



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

<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 its own campus?	Yes
• Phone no./Alternate phone no.	09476866847
• Mobile No:	9954451040
• Registered e-mail	info@ckbcollegeteok.com
• Alternate e-mail	bkpachani@gmail.com
• Address	A.T. Road, Jogduar PO: Jogduar (Teok)Dist: - Jorhat
• City/Town	Jorhat
• State/UT	Assam
• Pin Code	785112
<b>2.Institutional status</b>	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	<b>Dibrugarh University</b>
• Name of the IQAC Coordinator	<b>Dr. Binoy Brot Rajkhowa</b>
• Phone No.	<b>08011581756</b>
• Alternate phone No.	<b>9706923409</b>
• Mobile	<b>9706923409</b>
• IQAC e-mail address	<b>info@ckbcollegeteok.com</b>
• Alternate e-mail address	<b>binoybbr@gmail.com</b>
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="http://ckbcollegeteok.com/files/iqac/aqar_2019-20.pdf">http://ckbcollegeteok.com/files/iqac/aqar_2019-20.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 Web link:	<a href="https://ckbteok.com/naac2021/ctrl/AcademicCalendar/1.1.1.pdf">https://ckbteok.com/naac2021/ctrl/AcademicCalendar/1.1.1.pdf</a>

**5.Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>C++</b>	<b>69.5</b>	<b>2004</b>	<b>25/09/2004</b>	<b>24/09/2009</b>
<b>Cycle 2</b>	<b>B</b>	<b>2.59</b>	<b>2015</b>	<b>29/09/2015</b>	<b>28/09/2020</b>

<b>6.Date of Establishment of IQAC</b>	<b>12/09/2005</b>
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**7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Mr. Nayan Baruati, Department of Commerce	MRP	UGC	2016-2020	150000
Dr. Debananda Boruah, Department of Commerce	MRP	UGC	2016-2020	150000
Mr. Dhrubajyoti Borah, Department of Commerce	MRP	UGC	2016-2020	150000
<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>		<b>Yes</b>		
<ul style="list-style-type: none"> <li>Upload latest notification of formation of IQAC</li> </ul>		<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>		<b>3</b>		
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>		<b>Yes</b>		
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>		<a href="#">View File</a>		
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>		<b>No</b>		
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>				
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>				
<ul style="list-style-type: none"> <li>One Day Workshop on "NAAC Accreditation and Assessment" on 10th</li> </ul>				

April 2021

Introduction of Diploma Course on Horticulture for B.A/ B.Com 5th Semester Students • Introduction of Diploma Course on TV Repairing • Introduction of Diploma Course on Plumber and Bathroom Fitting

IQAC in collaboration with the departments has organised the following webinars: i) National Webinar on the topic "Politics of Ethnicity and Nationality in North East India" on 12th July 2020. (Department of History and Political Science) ii) National Webinar on the topic "Impact of Covid-19 Pandemic on the Travel and Tourism Sector of Assam" on 4th July 2020. (Department of Commerce and Economics) iii) National Webinar on the topic "Building Potentialities against Mental Setback" on 5th July 2020 (Department of Assamese and Sociology) iv) International Webinar on the topic "Mental Health Issues of Students in Higher Education in the wake of Outbreak of Covid--19" on 27 July, 2020 (Department of English and Education)

## 12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
<p>Plan to organise National/International Webinar</p>	<p>Four Webinars were conducted in association with the departments i. National Webinar on "Politics of Ethnicity and Nationality in North East India" in collaboration with Department of History and Political Science on 12th July, 2020 ii. National Webinar on "Impact of Covid-19 Pandemic on the Travel and Tourism Sector of Assam" in association with Department of Commerce and Economics on 4th July, 2020 iii. National Webinar on "Building Potentialities against Mental Setback" in association with Department of Assamese and Sociology on 5th July, 2020 iv. International Webinar on "Mental Health Issues of Students in Higher Education in the wake of Outbreak of Covid-19 in association with</p>

	Department of English and Education on 27th July, 2020
Plan to organise workshop on NAAC Awareness Program for Assessment Accreditation	One day Workshop on "NAAC Awareness Program for Assessment Accreditation" organised on 10-04-2020
Plan to complete the Examination of the Diploma and Certificate courses on time	Examinations of the Diploma and Certificate courses are conducted as per Examination schedule notified by IQAC
Plan to complete the Diamond Jubilee Research Project undertaken in collaboration with Department of Statistics, Dibrugarh University	Golden Jubilee Research Project completed
Plan to publish the Diamond Jubilee Research Project in book form	Golden Jubilee Research Project published in book form entitled "Exploring New Economic Avenues in Jorhat District-With special Reference to Mariani and Teok LACs" ISBN: 978-81-951202-1-5
Plan to publish the Departmental Research Project in book form	Five Departmental Research Projects are published in book form entitled "The Quest" ISBN: 978:81-951202-0-8
<b>13. Whether the AQAR was placed before statutory body?</b>	Yes
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Governing Body	17/03/2022
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2020-21	22/03/2021
<b>Extended Profile</b>	

<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>227</b>
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>1057</b>
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>296</b>
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
2.3 Number of outgoing/ final year students during the year	<b>249</b>
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>34</b>
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
3.2	<b>34</b>

Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	25
4.2 Total expenditure excluding salary during the year (INR in lakhs)	121
4.3 Total number of computers on campus for academic purposes	60

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

At present, the Chandra Kamal Bezbaruah College, Teok, has developed some mechanisms for effectively developing the curriculum. They are enunciated as below:

- Every year, the College in tune with the Academic Calendar of Dibrugarh University, prepares and distributes its own Academic Calendar among its students.
- At the beginning of every year, the IQAC conducts a Power Point Presentation class among the students of the College to orient and acquaint course structure, attendance, internal assessment, sessional examinations, group discussion, seminar, and end-semester examination system.
- The IQAC has instituted an effective mechanism for the development of the Class Routine scientifically in accordance with credit points allocated to each course. After circulation among the Departmental Heads and discussion, the final routine is prepared.
- The Unit/Papers in the syllabi are prepared after a thorough discussion among the faculty members of every department and distributed thereafter.



- The teaching plans in every department are prepared under strict monitoring from the IQAC on the basis of the units/papers allotted.
- The IQAC maintains a record of ICT-based classes conducted by the teaching fraternity to ensure proper utilization of the ICT-enabled classrooms of the college.
- The ISMC and the IQAC monitors regularly the progress of syllabus, ICT classes, sessional examinations and the progress of the students' quality.
- Interface meetings of the Departments and the Principal are regularly held for effective progress of the curriculum.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://ckbteok.com/naac2021/ctrl/Academic%20Calendar/">https://ckbteok.com/naac2021/ctrl/Academic%20Calendar/</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The C.K.B. College, Teok adheres to the academic calendar prepared as per the notification of Dibrugarh University.

- Academic record-keeping for Internal Assessment are maintained by all the departments.
- According to the "Dibrugarh University Regulations for the Undergraduate Programmes in the Choice Based Credit System", two Sessional Examinations are held. Coordinators appointed by the IQAC prepare of the programme, allotment of invigilators and other necessary arrangements.
- Weekly Class Tests are conducted on a regular basis.
- Curriculum based field visits, educational tours are also organized by departments.
- To analyse and improve the academic standards and the environment of the College, the IQAC conducts Student Satisfaction Survey.
- To enhance the academic rigour and the global outlook of the students, special talks are organised by every department.
- Students' Guardian meetings are convened and Student Home Visits are conducted as a strategy for mentoring.
- The Principal of the College randomly verifies the progress of the individual students' academic progress by checking their class works, exercise books etc.



- The Sessional Marks and IA marks are displayed in the Notice Board of every department.
- The End-Semester Examinations are conducted as per guidelines of the University.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://ckbteok.com/naac2021/ctr1/CIE/1.1.2.pdf">https://ckbteok.com/naac2021/ctr1/CIE/1.1.2.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**

**A. All of the above**

Academic council/BoS of Affiliating University  
 Setting of question papers for UG/PG programs  
 Design and Development of Curriculum for Add on/ certificate/ Diploma Courses  
 Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

## 1.2.2 - Number of Add on /Certificate programs offered during the year

### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

12

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

## 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

556

### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

556

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

## 1.3 - Curriculum Enrichment

### 1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

During the Academic Year 2020-21, the following issues were addressed -

In Professional Ethics, the steps taken were:

- Academic Calander outlining the Code of Conduct for all the students.
- The monthly Personal Performance Reports on the basis of the "Teacher's Diary" by the faculty members.
- Discipline and punctuality among the employees maintained using biometric machine and registers.
- Students takes pledge to this effect for punctuality and discipline during the Orientation Class conducted at the beginning of the Academic Year.

Regarding Gender, the courses taught are:

- Feminism: Theory and Practice and Womens Studies
- Sociology of Gender and Gender and Violence
- Women in Indian History

Moreover, there is Women's Cell, Gender Sensitization and Sexual Harassment Redressal Committee has been constituted to look into gender-related issues.

Regarding Human Values, courses taught are:

- Human Rights in India
- Human Resource Management
- Human Right Education

Regarding Environment and Sustainability, the courses taught are:

- Ability Enhancement Compulsory Course titled Environmental Studies
- Environmental Economics
- History of Ecology and Environment in India
- Also, the Eco Club organised various programmes related to environment in the year 2020-21.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

20

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

229

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders  
 Students  
 Teachers  
 Employers  
 Alumni

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="https://ckbteok.com/naac2021/ctrl/1.4.1/">https://ckbteok.com/naac2021/ctrl/1.4.1/</a>

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

**740**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

**318**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

C.K.B. College, Teok caters to diversified students from different socio-economic backgrounds as stated in the Mission of the institute. The extent of learning of the students is reciprocal to their personal abilities and other attributes. The college has adopted a structured mechanism for assessing the learning levels of the students.

At the beginning of the academic session, an orientation programme is organized by the IQAC for the new comers. The learning ability of the students is identified through continuous observation based on the academic performance, behaviour, social and psychological aspects during individual class interaction, various co-curricular and extension activities. The Internal Evaluation process (IA-I & IA-II) helps the faculty identify Slow and Advanced Learners.

With regard to the programme for Slow Learners, each teacher provide one-to-one counseling for overall improvement. Tutorial and Remedial Classes are conducted for the Slow Learners for improving their learning and writing skills.

Advanced Learners are encouraged for attending and presenting research paper in Webinars, Seminars, publish articles, editing journals, involve in research work and project etc. Advanced Learners are also motivated to enroll and get certified in MOOC courses. They are provided opportunity to play leadership role so that they can become a source of inspiration.

File Description	Documents
Link for additional Information	<a href="https://ckbteok.com/naac2021/ctr2/2.2.1/">https://ckbteok.com/naac2021/ctr2/2.2.1/</a>
Upload any additional information	No File Uploaded

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1057	34

File Description	Documents
Any additional information	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

For enhancing learning experience, the C.K.B. College, Teok has focused on innovative and creative ways of disseminating, sharing and facilitating knowledge development in students.

