



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

C.K.B. COLLEGE, TEOK

CHANDRA KAMAL BEZBARUAH COLLEGE, TEOK (C.K.B. COLLEGE, TEOK)

A.T. ROAD, JOGDUAR (TEOK), JORHAT DISTRICT, ASSAM

785112

www.ckbcollegeteok.com

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Established in the year 1959, Chandra Kamal Bezbaruah College, Teok is a premier educational institution affiliated to Dibrugarh University, Assam. It is one of the prominent institutions of Higher Education in the Jorhat district of Assam that offers co-education.

The college offers **B.A and B.Com Programme** with seven Arts and one commerce subject. Moreover, in an effort to increase self-employment and to foster an entrepreneurial culture among students, the college has introduced 12 **Diploma/Certificate Courses**.

The departments of the college carry out research projects as part of the **Research Seed Money Scheme** with the participation of both students and faculty. Moreover, one Major Research Project is assigned to one department by a selection committee composed of experts from Dibrugarh University.

With an aim to energize the neighbourhood, the college has adopted **institutional social responsibility** as one of its guiding principle. It continuously conducts **community linkage programmes** through Extension Cell, Women Cell, Disaster Management Cell, NSS, and ISR Committee etc.

The institution offers classes on drama, music, fine arts, debating, recitation and other areas in an effort to give students the chance to develop their **skills, sportsmanship, teamwork and positive attitude**.

The institution provides adequate infrastructure facilities to carry out the teaching- learning. It has sufficient number of classrooms which are well ventilated and spacious. Thirteen classrooms of the college are equipped with ICT facilities. The institution has two conference halls, one boys' hostel, one girls' hostel, one well equipped laboratory for the diploma course in Electrician, one computer lab for DCH, one practical room for diploma course in cutting and tailoring, two auditoriums, one pig farm, two fisheries, one goat shed, one large playground, one gymnasium, one indoor stadium, horticultural farming of nearly 10 bighas (6.249 acres) of land. The library of the institution contains 20,793 books.

The lush green campus of the college provides habitat for different species of plants, birds and reptiles. Moreover, in the forest area of the college, **leopard, fox and hare** are occasionally spotted. The college has large number of highly valuable **Sanchi (Agar)** tree in the Botanical Garden.

Virtual Tour of the College

<https://youtu.be/F2ulWWiL9W0>

Vision

To provide affordable quality higher education through need based curriculum to students of all sections of society and help them to acquire knowledge, skill and value so as to make them empowered, innovative and socially conscious human resource, fully competent to face all the challenges of the changing world and contribute significantly for the qualitative change of life of people of the world.

Mission

To foster all round development of students as well as neighbourhood by providing quality education and developing skill for entrepreneurship and self employment to compete with the present day world and future. Efforts will also be made to generate new ideas as for benefit of society and to train people to work in the fields where they will be valued for their ability to work.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- In an effort to increase self-employment and entrepreneurship among students, the college has introduced **Twelve Diploma/Certificate Courses**.
- Through the Extension Cell, Women Cell, Disaster Management Cell, NSS, ISR Committee etc. the college is continuously conducting **Community Linkage Programmes**.
- To promote research among teachers and students research projects are carried out as part of the **ResearchSeed Money Scheme** of the college.
- Faculty members carry out **“Students Home Visit”** program to build organic **linkage with students and their parents**.
- In order to carry out its academic plans and programmes, the college has signed **MoUs** and established **linkage** with a number of institutions.
- Despite being an affiliated institution, the college not only develops the curriculum for the Diploma/Certificate courses but also works to enrich the existing curriculum.
- The management is highly **transparent** and the delegation of authority is carried out in a well planned manner.
- For carrying out various programmes and activities of the institution the **staff members have donated Rs. 2010423/- in the last five years**.
- In order to increase transparency and efficacy, the college has converted both the admission and administrative process entirely **online**. Additionally, the end-semester examination system is **automated**.
- For the purpose of digital data storage, the college maintains its own **cloud server**.
- The institution is **generating revenue** from pig farming, goat farming, poultry and fish farming.
- One of the college’s strengths is its big campus of 100 *bighas* (**62 acres**) land.
- The college’s verdant campus provides habitat for a variety of animals, plants, birds and reptiles.
- One great resource that offers space for outdoor games is the college’s large playground.
- The college is conveniently located by the side of the National Highway No. 715.
- The college has large number of highly valuable *Sanchi* (Agar) tree in the Botanical Garden which may be worth of more than one crore.

