয়, টীয়ক

CHANDRA RAMAL BEZBARUAH COLLEGE, TEOK

PO: JOGDUAR, TEOK DIST: JORHAT 785112

EVALUATION OF TEACHING: ARTS STREAM

ACADEMIC SESSION: 20 TO 20

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

Kindly fill in information in the provided space

EXCELLENT A VERY GOOD B GOOD C AVERAGE D POOR E

		PUNCTUALITY (সময় মতে উপস্থিত)	ABILITY TO MAKE CLASS INTERESTING (ক্লাস আকর্ষণীয় কৰাৰ ক্ষমতা)	KNOWLEDGE OF SUBJECT (বিষয় গভূৰে জানা)	ABILITY TO SUMMARISE (সূচক হৰা পৰাৰ সক্ষমতা)	AUDIBILITY (শব্দসূচক হৰা পৰাৰ ক্ষমতা)	CLARITY OF PRESENTATION (শব্দসূচক বহাৰা তথ্যৰ ক্ষমতা)	ENCOURAGEMENT TO ASK QUESTIONS (প্ৰশ্ন কৰিবলৈ সুবিধা দিয়া)	ABILITY TO MANAGE CLASS (শিক্ষাৰ্থীক ভালকৈ পৰিচালনা কৰাৰ ক্ষমতা)	COMMAND OF LANGUAGE (ভাষাৰ গুৰুত্ব প্ৰদৰ্শন)	ABILITY TO EXPLAIN (শব্দসূচক ব্যাখ্যা কৰিব পৰাৰ ক্ষমতা)	ABILITY TO CREATE INTEREST IN THE CLASS (শিক্ষাৰ্থীক আকৰ্ষণ কৰাৰ ক্ষমতা)	SENSE OF HUMOUR (অপেক্ষাকৃত হৰাৰ ক্ষমতা)	ENTHUSIASM (শিক্ষাৰ্থীক উৎসাহিত কৰাৰ সক্ষমতা)
ASSAMESE:	Mrs. Chitra Duarah													
	Mrs. Archana Konwar													
	Mr. Keshob Hazarika													
ENGLISH:	Dr. K. Chandra													
	Lily Dutta													
	Yasmin Khan													
EDUCATION:	Moyuri Chetia													
	Junti Boruah													
	Korabi Dutta													
ECONOMICS:	Mamoni Gogoi													
	Deepanjali Goswami													
	Dr. K. Chandra													
HISTORY:	Robi K. Sarmah													
	Narendra Nath Saikia													
	Bhnoy Brot Rajkhoya													
Pol. Science:	Robin Saikia													
	Liakat Ahmed													
	Arup Kr. Borthakur													
SOCIOLOGY:	Ranjit P. Saikia													
	Bikash Nath													
	Ranju Devi													
	Ritanjali Saikia													
	Anubha Bordoloi													
	Jintumoni Phukon													
	Pronob Saikia													
	Nizara Boruah													

12. Baruah
12. 8. 2012

List of some extension activities

Types of Activity	Organised by	Date	Venue
Environmental awareness programme	N.S.S wing of the college	11/03/17	kaliapani M.E school
Cleanliness programme(Swachh Bharat Mission)	N.S.S wing of the college &N.C.C	7/10/17	ASTC office &Jagduar M.E School
Community Development Program on free Health check-up	The Women Cell	06/05/2017.	Ghorachowa Habi Gaon
Literacy camp	Deptt. Of political science	25/03/17	Ghurachowa Habi Gaon L.P. School
Environmental awareness programme	Deptt. Of English	30/03/17	Uttar Dulia L.P school
Two-day workshop on Career Selection, Planning and Transition	The Career Counselling Cell of C.K.B. College	6 th &7 th January,2017	Conference Hall of the College

















Z