### Course Delivery Methods Practiced:

- Face to face classroom teaching
- ICT based classroom (visual and auditory)
- Group Discussions
- Seminars and Webinars
- Departmental Research Projects and field study
- Class Assignment and report writing

### Individual Learning

- The Central Library of C.K.B. College is equipped with N-List facility.
- Besides, teachers inform and make the students learn about E-learning tools like NPTEL videos, SWAYAM etc.
- The College has developed e-resource depository in the college website.
- The College has created a You-Tube channel and Facebook linkfor knowledge sharing.

### Experiential Learning

- Internship/On-the-job training/vocational training is arranged.
- Students apply the knowledge learnt in class during data collection and report writing for the Departmental research project.
- Visit and excursion to significant sites are arranged regularly.



### Participative/Collaborative Learning

- Invited talkby experts and alumni through both online and offline platform.
- Exhibiting talents of the students at inter-college, state and local competitions and conclave.

Thus, the college practices a teaching methodology which focuses on imparting education through a student centric approach.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://ckbteok.com/naac2021/ctr2/2.3.1/">https://ckbteok.com/naac2021/ctr2/2.3.1/</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The IQAC of C.K.B. College, Teok takes special care for effective use of educational technologies and ICT enabled tools. During the Covid-19 pandemic ICT tools were used on regular basis for online classes. Online platform like Google Meet, Zoom App were used by all the teachers.

- The Institute has digital classrooms for all programs equipped with LCD projectors, microphone, speakers, and digital podium for the teachers for teaching and for students for seminar presentation.
- The College has Smart Classrooms enabled with Projectors and Wi-Fi.
- LMS like Google Classroom is used for assignment and conducting sessional examinations.
- Communication Skill, Motivational speech and Career Counseling Sessions by experts are conducted using ICT enabled tools.
- The Central Library subscribes a large number of e-books and e-journals through N-List (INFLIBNET) platform and made accessible to students.
- The College has seminar halls and auditorium, equipped with multimedia facilities.
- The institute has also implemented an ICT-based student admission and payment system for BA and B.COM students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://ckbteok.com/naac2021/ctr2/2.3.2/">https://ckbteok.com/naac2021/ctr2/2.3.2/</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

34

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

34

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

15

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

482

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The C.K.B. College, Teok prepares an institutional academic calendar for every academic session based on Dibrugarh University Academic Calendar. This institutional academic calendar includes working days, teaching days, holidays, date of Sessional examination etc. The End Semester Examination is held as per the notification of the Dibrugarh University.

The code of Conduct for the students and rules are also included in the Academic Calendar. There is an Internal Semester Monitoring Committee (ISMC).The ISMC decides on matter related to internal assessment, online and offline class routine and other academic matters. Changes in schedules, patterns, and methods are communicated to students forthwith via offline class briefings and Notifications.

Internal assessment for theory paper is done through Continuous Assessments (1st and 2nd Sessional Examination and weekly class test

for each semester).

The College follows the CBCS guidelines of Dibrugarh University for setting question papers based on the Course Outcomes. Faculties of each department moderate the question papers before the Sessional Examinations. During the Covid-19 pandemic the departments also conducted digital evaluation of Sessional and End-Semester Examination through online platform.

All these have increased transparency and helped the students to raise about any discrepancy found.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

- The CBCS Rule and Regulation of the Dibrugarh University has earmarked 20% marks of all the courses for Internal Assessment (IA). Four criteria are fixed viz., i) Attendance, ii) 1st Sessional Examination iii) 2nd Sessional Examination and iv) Assignment/ Group-discussion/Seminar Presentation for IA.

- Internal Examinations related matters are settled by the Exam Committees constituted for different examinations. There is an Internal Semester Monitoring committee (ISMC) to deal with various grievances. Grievance redress is transparent and quick. Some issues like anomalies in Admit Card, Registration Card, printing mistake etc are settled as and when raised by the students. In this regard affiliating University norms are carefully adhered to.

- Marks for sessional Examination is displayed on the notice board and are tallied by the students. The answer scripts are also shown to the students by the respective class teacher. Teachers also point out the mistakes and appreciate the better performers.

- The assignment and seminar papers presented by the students for IA are explained in front of the students to keep the process transparent and to minimize grievances.

- For End-Semester Exams AOCs are appointed by the Principal and for Sessional Examinations are appointed by the IQAC.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://ckbteok.com/naac2021/ctr2/2.5.2/">https://ckbteok.com/naac2021/ctr2/2.5.2/</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

- The C.K.B. College, Teok follows the outcome based education. Programme Outcomes (POs) and Course Outcome (COs) are identified as per the course curriculum issued by the Dibrugarh University.
- The POs and COs are disseminated through Institutional Website. An Orientation Class is organized at the beginning of the session in order to familiarize the students with the Programmes, medium of instruction, internal assessment procedure etc.
- Each Department organizes welcoming Session or special classes to make newly enrolled students aware of programme outcome and course outcome of the programme offered by the institution.
- A general freshman social is also organized to apprise about POs, PSOs, and COs, and other academic details to the fresh batch of students of respective academic programs. Each Course Outcome is mapped to Program Outcomes in terms of relevance.
- The COs form the basis for achieving POs and thus contributing towards achieving the Mission and Vision of the Institute.
- The College has its own Certificate and Diploma Courses which are primarily aimed for self employment of students.
- The IQAC and ISMC in joint meeting discusses about course outcome and the same is conveyed to all the departments.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://ckbteok.com/naac2021/programme_outcomes/">https://ckbteok.com/naac2021/programme_outcomes/</a>
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The Department Academic Council, ISMC, the IQAC and various Cell and Club monitors and evaluates the effective attainment of POs and COs. These matters are discussed in parents-teacher meet and feedbacks are taken for improvement.

The attainment of program and course outcomes is assessed by each department based on student performance on unit tests, sessional examinations, home assignments, seminars, and the end-of-semester examination. Internal Assessment (IA) marks are distributed as follows:

- a) Sessional Examination I (Written): 25% of the marks allotted for IA.
- b) Sessional Examination II (Written): 25% of the marks allotted for IA
- c) Seminar/ Group Discussion: 25 % of the marks allotted for IA.
- d) Attendance : 25 % of the marks allotted for IA.

Internal assessments (IA) are conducted on a regular basis during the semester, and students' performance and progress are regularly assessed. Additional class tests are conducted by the departments to assess the student. In addition to group discussions and seminars, which are required as part of the internal evaluation system, departments frequently include students in college-funded departmental projects. The principal calls staff meetings to discuss the students' performance in the end-semester examinations, as well as the achievement of Program and Course Outcomes.

Interface meetings of the students and teachers at departmental level are held regularly where attainment of POs, PSOs and COs are discussed.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://ckbteok.com/naac2021/ctr2/2.6.2/">https://ckbteok.com/naac2021/ctr2/2.6.2/</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year



181

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="https://ckbteok.com/naac2021/ctr2/2.6.3/">https://ckbteok.com/naac2021/ctr2/2.6.3/</a>

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

[https://ckbteok.com/naac2021/ctr2/sss\\_2021/](https://ckbteok.com/naac2021/ctr2/sss_2021/)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**1.09 Lakhs**

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**

**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**



8

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	Nil

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

6

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

0

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

32

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

There is an Extension Activities Cell in C.K.B. College, Teok for promoting participation and involvement of both the students and teachers in various activities related to socio-economic development of the neighbouring community . It encourages participation in the different Awareness and Motivational Programmes, skill development programmes, Field visits, Projects on community Development, Medical Camps, Anti-Drugs Programmes, Cleanliness Programmes and so on . Students are also motivated to take classes and teach students in nearby schools

These help the students to learn about collaboration , teamwork , leadership skills and also give an insight into the issues afflicting the society .

Thus , the Cell plays a key role in extending first hand information and support thereby promoting the holistic development of our students. It also helps the students to gain experiential learning from their community involvement. Moreover, the college initiated the Institutional Social Responsibility (ISR) Scheme under which 3 nos. of high schools selected to receive aids in kinds like teaching learning materials, steel furniture and sports materials for students, etc. The Extension Activities Cell has also organized a mega events like Extension Activities Week under which various motivational programmes has been conducted in the schools of neighboring community. Some programmes are also executed for skill enhancement amongst local Self Help Groups (SHGs).

File Description	Documents
Paste link for additional information	<a href="https://ckbteok.com/naac2021/ctr3/Extension%20Activities/">https://ckbteok.com/naac2021/ctr3/Extension%20Activities/</a>
Upload any additional information	<a href="#">View File</a>

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

### 3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

5

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

#### 3.3.4.1 - Total number of Students participating in extension activities conducted in

**collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

746

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

1

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

**3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**

**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

6

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution provides adequate infrastructure facilities to carry out the teaching- learning. It has sufficient number of classrooms of good condition i.e. well ventilated, spacious and cleaned with special concern to the differently abled students. Most of the classrooms are equipped with LCD facilities.

The institution has two conference halls which are used for academic activities i.e. academic meetings, seminar and workshops.

It has good infrastructure facilities to carry out the vocational courses of the college which includes a well equipped laboratory for electrician course which contains more than 200 hundred electrical equipments, a practical room for cutting and tailoring course with - machines, a piggery farm with 10 compartments that have the intake capacity of 80 pigs, a horticulture bed nearly 8 bighas (2.64 acres) of land for practical as part of the course of horticulture.

In addition to these the department of education has a well equipped laboratory to carry out psychological experimentations.

The institution has a computer lab with 60 computers. The library of the institution contains 17,500 books and a number of magazines.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ckbteok.com/naac2021/ctr4/4.1.1/">https://ckbteok.com/naac2021/ctr4/4.1.1/</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The Institution provides adequate facilities for activities pertaining to sports, games, gymnasium and cultural activities.

The College has a very big outdoor stadium (approximately 120×80 mtr) with well furnished dressing rooms for boys and girls and a sophisticated and spacious indoor stadium with attached washrooms for both boys and girls. The outdoor stadium has the provision for a

football ground, a volleyball ground and also for a basketball ground.

The indoor stadium of the college was built in 2015 which has the provision for two badminton courts and two table tennis courts. It is also used for the yoga training programme organized for the students in every weekend.