Institutional Weakness

- Lack of sufficient teaching and non-teaching staff is increasing the workload of the current staff, which sometimes prevents in achieving better performance.
- Some non-teaching staff members still need to develop advanced ICT Skills.
- The socio-economic backwardness of many students has a negative impact on their academic

performance.

- The college has not yet been able to offer transportation services for students coming from interior rural areas.
- Due to their socioeconomic disadvantage, many students lack the necessary communication skills.
- To raise the employability of the students, the institution has not yet been able to foster linkage with industry.

Institutional Opportunity

- The college can introduce Science stream in the undergraduate level.
- There is scope of introduction of B.Ed and PG Courses.
- As many students of the college apply for jobs in the defense sector, there is potential for providing physical training classes for such students.
- As part of the diploma course on “Cutting and Tailoring” the college can open a weaving centre.
- There is potential for establishment of a sports training complex in the institution.
- The institution has the potential to establish an Art and Craft Training centre.
- The involvement of the alumni can be increased for institutional development.
- In the upcoming years, the college expects increased enrollment in MOOC courses.
- The college can take strong initiatives to maintain and restore its rich biodiversity.
- There is potential for establishing a centre for Skill Development.

Institutional Challenge

- Increase of administrative workload of the faculty members after the implementation of CBCS has adverse effect on the quality of teaching.
- Lack of sufficient teaching staff occasionally makes it difficult for the programmes to run smoothly.
- Delay in sanctioning posts of office staff by the government is another challenge for the institution.
- Delay in receiving Government grants is a major barrier to the institution’s ability to operate effectively.
- There is inadequacy of infrastructure to open new diploma/certificate courses.
- The institution may encounter various challenges for proper implementation of NEP 2020.

Most of the students of the college come from low income families and some of them are even unable to attend college on a regular basis because of financial constraints

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Chandra Kamal Bezbaruah College, Teok, has instituted an effective mechanism for the systematic implementation and delivery of the curriculum as per the UGC Regulations and objectives set by Dibrugarh University (Assam).

- The College has **8 Undergraduate programmes**. The CBCS system was implemented in 2019 as per the regulations of the university.

- During the assessment period, the institution introduced **new 8 Diploma and 4 Certificate** programmes, focusing on **skill and entrepreneurship development**.
- The IQAC monitors the curricular planning process through a well – documented procedure involving the **strategic plan, university academic calendar, college academic calendar, department teaching plans, prospectus** etc.
- Teachers have been involved in the setting of question papers, conducting of examinations and evaluation process, conducted by Dibrugarh University.
- **ICT classes** are regularly conducted. The College has its own **Youtube Channel**.
- The College deals with cross – cutting issues related to professional ethics, gender, human values, and environment and sustainability both within and outside the classroom. As per the **Non – CBCS (2011 – 19) and CBCS (2019 onwards) programmes, 5 and 15 courses** have covered these issues respectively during the assessment period.
- All 8 UG programmes include experiential learning and project works in their curriculum, involving **compulsory courses, college research seed money projects, social leadership activities and educational field visits**. **Various Cells / Clubs / Committees / Museum** of the college also organise programmes to help in curricular planning.
- The IQAC is involved in the **collection of feedback (online and offline)** and their analysis from the various stakeholders, based on which appropriate measures are taken and the **Action Taken Reports** are displayed in the college website.
- Teachers have been involved in various bodies such as the **BoS, Undergraduate Board (CBCS), Academic Council, Executive Council and Court** of Dibrugarh University, and appropriate stakeholder feedback is communicated in these bodies.