The institution has also a very sophisticated gymnasium attached with the indoor stadium. It also provides the students good facilities/ venues for cultural activities with well equipped auditoriums.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ckbteok.com/naac2021/ctr4/4.1.2/">https://ckbteok.com/naac2021/ctr4/4.1.2/</a>

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

14

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

14

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://ckbteok.com/naac2021/ctr4/4.1.3/">https://ckbteok.com/naac2021/ctr4/4.1.3/</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**

**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

18.356

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Data requirement for year: Upload a description of library with,

- Name of ILMS software : SOUL
- Nature of automation (fully or partially): Partially
- Version : 2.0
- Year of Automation: 2010

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://ckbteok.com/naac2021/ctr4/4.2.1/">https://ckbteok.com/naac2021/ctr4/4.2.1/</a>

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources A. Any 4 or more of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)



**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

0.94482

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)****4.2.4.1 - Number of teachers and students using library per day over last one year**

65

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

**4.3 - IT Infrastructure****4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

The institution provides each department a desktop with Wi-Fi facilities. It invites experts specialized in IT to acquaint the teachers with the pedagogical applications of IT. The institution has tried to incorporate IT tools in the classrooms and with this objective overhead projectors are installed in the classrooms. The institution has organized a number of workshops for assisting the teachers for updating themselves with the technological knowhow and to make it useful to classroom teaching.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://ckbteok.com/naac2021/ctr4/4.3.1/">https://ckbteok.com/naac2021/ctr4/4.3.1/</a>

**4.3.2 - Number of Computers**

60

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS**

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

71.349

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

For effective maintenance and utilization of physical facilities the institution has a number of committees i.e. site-selection committee, campus development and room arrangement committee, disposal committee.

- The site selection committee looks for the best site for any new construction. The campus development committee deals with the issues relating to construction of new building from the perspective of utility and prospects. The committee is also responsible for arrangement and maintenance of the rooms for congenial teaching and learning.
- The disposal committee takes decisions regarding disposal of e-waste
- The Committee also makes arrangement for proper disposal of garbage for creating a healthy physical environment.

With the objective of effective management in respect of academic matters there are some committees i.e. academic calendar committee, prospectus committee, research committee.

- The academic calendar is prepared considering the Holiday List and Academic Calendar of Dibrugarh University and the institution's specific academic goals.
- The research committee encourages the teachers to engage themselves continuously with research work.
- The library advisory committee of the college reviews the functions of the library and suggests for measures for its improvement.
- The Sports Committee including Indoor Stadium Committee monitors the sports related matters. The students' Union also play a crucial role in this regard and organizes the Annual Sports Week

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ckbteok.com/naac2021/ctr4/4.4.2/">https://ckbteok.com/naac2021/ctr4/4.4.2/</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1198

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

15

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

### 5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	<a href="https://ckbteok.com/naac2021/ctr5/5.1.3/">https://ckbteok.com/naac2021/ctr5/5.1.3/</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

#### 5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1038

##### 5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1038

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

22

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

27

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

19

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

### 5.3 - Student Participation and Activities

#### 5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

##### 5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

5

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

**C.K.B. College, Teok has a Students Union (Students Council) for 2020-21**

- Student representatives for the Union are elected through a democratic election.
- The college adopts Computerized Voting Machine (CVM) for quick and time-bound completion of the election process. Computerized Election Process is less cumbersome and grievances are minimized.
- Elections are held for 13 portfolios.

The Student Union Body as elected for the year 2020-2021 is:

President - Abhishek Mahanta

Vice President - Surabhi Borah

General Secretary - Bishwajyoti Borah

Assistant General Secretary - Bibek Prasad Shah

Sports Secretary - Achyut Gogoi

Magazine Secretary - Gitashree Borah

Literary & Wall Magazine Secretary - Ranjita Dutta

Debating Secretary - Likupon Borah



Cultural Secretary - Parijat Saikia

Boys Common Room Secretary - Siraj Hussain

Girls Common Room Secretary - Bhairabi Phukan

Festival Secretary - Kaushik Boruah

Social Service Secretary - Nitumoni Lahon

- The representatives from this Union Body are generally incorporated in some of the development activities of the College.
- The student representatives figure in RUSA Committee, College Planning Purchasing and Monitoring Committee and in the IQAC etc.

File Description	Documents
Paste link for additional information	<a href="https://ckbteok.com/naac2021/ctr5/5.3.2/">https://ckbteok.com/naac2021/ctr5/5.3.2/</a>
Upload any additional information	<a href="#">View File</a>

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

2

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

**5.4 - Alumni Engagement**

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of C.K.B.College, Teok was constituted in the year 2002. From then onwards the Association is associated with the development of the college and related with various extension activities. The Government of Assam under Untied Fund for the year 2019-2020 under the Mariani LAC has granted Rs. 5 Lacs for construction of Alumni Bhavan, construction of which is going on.

File Description	Documents
Paste link for additional information	<a href="https://ckbteok.com/naac2021/ctr5/5.4.1/">https://ckbteok.com/naac2021/ctr5/5.4.1/</a>
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year B. 4 Lakhs - 5Lakhs  
(INR in Lakhs)

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The institution in order to carry on its vision and mission follows a democratic and participatory mode of governance with all stakeholders for active involvement of all concerned in order to deliver value based and skill based education which can bring significant positive changes to the society. Through effective collaboration of the Governing body, the Principal, the Rector, IQAC, Librarian, Hostel Warden, convenors of Cells and Clubs, initiatives have been taken in tune with the vision and mission of the college. The governing body of the college comprises of distinguished administrators, academicians and faculty representatives whose suggestions are seriously considered to achieve desired goals. The Governing Body delegates authority to the Principal who, in turn share it with the different levels of functionaries in the college. The Departmental Heads, the Convenors of various committee/Cell/Club play significant role in framing and implementing the institutional policies. The C.K.B College strikes a

balance between compliance with regulatory matters and keeps a strong pulse on improving the performance of the college by adopting a strategic plan for excellence in imparting higher education. IQAC looks after all the academic matters for quality enhancement to create an efficient and competent environment for high glory of the institution.

File Description	Documents
Paste link for additional information	<a href="https://ckbteok.com/naac2021/ctr6/6.1.1/">https://ckbteok.com/naac2021/ctr6/6.1.1/</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The C.K.B. College, Teok has adopted decentralized and participative management policy executed through the leadership of the Principal, The Rector, the IQAC and the ISMC. The Governing Body reflects participative management and decentralized outlook in its constitution and conduct of business. The Principal's Office is the archwheel of administration and the IQAC plays the role of policy maker. The Rector looks after the teaching-learning process in consultation with the HODs and faculty members. The views of Students' Union and the feedback received from stakeholders are incorporated every year in formulating new policy for the College.

The Internal Quality Assurance Cell (IQAC) is the key to effective policy formulation and execution of academic affairs.

Internal Semester Monitoring Committee (ISMC) is also responsible for supervising, modulating and executing the various academic actions & guidelines. It is constituted for continuous monitoring of academic activities. The ISMC conducts meeting periodically for discussion of academic and other related matters and to adopt appropriate measures for the academic progress of the institution.

The institute encourages teachers, students, parents, alumni and staff to share their ideas, opinions and suggestions. The feedback received from various stakeholders are seriously considered for the overall development of the institution.

File Description	Documents
Paste link for additional information	<a href="https://ckbteok.com/naac2021/ctr6/6.1.2/">https://ckbteok.com/naac2021/ctr6/6.1.2/</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The C.K.B.College, Teokhas successfully executedvarious programmesaccording to its Strategic Plan

- The institution is providing quality education to enhance the knowledge and skill of the students empowering them to become self dependent, dutiful and successful citizens of the country.
- The College is providing job oriented certificate courses (Retail Management, Beautician Course, Food Processing and Preservation, Cutting and Tailoring and Plumber and Bathroom Fittings etc.) and diploma courses (TV Repairing, DTP and Computer Hardware Repairing, Metal Fabrication, Piggery and Fishery Farming, Refrigerator, AC, Washing Machine Repairing Technician, Horticulture, Electrical Technician etc.)
- The C.K.B. College, Teok is facilitating concessional admission to economically backward students.
- The College also provides transportation subsidy and free hostel accommodation to students securing 80% and above marks.
- The College also provides value education through yoga, meditation and Art of Living classes.
- The College has entered into MOU with competent organizations for imparting knowledge and skills to the students.
- Research and research based activities have been undertaken (both inter and intra-departmental) through faculty and student projects under Seed Money Scheme of the institution.
- The College has developed Nurtured Villages for community development.
- The College is working for community development through various extension activities and awareness programmes.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://ckbteok.com/naac2021/ctr6/6.2.1/">https://ckbteok.com/naac2021/ctr6/6.2.1/</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institute has a vision to be a centre of excellence in Education and committed towards socioeconomic advancement of the country. The CKB College, Teok thrives to achieve this aim through participative management with active involvement of all the Stakeholders.

The key components of organizational structure of the college is Governing Body. The GB reviews the institutional Strategic Plan which in turn sets the academic aims and objectives of the institution.

As per the university/ government guidelines, IQAC, Anti-ragging Cell, Grievance Redressal Committee, Sexual Harassment Redressal Committee etc. are constituted. There are various committees and cells with well-defined functions that give academic and administrative leadership to the institution. A committee comprising of administrative staff and faculty members are involved in the planning and implementation, academic audit and evaluation. An optimum level of decentralization is in practice through the autonomous flexibility to the departments and participative decision-making process is followed by the College.

Grievance Redressal Committee is formed by the Principal. The Committee comprises of administrative head, teacher representative, student representative to look into the matters related to grievances of staff and students.

File Description	Documents
Paste link for additional information	<a href="https://ckbteok.com/naac2021/ctr6/6.2.2/">https://ckbteok.com/naac2021/ctr6/6.2.2/</a>
Link to Organogram of the Institution webpage	<a href="https://ckbteok.com/naac2021/ctr6/6.2.2/">https://ckbteok.com/naac2021/ctr6/6.2.2/</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

#### Welfare measure for Teaching Staff:

1. Well equipped common room
2. Separate departmental rooms for each department with computer and WIFI facilities.
3. College canteen with subsidized rates.
4. Health check up facilities provided by the medical cell.
5. Yoga Camps are organized for teachers and students to take care of their holistic health and wellness
6. Celebration of New Year Day on 1st January every year for building bonhomie among the staff members.
7. Celebration of Birthday of the faculty members

#### Welfare measure for Non-Teaching Staff:

1. Well equipped Office Room.
2. Separate room for congenial working environment

3. College canteen with subsidized rate.
4. Health check up facilities provided by the Medical Cell.
5. Celebration of New Year Day on 1st January every year for buidling bonhomie among the staff members
6. Celebration of Birthday of the non-teaching staff members

File Description	Documents
Paste link for additional information	<a href="https://ckbteok.com/naac2021/ctr6/6.3.1/">https://ckbteok.com/naac2021/ctr6/6.3.1/</a>
Upload any additional information	<a href="#">View File</a>

### 6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

#### 6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

01



File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

23

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

#### Teaching Staff:

- The performance of each faculty member is assessed to the Annual Self- assessment for the Performance Based Appraisal System (PBAS).

2. Promotions are based on the PBAS for UGC Career Advancement (CAS) that is based on the API score.
3. The institution undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities. The institute accords appropriate weightage for these contributions in their overall assessment.
4. The PBAS proforma filled by the faculty member is checked and verified by the Heads of the Department, IQAC and the Principal and the same is sent to the Director of Higher Education, Assam
5. Teachers maintain monthly Academic Progress Reports which are to be submitted to IQAC regularly.

#### Non-Teaching Staff:

All non-teaching staff is also assessed through annual confidential reports and annual performance appraisal. The various parameters for staff members are assessed under different categories i.e. Character and Habits, Capacity to hard work, Discipline, Reliability, technical ability, Relation/Co-operation with colleague, students and public.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

For each academic year, the institution prepares its annual budget. The Departments, Cells, Clubs, Committees, IQAC, submit their budget to the "Planning, Purchasing and Monitoring Committee" and the committee prepares the annual budget. A general meeting is called by the Principal for discussion and approval of the budget.

The Institution conducts regular financial audits. The institution has a formal mechanism for internal and external audits. The

accounts are regularly audited to ensure financial compliance.

**Internal Audit:** the internal audit is a continuous process. The qualified Auditors from external resources have been appointed and a team of staff under them do a methodological verification on yearly basis. The team verifies all payments, receipts, vouchers of the cash transactions, ledgers and cash book.

**External Audit:** The external audit/agency appointed by the Govt. of Assam, performs audit of the financial statement of the college. The financial records are audited by qualified chartered accounts at the end of each financial year. The financial records are certified, i.e., income and expenditures, and prepared notes on accounts the same.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

10 Lakhs (MPLAD Fund)

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Sources of funds are as follows:

1. Student fee and various infrastructural grants from the Govt. of Assam and Government of India.
2. Sometimes, We received fund from the Peoples Representatives

(M.L.A.and M.P.), stakeholders, non-government bodies, individual and philanthropists.

Our Resources Mobilization Policy and Procedures are as follows:

1. The Planning, Purchasing and Monitoring Committee take a review of the mobilization of funds and the utilization of these resources.
2. In the month of April, the Departments, Cells, Clubs, IQAC, submit their annual budget to the Planning, Purchasing and Monitoring Committee and the Committee determines the annual budget. A general house meeting is called by the Principal for discussion and approval of the budget.
3. Regular internal audits from Chartered Accountant and external audits from the government make sure that the mobilization of the resources is being done properly.
4. The Library Advisory Committee takes care that the resources in library are utilized optimally.
5. The institution has two fisheries, one goat farm, one pig farm, poultry farm and agricultural land which generate income every year. "Animal Husbandry Committee" of the college looks after the pig farm, goat farm, fishery, poultry farm and other agricultural resources.

File Description	Documents
Paste link for additional information	<a href="https://ckbteok.com/naac2021/ctr6/6.4.3/">https://ckbteok.com/naac2021/ctr6/6.4.3/</a>
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC has contributed significantly for institutionalizing the quality assurance strategies and processes. The following practices are the results of IQAC initiatives.

### Departmental Student Research Project:

In addition to one major project, eight departmental projects and one Diamond Jubilee Project, IQAC has taken initiatives to pursue student research projects on the socio-economic and cultural issues of the locality.

**Feedback system:**

IQAC collects feedback from the students, teachers and parents to gather information about the courses, teaching and learning, library, administration, academic environment, learning resources, teaching methodology etc. and to take action accordingly.

**Publications:**

a) The IQAC has taken initiative to publish a bilingual book titled "New Thinking New Horizon" (ISBN No- 978-81-951202-7-7) in association with Literary Club of the College.

b) The IQAC has published book entitled "The Quest" (ISBN No-978-81-951202-0-8). It is a compilation of five research projects prepared by the departments of the college with seed money fund for research scheme of the college.

c) Under the initiative of IQAC, the Diamond Jubilee Research Project has been undertaken in collaboration with Department of Statistics, Dibrugarh University which has also been published in book form entitled "Exploring New Economic Avenues in Jorhat District with Special Reference to Mariani and Teok LACs" (ISBN No 978-81-951202-1-5).

The IQAC has also organized four webinars in collaboration with the Departments.

File Description	Documents
Paste link for additional information	<a href="https://ckbteok.com/naac2021/ctr6/6.5.1/">https://ckbteok.com/naac2021/ctr6/6.5.1/</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution reviews its teaching learning process, structure & methodologies of operations through IQAC.

- The IQAC holds meetings periodically.
- The Principal also review the progress of academic activities such as, the number of classes held, syllabi covered in subjects, Internal Examinations conducted and departmental

profiles are verified with annual plan. The staff meeting is called to identify bottlenecks, if any, in administering various programmes.

- The Principal also meets the administrative staff to review the progress in respect of college administration and appropriate steps are taken for improvement.
- IQAC conducts periodic review of the academic and administrative functioning. Further, the IQAC collects feedback information from students on Teaching-Learning Process. The information obtained is analyzed and steps taken for necessary improvements are passed on to the concerned departments.
- The Learning- Outcomes are reviewed by the IQAC after the Internal Examinations and it calls face to face meeting with the faculty of each department to make an assessment of their performance. It evolves mechanism to record and monitor the performance of each student as well.

File Description	Documents
Paste link for additional information	<a href="https://ckbteok.com/naac2021/ctr6/6.5.2/">https://ckbteok.com/naac2021/ctr6/6.5.2/</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**C. Any 2 of the above**



File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://ckbteok.com/naac2021/ctr6/6.5.3/">https://ckbteok.com/naac2021/ctr6/6.5.3/</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

1. With 45 numbers of girl students of the institution, a Health and Wellness Awareness Campaign was organized on 25th January 2021 stating the importance of proper health checkups and boosting immunity amidst prevailing Covid-19 pandemic.

2. A special talk was organized on 29th January 2021 on the topic, "Girls Health and Nutrition" attended by 55 girl students. The speaker Ms. Papori Borah, Project Associate of Krishi Vigyan Kendra talked about developing and providing nutrition through the proper composition of food to the girls for their well-functioning.

3. International Day of Women and Girls in Science was celebrated on 11/02/2021 on the theme, "Woman in Science". The elocutionist Dr. Aditi Bezbaruah, Retired Professor, Jorhat Engineering College highlighted the importance and necessity of women and girls in science and technology communities.

4. On 8th March 2021, a talk on "Legal Rights of Women" was delivered by Ms. DibyaJyoti Saikia, Advocate, Jorhat on the occasion of International Women's Day at the premises of Gyan Malini Mahila Samiti, Jagduar. Also as a part of regular practice, Rameshwari Borah, retired teacher, social worker, and renowned weaver of Jogduar, Teok was felicitated on this occasion in the presence of 45 women participants.



File Description	Documents
Annual gender sensitization action plan	<a href="https://ckbteok.com/naac2021/ctr7/AOAR/7.1.1/Gender%20Sensitization%20Plan%202020-2021.pdf">https://ckbteok.com/naac2021/ctr7/AOAR/7.1.1/Gender%20Sensitization%20Plan%202020-2021.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://ckbteok.com/naac2021/ctr7/AOAR/7.1.1/">https://ckbteok.com/naac2021/ctr7/AOAR/7.1.1/</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

The environment of the Institution is eco-friendly. The institute has taken conscious efforts to enhance and nurture the eco-friendly environment and always strives for a sustainable environment on the campus. A dedicated team of gardenerstakes care of lawns, gardens, plantation, maintenance, etc. to maintain the green environment on the campus in a regular manner. The Institute takes up the initiative in collaboration with NSS Cell in line with Swachh Bharat Abhiyan to sensitize its students and staff. There are also dustbin facilities and proper drainage facilities for solid and liquid waste respectively. For E-waste, there is a Disposal Committee in the institution that looks after the e-waste and does the needful for its disposal. There is no hazardous chemicals and radioactive waste in the campus.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="https://ckbteok.com/naac2021/ctr7/AQAR/7.1.3/">https://ckbteok.com/naac2021/ctr7/AQAR/7.1.3/</a>
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

**A. Any 4 or All of the above**

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the**

**D. Any 1 of the above**

**following 1.Green audit 2. Energy audit  
3.Environment audit 4.Clean and green  
campus recognitions/awards 5. Beyond the  
campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

**To provide an inclusive environment certain efforts are taken by the**

institution to include different diversities-

- C.K.B. College, Teok observes International Womens' Day, World Environment Day, International Day for Mothertongue Day, Aids Day, World Wetlands Day, Earth Day, Human Rights Day, Constitution Day to inculcate inclusivness and tolerance among the students.
- In order to facilitate entrance examinations, a special coaching class was organized for Higher Secondary Teacher Eligibility Test (TET) Assam, 2021 for the alumni of C.K.B. College, Teok.
- The institution takes initiative to build organic linkage with neighboring school students to help them enhance employability. Therefore, Career Counseling Sessions was organized at Bamunpukhuri High School, Jhanji and Hanhchara High School, Hanhchara (Jhanji) this year.
- To acquaint the young minds with the importance of historical conservation Punaram Gogoi Memorial Museum and Research Centre of CKB College, Teok, organized a National Webinar on the topic "Rock-cut Architectural Heritage of India" and a National Workshop on "Cultural Heritage of India with special reference to Assam".
- Every year, the departments of the college, with active involvement of students, undertake research projects on cultural, socio-economic issues of the surrounding locality to create consciousness about the social, economic and cultural environment.
- To explore the possibilities of economic prospects in its surrounding areas, the college has undertaken its "Diamond Jubilee Research Project" entitled "Exploring New Economic Avenues in Jorhat District--With Special Reference to Mariani and Teok LACs"

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

- The institution observes Independence Day and Republic Day every year to commemorate the valour and spirit of the freedom

fighters who fought for the independence of the nation and the empowerment of Indian citizens to choose their government democratically.

- Human Rights Day, National Voters' day and Constitution Day is observed yearly keeping in view the student's constitutional obligations and human rights, right to vote and pledge of the Preamble to be a responsible citizen of the society.
- In support for environmental protection, World Environment Day and World Earth Day are celebrated yearly to spread a message regarding the importance of the environment and earth.
- The Institutional Social Responsibility Committee of the college takes various initiatives to help nearby schools by providing teaching aids and to establish cordial relationship with neighbouring villages.
- The Institution routinely organizes Plantation cum Cleanliness programmes, Medical Camps, and Yoga sessions.
- The institution in view of its Community Service performs activities of social awareness, Girls' Health Awareness, Road Safety Awareness, Voters Awareness, and Students Career Awareness programmes.
- Awareness programmes and art competitions are organized by the institution regarding Tobacco Control.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff** 4. **Annual awareness programmes on Code of Conduct are organized** C. Any 2 of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

C.K.B. College Teok has shown its active involvement by observing some significant national and international commemorative days, events and festivals, through its different active cells like Eco Club, Red Ribbon Club, Dept. of Political Science, Assamese, English, Students Union, along with support and guidance from the college authority and other students collectively. The following are a few days that were observed in this year-

1. Independence Day: 14-08-2020
2. Constitution Day : 26-11-2020
3. Republic Day: 20-01-2021
4. World Aids Day: 01-12-2020
5. Human Rights Day: 10-12-2021
6. Shilpi Diwas: 17-01-2021
7. National Voter's Day: 25-01-2021
8. World Wetlands Day: 02-02-2021
9. International Day of Women and Girls in Science 2022-11/02/2021
10. International Matrivasha Diwas: 21-02-2021
11. International Womens' Day- 08/03/2021
12. World Poetry Day: 20-03-2021
13. Bishnuprasad Rabha Diwas: 20-06-2021
14. World Earth Day: 22-04-2021



File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Best Practice-I: Institutional Social Responsibility (ISR)

Institutional Social Responsibility (ISR) is an initiative undertaken by the institution to fulfill the duties towards its community. There is a committee formed in the institution consisting of Chairperson, Vice-Chairperson, four members and Convenor of Extension Cell of C.K.B. College, Teok to implement the services by providing educational essentials to neighboring schools. Five villages and five schools have also been adopted by the institution as 'nurturing project' where they are provided with essential infrastructure.