SPECIFIC MEASURES DURING THE COVID – 19 PANDEMIC

- **Online teaching, sharing of study material, assessment and evaluation through the use of Google Classroom (used as Learning Management System), Google Meet, Zoom, Whatsapp, Quizziz** etc.

Teaching-learning and Evaluation

The Teaching-Learning Pedagogy of Chandra Kamal Bezbaruah College, Teok is **student centric and inclusive of the state-of-the-art practices**. The practices are interactive, interdisciplinary, experiential and transparent that help students in all round development.

- The institution **identifies the potentialities of the students** and customizes curriculum and pedagogy as per their aptitude.
- The College has **12 Diploma and Certificate Courses** for enhancing employability and skills among the students.
- Teachers use **standardized participatory methodology** and use **blended mode** and innovative ways as well.
- The students are engaged in **hands-on learning, co-curricular activities, community service** and field based social research.
- The College recognizes the **global digital revolution** and equips the classroom and seminar halls with ICT tools.
- Teachers regularly use ICT tools, cloud storage, video streaming, slide sharing, instant messaging platforms and online assignments etc.
- The **evaluation process of the college is fair, transparent** and properly monitored so that students feel

empowered.

- The **Internal Assessment is conducted regularly** as per the Academic Calendar by means of Sessional Examination, Group Discussion, Seminar, Projects and Assignments and other innovative methods.
- The College has **Grievance Redressal mechanism**.
- The students can see their evaluated answer scripts of Internal Assessment, and any grievance or discrepancy in the evaluation is resolved at the earliest.
- The College displays the Course Outcomes [CO] and Programme Outcomes [PO] in the **website [www.ckbcollegeteok.com]** and communicates to the students at the beginning of the Academic Session.
- The Departments and the IQAC takes special agenda for orienting the students with the COs of all Programmes. The Guardians are also acquainted with the COs.
- Average **enrolment percentage of the College** is 88% and **average pass percentage** is 90%. The average percentage of full time teachers against sanctioned post is 95% and more than 43% teachers are Ph.D holders.
- The **attainment of COs and POs** are measured by means of **classroom interactions, internal assessment, performance in the End-Semester Examinations** and students' participation in co-curricular activities.
- Progression to Higher Education and Employment is another benchmark of measuring the attainment.
- The College has feedback mechanism for periodic survey of performance.

Research, Innovations and Extension

The cumulative efforts of the Research Cell, and other Cells and Clubs have created an ambient ecosystem for development of innovative platform of social importance. The Committees under IQAC are working with the objective to create research environment in the college. The committees have organized various national, state and college level seminars, workshops, webinars, special talks, etc. to create an eco system for innovation, incubation and start up for the students and neighboring community.

The College has organised various workshops on **Entrepreneurship Development** in association with Alumni Association and other organisations for under graduate students and other stakeholders to startup their own enterprises. Moreover, various on and off campus exhibition cum sale have been organised which has provided a platform for students and local organisations to showcase their products and experience the art of sale.

Research projects in relation to the socio economic condition of the neighborhood community undertaken by the college in the last five years significantly addressed the Socio-Economic condition of the people. The college has taken it as a moral responsibility to work with these issues and adopted five villages as nurtured villages. Besides, for the benefit of the students, the college has started various skill development courses in collaboration with other institutions by signing MOUs.

As part of the Diploma/Certificate courses, internship, on the job training, incubation and start-up programmes, workshops have been organized. A unit of horticulture farming has been set up in the college premises along with fisheries and animal husbandry.

Under the "**Institutional Social Responsibility Committee**", Farmers Friends Club, Youth clubs, etc. were formed in each nurtured villages and material support such as sport items, furniture's etc. were provided to each of them. Moreover, each school of these villages was given teaching learning materials, water filters

etc. under this scheme .

All these help the students to gain experiential learning and acquaint themselves with the problems of the society and make them competent enough to cope up with these problems.