### Best Practice -II: Students' Home Visit

This is one of the mentoring strategies adopted by the institution for the students in order to enhance their abilities by reflecting on their individual latitude. The institution comprises of students from diverse socio-economic background and this practice helps the institution to gain an insight of each student's nature and behavior. Also, it helps building an organic linkage between the students, their parents and institution thereby developing a sense of belongingness and reducing hesitation and reluctances, if any.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within



200 words

Students enrolled in the college are mostly with economically poor background. Keeping these conditions in view the institution sets its unique vision to identify the thrust area for self-employment avenues. The college has started a number of initiatives for developing self-employability and entrepreneurship skills such as starting of a piggery farm, a banana farm and developed two fisheries associating respective courses. In 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 involve 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 started Agro farming and set example as entrepreneur.

The institution offers provisions of Group Insurance Policy for all students under scheme Jeevan Prakash of LIC for the year 2020-21.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

At present, the Chandra Kamal Bezbaruah College, Teok, has developed some mechanisms for effectively developing the curriculum. They are enunciated as below:

- Every year, the College in tune with the Academic Calendar of Dibrugarh University, prepares and distributes its own Academic Calendar among its students.
- At the beginning of every year, the IQAC conducts a Power Point Presentation class among the students of the College to orient and acquaint course structure, attendance, internal assessment, sessional examinations, group discussion, seminar, and end-semester examination system.
- The IQAC has instituted an effective mechanism for the development of the Class Routine scientifically in accordance with credit points allocated to each course. After circulation among the Departmental Heads and discussion, the final routine is prepared.
- The Unit/Papers in the syllabi are prepared after a thorough discussion among the faculty members of every department and distributed thereafter.
- The teaching plans in every department are prepared under strict monitoring from the IQAC on the basis of the units/papers allotted.
- The IQAC maintains a record of ICT-based classes conducted by the teaching fraternity to ensure proper utilization of the ICT-enabled classrooms of the college.
- The ISMC and the IQAC monitors regularly the progress of syllabus, ICT classes, sessional examinations and the progress of the students' quality.
- Interface meetings of the Departments and the Principal are regularly held for effective progress of the curriculum.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://ckbteok.com/naac2021/ctrl/Academic%20Calendar/">https://ckbteok.com/naac2021/ctrl/Academic%20Calendar/</a>

### 1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The C.K.B. College, Teok adheres to the academic calendar prepared as per the notification of Dibrugarh University.

- Academic record-keeping for Internal Assessment are maintained by all the departments.
- According to the "Dibrugarh University Regulations for the Undergraduate Programmes in the Choice Based Credit System", two Sessional Examinations are held. Coordinators appointed by the IQAC prepare of the programme, allotment of invigilators and other necessary arrangements.
- Weekly Class Tests are conducted on a regular basis.
- Curriculum based field visits, educational tours are also organized by departments.
- To analyse and improve the academic standards and the environment of the College, the IQAC conducts Student Satisfaction Survey.
- To enhance the academic rigour and the global outlook of the students, special talks are organised by every department.
- Students' Guardian meetings are convened and Student Home Visits are conducted as a strategy for mentoring.
- The Principal of the College randomly verifies the progress of the individual students' academic progress by checking their class works, exercise books etc.
- The Sessional Marks and IA marks are displayed in the Notice Board of every department.
- The End-Semester Examinations are conducted as per guidelines of the University.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://ckbteok.com/naac2021/ctrl/CIE/1.1.2.pdf">https://ckbteok.com/naac2021/ctrl/CIE/1.1.2.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **1.2 - Academic Flexibility**

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

**8**

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<b>No File Uploaded</b>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

12

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

556

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

556

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment**

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

During the Academic Year 2020-21, the following issues were addressed -

In Professional Ethics, the steps taken were:

- Academic Calander outlining the Code of Conduct for all the students.
- The monthly Personal Performance Reports on the basis of the "Teacher's Diary" by the faculty members.
- Discipline and punctuality among the employees maintained using biometric machine and registers.
- Students takes pledge to this effect for punctuality and

discipline during the Orientation Class conducted at the beginning of the Academic Year.

Regarding Gender, the courses taught are:

- Feminism: Theory and Practice and Womens Studies
- Sociology of Gender and Gender and Violence
- Women in Indian History

Moreover, there is Women's Cell, Gender Sensitization and Sexual Harassment Redressal Committee has been constituted to look into gender-related issues.

Regarding Human Values, courses taught are:

- Human Rights in India
- Human Resource Management
- Human Right Education

Regarding Environment and Sustainability, the courses taught are:

- Ability Enhancement Compulsory Course titled Environmental Studies
- Environmental Economics
- History of Ecology and Environment in India
- Also, the Eco Club organised various programmes related to environment in the year 2020-21.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

**1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year**

20

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<b>No File Uploaded</b>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

229

File Description	Documents
Any additional information	<b>No File Uploaded</b>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>C. Any 2 of the above</b>



File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="https://ckbteok.com/naac2021/ctr1/1.4.1/">https://ckbteok.com/naac2021/ctr1/1.4.1/</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

740

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

#### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

318

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

C.K.B. College, Teok caters to diversified students from different socio-economic backgrounds as stated in the Mission of the institute. The extent of learning of the students is reciprocal to their personal abilities and other attributes. The college has adopted a structured mechanism for assessing the learning levels of the students.

At the beginning of the academic session, an orientation programme is organized by the IQAC for the new comers. The learning ability of the students is identified through continuous observation based on the academic performance, behaviour, social and psychological aspects during individual class interaction, various co-curricular and extension activities. The Internal Evaluation process (IA-I & IA-II) helps the faculty identify Slow and Advanced Learners.

With regard to the programme for Slow Learners, each teacher provide one-to-one counseling for overall improvement. Tutorial and Remedial Classes are conducted for the Slow Learners for improving their learning and writing skills.

Advanced Learners are encouraged for attending and presenting research paper in Webinars, Seminars, publish articles, editing journals, involve in research work and project etc. Advanced Learners are also motivated to enroll and get certified in MOOC courses. They are provided opportunity to play leadership role so that they can become a source of inspiration.

File Description	Documents
Link for additional Information	<a href="https://ckbteok.com/naac2021/ctr2/2.2.1/">https://ckbteok.com/naac2021/ctr2/2.2.1/</a>
Upload any additional information	No File Uploaded

**2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)**

Number of Students	Number of Teachers
1057	34

File Description	Documents
Any additional information	<a href="#">View File</a>

**2.3 - Teaching- Learning Process**

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

For enhancing learning experience, the C.K.B. College, Teok has focused on innovative and creative ways of disseminating, sharing and facilitating knowledge development in students.

**Course Delivery Methods Practiced:**

- Face to face classroom teaching
- ICT based classroom (visual and auditory)
- Group Discussions
- Seminars and Webinars
- Departmental Research Projects and field study
- Class Assignment and report writing

**Individual Learning**

- The Central Library of C.K.B. College is equipped with N-List facility.
- Besides, teachers inform and make the students learn about E-learning tools like NPTEL videos, SWAYAM etc.
- The College has developed e-resource depository in the college website.
- The College has created a You-Tube channel and Facebook link for knowledge sharing.

**Experiential Learning**

- Internship/On-the-job training/vocational training is arranged.
- Students apply the knowledge learnt in class during data collection and report writing for the Departmental research project.
- Visit and excursion to significant sites are arranged

regularly.

#### Participative/Collaborative Learning

- Invited talkby experts and alumni through both online and offline platform.
- Exhibiting talents of the students at inter-college, state and local competitions and conclave.

Thus,the college practices a teaching methodology which focuses on imparting education through a student centric approach.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://ckbteok.com/naac2021/ctr2/2.3.1/">https://ckbteok.com/naac2021/ctr2/2.3.1/</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The IQAC of C.K.B. College, Teok takes special care for effective use of educational technologies and ICT enabled tools. During the Covid-19 pandemic ICT tools were used on regular basis for online classes. Online platform like Google Meet, Zoom App were used by all the teachers.

- The Institute has digital classrooms for all programs equipped with LCD projectors, microphone, speakers, and digital podium for the teachers for teaching and for students for seminar presentation.
- The College has Smart Classrooms enabled with Projectors and Wi-Fi.
- LMS like Google Classroom is used for assignment and conducting sessional examinations.
- Communication Skill, Motivational speech and Career Counseling Sessions by experts are conducted using ICT enabled tools.
- The Central Library subscribes a large number of e-books and e-journals through N-List (INFLIBNET) platform and made accessible to students.
- The College has seminar halls and auditorium, equipped with multimedia facilities.
- The institute has also implemented an ICT-based student admission and payment system for BA and B.COM students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://ckbteok.com/naac2021/ctr2/2.3.2/">https://ckbteok.com/naac2021/ctr2/2.3.2/</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

34

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

34

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

15	
File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>
<b>2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)</b>	
<b>2.4.3.1 - Total experience of full-time teachers</b>	
482	
File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>
<b>2.5 - Evaluation Process and Reforms</b>	
2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.	
<p>The C.K.B. College, Teok prepares an institutional academic calendar for every academic session based on Dibrugarh University Academic Calendar. This institutional academic calendar includes working days, teaching days, holidays, date of Sessional examination etc. The End Semester Examination is held as per the notification of the Dibrugarh University.</p> <p>The code of Conduct for the students and rules are also included in the Academic Calendar. There is an Internal Semester Monitoring Committee (ISMC).The ISMC decides on matter related to internal assessment, online and offline class routine and other academic matters. Changes in schedules, patterns, and methods are communicated to students forthwith via offline class briefings and Notifications.</p> <p>Internal assessment for theory paper is done through Continuous</p>	

Assessments (1st and 2nd Sessional Examination and weekly class test for each semester).

The College follows the CBCS guidelines of Dibrugarh University for setting question papers based on the Course Outcomes. Faculties of each department moderate the question papers before the Sessional Examinations. During the Covid-19 pandemic the departments also conducted digital evaluation of Sessional and End-Semester Examination through online platform.

All these have increased transparency and helped the students to raise about any discrepancy found.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

- The CBCS Rule and Regulation of the Dibrugarh University has earmarked 20% marks of all the courses for Internal Assessment (IA). Four criteria are fixed viz., i) Attendance, ii) 1st Sessional Examination iii) 2nd Sessional Examination and iv) Assignment/ Group-discussion/Seminar Presentation for IA.
- Internal Examinations related matters are settled by the Exam Committees constituted for different examinations. There is an Internal Semester Monitoring committee (ISMC) to deal with various grievances. Grievance redress is transparent and quick. Some issues like anomalies in Admit Card, Registration Card, printing mistake etc are settled as and when raised by the students. In this regard affiliating University norms are carefully adhered to.
- Marks for sessional Examination is displayed on the notice board and are tallied by the students. The answer scripts are also shown to the students by the respective class teacher. Teachers also point out the mistakes and appreciate the better performers.
- The assignment and seminar papers presented by the students for IA are explained in front of the students to keep the process transparent and to minimize grievances.



- For End-Semester Exams AOCs are appointed by the Principal and for Sessional Examinations are appointed by the IQAC.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://ckbteok.com/naac2021/ctr2/2.5.2/">https://ckbteok.com/naac2021/ctr2/2.5.2/</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

- The C.K.B. College, Teok follows the outcome based education. Programme Outcomes (POs) and Course Outcome (COs) are identified as per the course curriculum issued by the Dibrugarh University.
- The POs and COs are disseminated through Institutional Website. An Orientation Class is organized at the beginning of the session in order to familiarize the students with the Programmes, medium of instruction, internal assessment procedure etc.
- Each Department organizes welcoming Session or special classes to make newly enrolled students aware of programme outcome and course outcome of the programme offered by the institution.
- A general freshman social is also organized to apprise about POs, PSOs, and COs, and other academic details to the fresh batch of students of respective academic programs. Each Course Outcome is mapped to Program Outcomes in terms of relevance.
- The COs form the basis for achieving POs and thus contributing towards achieving the Mission and Vision of the Institute.
- The College has its own Certificate and Diploma Courses which are primarily aimed for self employment of students.
- The IQAC and ISMC in joint meeting discusses about course outcome and the same is conveyed to all the departments.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://ckbteok.com/naac2021/programme_outcomes/">https://ckbteok.com/naac2021/programme_outcomes/</a>
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

#### 2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The Department Academic Council, ISMC, the IQAC and various Cell and Club monitors and evaluates the effective attainment of POs and COs. These matters are discussed in parents-teacher meet and feedbacks are taken for improvement.

The attainment of program and course outcomes is assessed by each department based on student performance on unit tests, sessional examinations, home assignments, seminars, and the end-of-semester examination. Internal Assessment (IA) marks are distributed as follows:

- a) Sessional Examination I (Written): 25% of the marks allotted for IA.
- b) Sessional Examination II (Written): 25% of the marks allotted for IA
- c) Seminar/ Group Discussion: 25 % of the marks allotted for IA.
- d) Attendance : 25 % of the marks allotted for IA.

Internal assessments (IA) are conducted on a regular basis during the semester, and students' performance and progress are regularly assessed. Additional class tests are conducted by the departments to assess the student. In addition to group discussions and seminars, which are required as part of the internal evaluation system, departments frequently include students in college-funded departmental projects. The principal calls staff meetings to discuss the students' performance in the end-semester examinations, as well as the achievement of Program and Course Outcomes.

Interface meetings of the students and teachers at departmental

level are held regularly where attainment of POs, PSOs and COs are discussed.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://ckbteok.com/naac2021/ctr2/2.6.2/">https://ckbteok.com/naac2021/ctr2/2.6.2/</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

181

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="https://ckbteok.com/naac2021/ctr2/2.6.3/">https://ckbteok.com/naac2021/ctr2/2.6.3/</a>

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[https://ckbteok.com/naac2021/ctr2/sss\\_2021/](https://ckbteok.com/naac2021/ctr2/sss_2021/)

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

##### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

##### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

1.09 Lakhs

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

### 3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

8

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	Nil

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

6

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

0

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

**3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year****3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

32

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

There is an Extension Activities Cell in C.K.B. College, Teok for promoting participation and involvement of both the students and teachers in various activities related to socio-economic development of the neighbouring community . It encourages participation in the different Awareness and Motivational Programmes, skill development programmes, Field visits, Projects on community Development, Medical Camps, Anti-Drugs Programmes, Cleanliness Programmes and so on . Students are also motivated to take classes and teach students in nearby schools

These help the students to learn about collaboration , teamwork , leadership skills and also give an insight into the issues

afflicting the society .

Thus , the Cell plays a key role in extending first hand information and support thereby promoting the holistic development of our students. It also helps the students to gain experiential learning from their community involvement. Moreover, the college initiated the Institutional Social Responsibility (ISR) Scheme under which 3 nos. of high schools selected to receive aids in kinds like teaching learning materials, steel furniture and sports materials for students, etc. The Extension Activities Cell has also organized a mega events like Extension Activities Week under which various motivational programmes has been conducted in the schools of neighboring community. Some programmes are also executed for skill enhancement amongst local Self Help Groups (SHGs).

File Description	Documents
Paste link for additional information	<a href="https://ckbteok.com/naac2021/ctr3/Extension%20Activities/">https://ckbteok.com/naac2021/ctr3/Extension%20Activities/</a>
Upload any additional information	<a href="#">View File</a>

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

### 3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/

**YRC etc., during the year**

5

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year****3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

746

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.4 - Collaboration****3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

1

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded



### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

#### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

6

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution provides adequate infrastructure facilities to carry out the teaching- learning. It has sufficient number of classrooms of good condition i.e. well ventilated, spacious and cleaned with special concern to the differently abled students. Most of the classrooms are equipped with LCD facilities.

The institution has two conference halls which are used for academic activities i.e. academic meetings, seminar and workshops.

It has good infrastructure facilities to carry out the vocational courses of the college which includes a well equipped laboratory for electrician course which contains more than 200 hundred electrical equipments, a practical room for cutting and tailoring course with - machines, a piggery farm with 10 compartments that have the intake capacity of 80 pigs, a horticulture bed nearly 8 bighas (2.64 acres) of land for practical as part of the course of horticulture.

In addition to these the department of education has a well equipped laboratory to carry out psychological experimentations.

The institution has a computer lab with 60 computers. The library of the institution contains 17,500 books and a number of magazines.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ckbteok.com/naac2021/ctr4/4.1.1/">https://ckbteok.com/naac2021/ctr4/4.1.1/</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The Institution provides adequate facilities for activities pertaining to sports, games, gymnasium and cultural activities.

The College has a very big outdoor stadium (approximately 120×80 mtr) with well furnished dressing rooms for boys and girls and a sophisticated and spacious indoor stadium with attached washrooms for both boys and girls. The outdoor stadium has the provision for a football ground, a volleyball ground and also for a basketball ground.

The indoor stadium of the college was built in 2015 which has the provision for two badminton courts and two table tennis courts. It is also used for the yoga training programme organized for the students in every weekend.

The institution has also a very sophisticated gymnasium attached with the indoor stadium. It also provides the students good facilities/ venues for cultural activities with well equipped auditoriums.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ckbteok.com/naac2021/ctr4/4.1.2/">https://ckbteok.com/naac2021/ctr4/4.1.2/</a>

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

14

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

14

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://ckbteok.com/naac2021/ctr4/4.1.3/">https://ckbteok.com/naac2021/ctr4/4.1.3/</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

18.356

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

##### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Data requirement for year: Upload a description of library with,

- Name of ILMS software : SOUL
- Nature of automation (fully or partially): Partially
- Version : 2.0
- Year of Automation: 2010

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://ckbteok.com/naac2021/ctr4/4.2.1/">https://ckbteok.com/naac2021/ctr4/4.2.1/</a>
<b>4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources</b>	<b>A. Any 4 or more of the above</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>
<b>4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)</b>	
<b>4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)</b>	
<b>0.94482</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<b>No File Uploaded</b>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>
<b>4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)</b>	
<b>4.2.4.1 - Number of teachers and students using library per day over last one year</b>	
<b>65</b>	

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institution provides each department a desktop with Wi-Fi facilities. It invites experts specialized in IT to acquaint the teachers with the pedagogical applications of IT. The institution has tried to incorporate IT tools in the classrooms and with this objective overhead projectors are installed in the classrooms. The institution has organized a number of workshops for assisting the teachers for updating themselves with the technological knowhow and to make it useful to classroom teaching.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://ckbteok.com/naac2021/ctr4/4.3.1/">https://ckbteok.com/naac2021/ctr4/4.3.1/</a>

#### 4.3.2 - Number of Computers

60

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

71.349

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

For effective maintenance and utilization of physical facilities the institution has a number of committees i.e. site-selection committee, campus development and room arrangement committee, disposal committee.

- The site selection committee looks for the best site for any new construction. The campus development committee deals with the issues relating to construction of new building from the perspective of utility and prospects. The committee is also responsible for arrangement and maintenance of the rooms for congenial teaching and learning.
- The disposal committee takes decisions regarding disposal of e-waste
- The Committee also makes arrangement for proper disposal of garbage for creating a healthy physical environment.

With the objective of effective management in respect of academic matters there are some committees i.e. academic calendar committee, prospectus committee, research committee.

- The academic calendar is prepared considering the Holiday List and Academic Calendar of Dibrugarh University and the institution's specific academic goals.

- The research committee encourages the teachers to engage themselves continuously with research work.
- The library advisory committee of the college reviews the functions of the library and suggests for measures for its improvement.
- The Sports Committee including Indoor Stadium Committee monitors the sports related matters. The students' Union also play a crucial role in this regard and organizes the Annual Sports Week

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ckbteok.com/naac2021/ctr4/4.4.2/">https://ckbteok.com/naac2021/ctr4/4.4.2/</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1198

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

15



File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>A. All of the above</b>
File Description	Documents
Link to institutional website	<a href="https://ckbteok.com/naac2021/ctr5/5.1.3/">https://ckbteok.com/naac2021/ctr5/5.1.3/</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
1038	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
1038	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student</b>	<b>A. All of the above</b>

**grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

22

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

27

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

19

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

### 5.3 - Student Participation and Activities

#### 5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

##### 5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

5

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

**C.K.B. College, Teok has a Students Union (Students Council) for 2020-21**

- Student representatives for the Union are elected through a democratic election.
- The college adopts Computerized Voting Machine (CVM) for quick and time-bound completion of the election process. Computerized Election Process is less cumbersome and grievances are minimized.
- Elections are held for 13 portfolios.