Infrastructure and Learning Resources

The institution provides adequate infrastructure facilities to carry out the teaching- learning. It has sufficient number of classrooms – spacious, cleaned and well ventilated. Most of the classrooms are equipped with overhead projectors. It has two conference halls. The Department of Education has a well equipped psychological laboratory for psychological experimentations. The institution has two computer labs. It provides adequate facilities for sports, games, gymnasium and cultural events. It has an outdoor stadium with well furnished dressing rooms and a sophisticated indoor stadium with attached washrooms for both boys and girls. The outdoor stadium contains the provisions for one football ground, one volleyball ground, one cricket pitch and athletics ground. The indoor stadium of the college has the provision for two badminton courts and two table tennis courts. The college has two well equipped auditoriums.

The library of the college is automated with the leading software SOUL designed and developed by INFLIBNET Centre. It is used for generating membership card, book card, spine label etc. In the library various sections are available such as general reference, periodicals, newspapers, OPAC and Internet section.

The institute has a Planning, Purchasing and Monitoring Committee which prepare annual plan and budget of the institute. The institute audits it year wise financial transactions appointing internal auditor. During the last five years the average expenditure incurred in infrastructure augmentation and infrastructure maintenance comprised 55.77% and 44.23% respectively.

The institute has 56 numbers of computers out of which 46 are used by the students. The student computer ratio of the college is 22:1.

In its effort to provide IT tools within the classrooms the institute has installed overhead projectors in the classrooms. Provisions for overhead projector are available in 14 class rooms and 3 seminar halls. The seminar halls are also equipped with LCD monitors. The website of the institute helps in disseminations of updated information and helps the students to avail the study material uploaded by the teachers. The entire admission procedure of the college has been automated. The institute has a broadband connection of BSNL, which facilitates the Wi-Fi connection in the college premise.

Student Support and Progression

It highlights the institution's effort to provide necessary assistance to the students to make them employable as well as responsible and to enable them to acquire meaningful experience for learning.

The criteria focus on four key indicators.

1. Student Support
2. Student Progression
3. Student Participation

4. Alumni Engagement

Students are the backbone of any educational institution and the criteria focus on different facilitating mechanism of the institution like guidance cell, grievance redressal cell and welfare measures etc. Programmes are organized from time to time to guide the students relating to soft skill, life skill, communication skill, ICT Computation programme etc. The Grievance Redressal Cell always tries to solve the students programme as and when it is recorded. . The scholarships and free ship (both governmental and institutional) received by the needy students are highlighted in the criteria. Being situated in rural area and most of the students belong to poor family, the faculties also help the students both in cash and kind.

Student's progression in higher education and placement is another focus area of the criteria. Every year students from different subject move to different higher educational institution to fulfill their dream and most of them get employment opportunities in different govt. and non-govt enterprises. Our institution also facilitates the students through -12 vocational courses so that they can engage themselves in earning instead of searching for govt. jobs.

The students come to the institution not only to learn their academic courses but also to develop their hidden potentialities. The institution provides helping hand to the students in this regard. Student's participation in sports, cultural activities (inter-institutional/state/national level) is an important part of the criteria.

The alumni are a strong part of an institution. The college has a registered Alumni Association (No—RS/JOR/238/24 of 2022-2023, Issue no-2292) and it has contributed a lot in academic matters, guide the students and mobilize resources both in financial and non-financial. Every department has their own Alumni Association and they keep close relationship with their respective departments.

Governance, Leadership and Management

The vision and mission of the college is to provide affordable quality higher education and developing skill to ensure a secure future of the students. Therefore, the college under the supervision of the Principal, Rector, IQAC, ISMC, Committees, Cells and Clubs formulate short-term and long-term goals through 'Strategic Plan' and a 'Code of Conduct' to foster all round development of the college. The institution had undertaken welfare measures and performance appraisal system for both teaching and non-teaching staff. The functions of administrative bodies are effective which is visible in policies, administrative set up, appointment and service rules, development plan and procedure. The college has implemented e-governance in the areas of administration, students' form fill up etc.