The Student Union Body as elected for the year 2020-2021 is:

President - Abhishek Mahanta

Vice President - Surabhi Borah

General Secretary - Bishwajyoti Borah

Assistant General Secretary - Bibek Prasad Shah

Sports Secretary - Achyut Gogoi

Magazine Secretary - Gitashree Borah

Literary & Wall Magazine Secretary - Ranjita Dutta

Debating Secretary - Likupon Borah

Cultural Secretary - Parijat Saikia

Boys Common Room Secretary - Siraj Hussain

Girls Common Room Secretary - Bhairabi Phukan

Festival Secretary - Kaushik Boruah

Social Service Secretary - Nitumoni Lahn

- The representatives from this Union Body are generally incorporated in some of the development activities of the College.

- The student representatives figure in RUSA Committee, College Planning Purchasing and Monitoring Committee and in the IQAC etc.

File Description	Documents
Paste link for additional information	<a href="https://ckbteok.com/naac2021/ctr5/5.3.2/">https://ckbteok.com/naac2021/ctr5/5.3.2/</a>
Upload any additional information	<a href="#">View File</a>

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

2

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of C.K.B.College, Teok was constituted in the year 2002. From then onwards the Association is associated with the development of the college and related with various extension activities. The Government of Assam under Untied Fund for the year 2019-2020 under the Mariani LAC has granted Rs. 5 Lacs for construction of Alumni Bhavan, construction of which is going on.

File Description	Documents
Paste link for additional information	<a href="https://ckbteok.com/naac2021/ctr5/5.4.1/">https://ckbteok.com/naac2021/ctr5/5.4.1/</a>
Upload any additional information	No File Uploaded

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**B. 4 Lakhs - 5Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The institution in order to carry on its vision and mission follows a democratic and participatory mode of governance with all stakeholders for active involvement of all concerned in order to deliver value based and skill based education which can bring significant positive changes to the society. Through effective collaboration of the Governing body, the Principal, the Rector, IQAC, Librarian, Hostel Warden, convenors of Cells and Clubs, initiatives have been taken in tune with the vision and mission of the college. The governing body of the college comprises of distinguished administrators, academicians and faculty representatives whose suggestions are seriously considered to achieve desired goals. The Governing Body delegates authority to the Principal who, in turn share it with the different levels of functionaries in the college. The Departmental Heads, the Convenors of various committee/Cell/Club play significant role in framing and implementing the institutional policies. The C.K.B College strikes a balance between compliance with regulatory matters and keeps a strong pulse on improving the performance of the college by adopting a strategic plan for excellence in imparting higher education. IQAC looks after all the academic matters for quality enhancement to create an efficient and competent environment for high glory of the institution.

File Description	Documents
Paste link for additional information	<a href="https://ckbteok.com/naac2021/ctr6/6.1.1/">https://ckbteok.com/naac2021/ctr6/6.1.1/</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The C.K.B. College, Teok has adopted decentralized and participative management policy executed through the leadership of the Principal, The Rector, the IQAC and the ISMC. The Governing Body reflects participative management and decentralized outlook in its constitution and conduct of business. The Principal's Office is the archwheel of administration and the IQAC plays the role of policy maker. The Rector looks after the teaching-learning process in consultation with the HODs and faculty members. The views of Students' Union and the feedback received from stakeholders are incorporated every year in formulating new policy for the College.

The Internal Quality Assurance Cell (IQAC) is the key to effective policy formulation and execution of academic affairs.

Internal Semester Monitoring Committee (ISMC) is also responsible for supervising, modulating and executing the various academic actions & guidelines. It is constituted for continuous monitoring of academic activities. The ISMC conducts meeting periodically for discussion of academic and other related matters and to adopt appropriate measures for the academic progress of the institution.

The institute encourages teachers, students, parents, alumni and staff to share their ideas, opinions and suggestions,. The feedback received from various stakeholders are seriously considered for the overall development of the institution.

File Description	Documents
Paste link for additional information	<a href="https://ckbteok.com/naac2021/ctr6/6.1.2/">https://ckbteok.com/naac2021/ctr6/6.1.2/</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment



## 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The C.K.B.College, Teokhas successfully executedvarious programmesaccording to its Strategic Plan

- The institution is providing quality education to enhance the knowledge and skill of the students empowering them to become self dependent, dutiful and successful citizens of the country.
- The College is providing job oriented certificate courses (Retail Management, Beautician Course, Food Processing and Preservation, Cutting and Tailoring and Plumber and Bathroom Fittings etc.) and diploma courses (TV Repairing, DTP and Computer Hardware Repairing, Metal Fabrication, Piggery and Fishery Farming, Refrigerator, AC, Washing Machine Repairing Technician, Horticulture, Electrical Technician etc.)
- The C.K.B. College, Teok is facilitating concessional admission to economically backward students.
- The College also provides transportation subsidy and free hostel accommodation to students securing 80% and above marks.
- The College also provides value education through yoga, meditation and Art of Living classes.
- The College has entered into MOU with competent organizations for imparting knowledge and skills to the students.
- Research and research based activities have been undertaken (both inter and intra-departmental) through faculty and student projects under Seed Money Scheme of the institution.
- The College has developed Nurtured Villages for community development.
- The College is working for community development through various extension activities and awareness programmes.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://ckbteok.com/naac2021/ctr6/6.2.1/">https://ckbteok.com/naac2021/ctr6/6.2.1/</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institute has a vision to be a centre of excellence in Education and committed towards socioeconomic advancement of the country. The CKB College, Teok thrives to achieve this aim through participative management with active involvement of all the Stakeholders.

The key components of organizational structure of the college is Governing Body. The GB reviews the institutional Strategic Plan which in turn sets the academic aims and objectives of the institution.

As per the university/ government guidelines, IQAC, Anti-ragging Cell, Grievance Redressal Committee, Sexual Harassment Redressal Committee etc. are constituted. There are various committees and cells with well-defined functions that give academic and administrative leadership to the institution. A committee comprising of administrative staff and faculty members are involved in the planning and implementation, academic audit and evaluation. An optimum level of decentralization is in practice through the autonomous flexibility to the departments and participative decision-making process is followed by the College.

Grievance Redressal Committee is formed by the Principal. The Committee comprises of administrative head, teacher representative, student representative to look into the matters related to grievances of staff and students.

File Description	Documents
Paste link for additional information	<a href="https://ckbteok.com/naac2021/ctr6/6.2.2/">https://ckbteok.com/naac2021/ctr6/6.2.2/</a>
Link to Organogram of the Institution webpage	<a href="https://ckbteok.com/naac2021/ctr6/6.2.2/">https://ckbteok.com/naac2021/ctr6/6.2.2/</a>
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

**B. Any 3 of the above**

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

#### Welfare measure for Teaching Staff:

1. Well equipped common room
2. Separate departmental rooms for each department with computer and WIFI facilities.
3. College canteen with subsidized rates.
4. Health check up facilities provided by the medical cell.
5. Yoga Camps are organized for teachers and students to take care of their holistic health and wellness
6. Celebration of New Year Day on 1st January every year for buidling bonhomie among the staff members.
7. Celebration of Birthday of the faculty members

#### Welfare measure for Non-Teaching Staff:

1. Well equipped Office Room.
2. Separate room for congenial working environment
3. College canteen with subsidized rate.
4. Health check up facilities provided by the Medical Cell.

5. Celebration of New Year Day on 1st January every year for building bonhomie among the staff members

6. Celebration of Birthday of the non-teaching staff members

File Description	Documents
Paste link for additional information	<a href="https://ckbteok.com/naac2021/ctr6/6.3.1/">https://ckbteok.com/naac2021/ctr6/6.3.1/</a>
Upload any additional information	<a href="#">View File</a>

**6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

01

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

23

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

#### Teaching Staff:

1. The performance of each faculty member is assessed to the Annual Self- assessment for the Performance Based Appraisal

System (PBAS).

2. Promotions are based on the PBAS for UGC Career Advancement (CAS) that is based on the API score.
3. The institution undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities. The institute accords appropriate weightage for these contributions in their overall assessment.
4. The PBAS proforma filled by the faculty member is checked and verified by the Heads of the Department, IQAC and the Principal and the same is sent to the Director of Higher Education, Assam
5. Teachers maintain monthly Academic Progress Reports which are to be submitted to IQAC regularly.

#### Non-Teaching Staff:

All non-teaching staff is also assessed through annual confidential reports and annual performance appraisal. The various parameters for staff members are assessed under different categories i.e. Character and Habits, Capacity to hard work, Discipline, Reliability, technical ability, Relation/Co-operation with colleague, students and public.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

For each academic year, the institution prepares its annual budget. The Departments, Cells, Clubs, Committees, IQAC, submit their budget to the "Planning, Purchasing and Monitoring Committee" and the committee prepares the annual budget. A general meeting is called by the Principal for discussion and

approval of the budget.

The Institution conducts regular financial audits. The institution has a formal mechanism for internal and external audits. The accounts are regularly audited to ensure financial compliance.

**Internal Audit:** the internal audit is a continuous process. The qualified Auditors from external resources have been appointed and a team of staff under them do a methodological verification on yearly basis. The team verifies all payments, receipts, vouchers of the cash transactions, ledgers and cash book.

**External Audit:** The external audit/agency appointed by the Govt. of Assam, performs audit of the financial statement of the college. The financial records are audited by qualified chartered accounts at the end of each financial year. The financial records are certified, i.e., income and expenditures, and prepared notes on accounts the same.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### **6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)**

##### **6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

**10 Lakhs (MPLAD Fund)**

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### **6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources**



Sources of funds are as follows:

1. Student fee and various infrastructural grants from the Govt. of Assam and Government of India.
2. Sometimes, We received fund from the Peoples Representatives (M.L.A.and M.P.), stakeholders, non-government bodies, individual and philanthropists.

Our Resources Mobilization Policy and Procedures are as follows:

1. The Planning, Purchasing and Monitoring Committee take a review of the mobilization of funds and the utilization of these resources.
2. In the month of April, the Departments, Cells, Clubs, IQAC, submit their annual budget to the Planning, Purchasing and Monitoring Committee and the Committee determines the annual budget. A general house meeting is called by the Principal for discussion and approval of the budget.
3. Regular internal audits from Chartered Accountant and external audits from the government make sure that the mobilization of the resources is being done properly.
4. The Library Advisory Committee takes care that the resources in library are utilized optimally.
5. The institution has two fisheries, one goat farm, one pig farm, poultry farm and agricultural land which generate income every year. "Animal Husbandry Committee" of the college looks after the pig farm, goat farm, fishery, poultry farm and other agricultural resources.

File Description	Documents
Paste link for additional information	<a href="https://ckbteok.com/naac2021/ctr6/6.4.3/">https://ckbteok.com/naac2021/ctr6/6.4.3/</a>
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

**IQAC has contributed significantly for institutionalizing the quality assurance strategies and processes. The following practices are the results of IQAC initiatives.**

**Departmental Student Research Project:**

In addition to one major project, eight departmental projects and one Diamond Jubilee Project, IQAC has taken initiatives to pursue student research projects on the socio-economic and cultural issues of the locality.

**Feedback system:**

IQAC collects feedback from the students, teachers and parents to gather information about the courses, teaching and learning, library, administration, academic environment, learning resources, teaching methodology etc. and to take action accordingly.

**Publications:**

a) The IQAC has taken initiative to publish a bilingual book titled "New Thinking New Horizon" (ISBN No- 978-81-951202-7-7) in association with Literary Club of the College.

b) The IQAC has published book entitled "The Quest" (ISBN No-978-81-951202-0-8). It is a compilation of five research projects prepared by the departments of the college with seed money fund for research scheme of the college.

c) Under the initiative of IQAC, the Diamond Jubilee Research Project has been undertaken in collaboration with Department of Statistics, Dibrugarh University which has also been published in book form entitled "Exploring New Economic Avenues in Jorhat District with Special Reference to Mariani and Teok LACs" (ISBN No 978-81-951202-1-5).

The IQAC has also organized four webinars in collaboration with the Departments.

File Description	Documents
Paste link for additional information	<a href="https://ckbteok.com/naac2021/ctr6/6.5.1/">https://ckbteok.com/naac2021/ctr6/6.5.1/</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

**The institution reviews its teaching learning process, structure**

& methodologies of operations through IQAC.

- The IQAC holds meetings periodically.
- The Principal also review the progress of academic activities such as, the number of classes held, syllabi covered in subjects, Internal Examinations conducted and departmental profiles are verified with annual plan. The staff meeting is called to identify bottlenecks, if any, in administrating various programmes.
- The Principal also meets the administrative staff to review the progress in respect of college administration and appropriate steps are taken for improvement.
- IQAC conducts periodic review of the academic and administrative functioning. Further, the IQAC collects feedback information from students on Teaching-Learning Process. The information obtained is analyzed and steps taken for necessary improvements are passed on to the concerned departments.
- The Learning- Outcomes are reviewed by the IQAC after the Internal Examinations and it calls face to face meeting with the faculty of each department to make an assessment of their performance. It evolves mechanism to record and monitor the performance of each student as well.

File Description	Documents
Paste link for additional information	<a href="https://ckbteok.com/naac2021/ctr6/6.5.2/">https://ckbteok.com/naac2021/ctr6/6.5.2/</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://ckbteok.com/naac2021/ctr6/6.5.3/">https://ckbteok.com/naac2021/ctr6/6.5.3/</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

#### 7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

1. With 45 numbers of girl students of the institution, a Health and Wellness Awareness Campaign was organized on 25th January 2021 stating the importance of proper health checkups and boosting immunity amidst prevailing Covid-19 pandemic.

2. A special talk was organized on 29th January 2021 on the topic, "Girls Health and Nutrition" attended by 55 girl students. The speaker Ms. Papori Borah, Project Associate of Krishi Vigyan Kendra talked about developing and providing nutrition through the proper composition of food to the girls for their well-functioning.

3. International Day of Women and Girls in Science was celebrated on 11/02/2021 on the theme, "Woman in Science". The elocutionist Dr. Aditi Bezbaruah, Retired Professor, Jorhat Engineering College highlighted the importance and necessity of women and girls in science and technology communities.

4. On 8th March 2021, a talk on "Legal Rights of Women" was delivered by Ms. DibyaJyoti Saikia, Advocate, Jorhat on the occasion of International Women's Day at the premises of Gyan Malini Mahila Samiti, Jagduar. Also as a part of regular practice, Rameshwari Borah, retired teacher, social worker, and renowned weaver of Jogduar, Teok was felicitated on this occasion in the presence of 45 women participants.

File Description	Documents
Annual gender sensitization action plan	<a href="https://ckbteok.com/naac2021/ctr7/AQAR/7.1.1/Gender%20Sensitization%20Plan%202020-2021.pdf">https://ckbteok.com/naac2021/ctr7/AQAR/7.1.1/Gender%20Sensitization%20Plan%202020-2021.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://ckbteok.com/naac2021/ctr7/AQAR/7.1.1/">https://ckbteok.com/naac2021/ctr7/AQAR/7.1.1/</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

The environment of the Institution is eco-friendly. The institute has taken conscious efforts to enhance and nurture the eco-friendly environment and always strives for a sustainable environment on the campus. A dedicated team of gardenerstakes care of lawns, gardens, plantation, maintenance, etc. to maintain the green environment on the campus in a regular manner. The Institute takes up the initiative in collaboration with NSS Cell in line with Swachh Bharat Abhiyan to sensitize its students and staff. There are also dustbin facilities and proper drainage facilities for solid and liquid waste respectively. For E-waste, there is a Disposal Committee in the institution that looks after the e-waste and does the needful for its disposal. There is no hazardous chemicals and radioactive waste in the campus.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="https://ckbteok.com/naac2021/ctr7/AQAR/7.1.3/">https://ckbteok.com/naac2021/ctr7/AQAR/7.1.3/</a>
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. landscaping with trees and plants**

**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the**

**D. Any 1 of the above**



**following 1.Green audit 2. Energy audit  
3.Environment audit 4.Clean and green  
campus recognitions/awards 5. Beyond the  
campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment  
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).**



To provide an inclusive environment certain efforts are taken by the institution to include different diversities-

- C.K.B. College, Teok observes International Womens' Day, World Environment Day, International Day for Mother tongue Day, Aids Day, World Wetlands Day, Earth Day, Human Rights Day, Constitution Day to inculcate inclusivness and tolerance among the students.
- In order to facilitate entrance examinations, a special coaching class was organized for Higher Secondary Teacher Eligibility Test (TET) Assam, 2021 for the alumni of C.K.B. College, Teok.
- The institution takes initiative to build organic linkage with neighboring school students to help them enhance employability. Therefore, Career Counseling Sessions was organized at Bamunpukhuri High School, Jhanji and Hanhchara High School, Hanhchara (Jhanji) this year.
- To acquaint the young minds with the importance of historical conservation Punaram Gogoi Memorial Museum and Research Centre of CKB College, Teok, organized a National Webinar on the topic "Rock-cut Architectural Heritage of India" and a National Workshop on "Cultural Heritage of India with special reference to Assam".
- Every year, the departments of the college, with active involvement of students, undertake research projects on cultural, socio-economic issues of the surrounding locality to create consciousness about the social, economic and cultural environment.
- To explore the possibilities of economic prospects in its surrounding areas, the college has undertaken its "Diamond Jubilee Research Project" entitled "Exploring New Economic Avenues in Jorhat District--With Special Reference to Mariani and Teok LACs"

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

- The institution observes Independence Day and Republic Day every year to commemorate the valour and spirit of the freedom fighters who fought for the independence of the nation and the empowerment of Indian citizens to choose their government democratically.
- Human Rights Day, National Voters' day and Constitution Day is observed yearly keeping in view the student's constitutional obligations and human rights, right to vote and pledge of the Preamble to be a responsible citizen of the society.
- In support for environmental protection, World Environment Day and World Earth Day are celebrated yearly to spread a message regarding the importance of the environment and earth.
- The Institutional Social Responsibility Committee of the college takes various initiatives to help nearby schools by providing teaching aids and to establish cordial relationship with neighbouring villages.
- The Institution routinely organizes Plantation cum Cleanliness programmes, Medical Camps, and Yoga sessions.
- The institution in view of its Community Service performs activities of social awareness, Girls' Health Awareness, Road Safety Awareness, Voters Awareness, and Students Career Awareness programmes.
- Awareness programmes and art competitions are organized by the institution regarding Tobacco Control.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators**

C. Any 2 of the above

and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

C.K.B. College Teok has shown its active involvement by observing some significant national and international commemorative days, events and festivals, through its different actives cells like Eco Club, Red Ribbon Club, Dept. of Political Science, Assamese, English, Students Union, along with support and guidance from the college authority and other students collectively. The following are a few days that were observed in this year-

1. Independence Day: 14-08-2020
2. Constitution Day : 26-11-2020
3. Republic Day: 20-01-2021
4. World Aids Day: 01-12-2020
5. Human Rights Day: 10-12-2021
6. Shilpi Diwas: 17-01-2021
7. National Voter's Day: 25-01-2021
8. World Wetlands Day: 02-02-2021
9. International Day of Women and Girls in Science 2022-11/02/2021
10. International Matrivasha Diwas: 21-02-2021
11. International Womens' Day- 08/03/2021
12. World Poetry Day: 20-03-2021
13. Bishnuprasad Rabha Diwas: 20-06-2021
14. World Earth Day: 22-04-2021

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Best Practice-I: Institutional Social Responsibility (ISR)

Institutional Social Responsibility (ISR) is an initiative undertaken by the institution to fulfill the duties towards its community. There is a committee formed in the institution consisting of Chairperson, Vice-Chairperson, four members and Convenor of Extension Cell of C.K.B. College, Teok to implement the services by providing educational essentials to neighboring schools. Five villages and five schools have also been adopted by the institution as 'nurturing project' where they are provided with essential infrastructure.

### Best Practice -II: Students' Home Visit

This is one of the mentoring strategies adopted by the institution for the students in order to enhance their abilities by reflecting on their individual latitude. The institution comprises of students from diverse socio-economic background and this practice helps the institution to gain an insight of each student's nature and behavior. Also, it helps building an organic linkage between the students, their parents and institution thereby developing a sense of belongingness and reducing hesitation and reluctances, if any.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Students enrolled in the college are mostly with economically poor background. Keeping these conditions in view the institution sets its unique vision to identify the thrust area for self-employment avenues. The college has started a number of initiatives for developing self-employability and entrepreneurship skills such as starting of a piggery farm, a banana farm and developed two fisheries associating respective courses. In 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 involve 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 started Agro farming and set example as entrepreneur.

The institution offers provisions of Group Insurance Policy for all students under scheme Jeevan Prakash of LIC for the year 2020-21.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

**Future plan of action**

According to our plan of last academic year we have already taken a number of initiatives for development of self-employability among the students with special emphasis on development of agro-entrepreneurship which include piggery and fishery. For the next academic year our focus will be on-

1. To constitute a Farmer Friendship Club to establish communication and collaboration with local farmers and agricultural entrepreneurs.
2. To constitute a 'Friendship Cluster Union' with neighboring colleges for student and faculty exchange and to conduct collaborative activities.

3. To register the Skill Hub of the College
4. To organize programmes for nurturing connection and cordial relationship with neighboring communities and educational institutions.
5. To organize training programmes for students to make them Sentinal for the local farmers.
6. To implement a "clean and Green" project in the nurtured villages for the protection of green environment.
7. To conduct a workshop on Integrated Farming
8. To organize a Incubation and Startup Conclave for entrepreneurship development.

NAAC