The institution also has specific welfare measures for teaching and non-teaching staff and the institution executes all Govt. welfare schemes meant for the employees. The teachers are given financial allowances to participate in seminar, workshop etc and also provide leave for FDP, research work etc. The college maintains a 'Planning, Purchasing and Monitoring Board,' constituted by the Governing body and headed by the Principal. Every Department, Cell, Club, Library and Hostels place the annual budget before the Board for allocation of funds and grants as per their developmental activities, construction of new buildings, purchasing books and journals, class equipment etc. Financial grants are allocated from both the Government and non-government sources. The Principal is accountable for all the financial transactions of the college along with other supporting staff. The institution conducts external and internal audits for both Government and Non-Government funds.

The IQAC of the college aims to promote measures for institutional functioning towards quality enhancement

through institutionalisation of best practices. It contributes significantly towards keeping the entire record of the activities of all cells, club and departments along with reviewing the teaching learning process under the Academic Review Committee of the college. It also undertakes collaborative quality initiatives with other academic institutions and maintains a regular feedback from the events conducted both collaboratively or individually by the departments and cells.

Institutional Values and Best Practices

The College is making effort to institutionalize Social Responsibility and Research Based Experiential Learning for the students. The best practices of the College-‘**Institutional Social Responsibility**’ and ‘**Fostering research culture among students through Research Seed Money Fund**’ are aligned with the National Educational Policy-2020.

The Institution organizes awareness programmes, workshops, training etc. to support the neighboring community. The students are encouraged to understand the social problems and to work for their solutions through field survey, case study analysis and social research.

To inculcate research culture among the students, the College sponsors research projects from the Research Seed Money Fund. The college has been effectively engaged in holistic development of students through technical and vocational education also along with skill development since the year 2017. Special coaching class on folk song, dance, drama and games for the students are also arranged

For Gender Equity the College has included various courses on women empowerment. Certificate Courses especially for girls’ students is an Institutional Distinctiveness. The College has a policy to charge lesser fees from the girls during the admission. Equal gender participation in academic and student affairs is another benchmark to achieve this end.

The campus is fully protected with CCTV surveillance. The College has provided ramps, rest spaces, website screen reader etc and the *Divyangjan* students are provided with scribes and even extra time in examinations as per requirement.

The campus is rich in bio-diversity, and effort are always taken for its preservation.. The College utilizes ponds as water reservoir and fish farming. More than 10 *bighas* of land is used for cultivation and other income generation activities. For energy efficiency and reuse, Solar Panels, Sensor Based Light & LED bulbs are optimally used. Green and Energy Audit is done and Biodiversity Report is prepared by Eco Club.

Annual Internal Audit is done regularly. The student diversity and cross cultural milieu makes the institution a melting pot of tribal and non tribal culture. Programmes are carried out for tolerance and harmony towards socio economic diversity. National and international commemorative days are observed to mould students as responsible citizens.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	C.K.B. COLLEGE, TEOK
Address	Chandra Kamal Bezbaruah College, Teok (C.K.B. College,Teok) A.T. Road, Jogduar (Teok), Jorhat District, Assam
City	Teok
State	Assam
Pin	785112
Website	www.ckbcollegeteok.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Bijoy Krishna Pachani	0376-2910188	9706923409	0376-2910188	info@ckbcollegeteok.com
IQAC / CIQA coordinator	Binoy Brot Rajkhowa	091-9706923409	8011581756	-	binoybbr@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
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State	University name	Document
Assam	Dibrugarh University	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	10-10-1965	View Document
12B of UGC	10-10-1965	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Chandra Kamal Bezbaruah College, Teok (C.K.B. College,Teok) A.T. Road, Jogduar (Teok), Jorhat District, Assam	Rural	62	8851.48

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Assamese	36	Higher Secondary	Assamese	120	120
UG	BA,Economics	36	Higher Secondary	Assamese	15	6
UG	BA,Education	36	Higher Secondary	Assamese	55	54
UG	BA,English	36	Higher Secondary	English	30	23
UG	BA,History	36	Higher Secondary	Assamese	50	47
UG	BA,Political Science	36	Higher Secondary	Assamese	100	98
UG	BA,Sociology	36	Higher Secondary	Assamese	80	78
UG	BCom,Commerce	36	Higher Secondary	English	100	40

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				9				25			
Recruited	0	0	0	0	5	4	0	9	13	11	0	24
Yet to Recruit	0				0				1			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				1			
Recruited	0	0	0	0	0	0	0	0	0	1	0	1
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				8
Recruited	4	3	0	7
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				18
Recruited	10	8	0	18
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	2	2	0	7	4	0	15
M.Phil.	0	0	0	0	0	0	4	5	0	9
PG	0	0	0	3	2	0	2	2	0	9
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	1	0	1
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	227	0	0	0	227
	Female	239	0	0	0	239
	Others	0	0	0	0	0
Diploma	Male	168	0	0	0	168
	Female	253	0	0	0	253
	Others	0	0	0	0	0
Certificate / Awareness	Male	57	0	0	0	57
	Female	85	0	0	0	85
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	21	21	6	8
	Female	17	19	12	18
	Others	0	0	0	0
ST	Male	27	25	28	7
	Female	24	30	22	22
	Others	0	0	0	0
OBC	Male	112	165	112	136
	Female	110	126	136	175
	Others	0	0	0	0
General	Male	70	57	52	58
	Female	85	58	80	76
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		466	501	448	500

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Chandra Kamal Bezbaruah College, Teok primarily offers higher education in the fields of Arts and Commerce. In both the streams, the College adheres to the CBCS curriculum set forth by Dibrugarh University, Assam. The current CBCS is creating new opportunities for interdisciplinary and multidisciplinary approach. The Academic Council of Dibrugarh University has shown a strong interest in using interdisciplinary strategy in the teaching-learning process. CBCS syllabus has introduced some courses which are intra-departmental, i.e. Discipline Specific Elective (DSE) as well as inter-departmental, i.e., Generic Elective (GE). The students have to choose minimum number of DSE
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	<p>and GE in every semester as prescribed in the Course Structure. These courses are not only enabling an exposure to some other discipline/ domain but also nurturing student proficiency/ skill. DSE Courses are intra-disciplinary. GE courses are inter-disciplinary and students of other discipline/ subjects can opt these electives. The Ability Enhancement Courses are of two kinds- ‘Ability Enhancement Compulsory Courses’ and ‘Skill Enhancement Courses’. ‘AEC’ Courses are the courses based upon the content that leads to Knowledge enhancement. i. Ability Enhancement Compulsory Courses (AECC):(a) Environmental Science (2 Credit), (b) Communicative English (2 Credit) and (c) Alternative English/Communicative Hindi /MIL (2 Credit). Skill Enhancement Courses (SEC) are designed to provide value-based and/or skill-based knowledge and contain both theory and lab/hands-on/training/fieldwork. The main purpose of these courses is to provide students life-skills in hands-on mode so as to increase their employability. In addition to these, the college has introduced certain strategies adhering to multidisciplinary/interdisciplinary approach. These are: i) Interdepartmental Teaching for Honours students. ii) Special lecture on selected topics of course curriculum. iii) Inter-institution collaboration for the benefit of the students on both academic and non-academic fields. iv) Field Works, Internship, Extension Works, and Research Projects under Seed Money Scheme v) Introduction of 12 Diploma / Certificate Courses</p>
2. Academic bank of credits (ABC):	<p>As per the New Education Policy 2020, the Academic Bank of Credit (ABC) has been designed to support students’ academic mobility by giving them the freedom to study at any Higher Education Institutions across the nation and by providing an appropriate “credit transfer” mechanism that allows students to move from one programme to another and ultimately attain a Degree/Diploma etc. This virtual/digital storehouse that contains the information of credits earned by student throughout his/her career will provide multiple options for entering and leaving colleges or universities. This will help students to embrace a multi disciplinary educational approach. With the adoption of National Education Policy-2020, students can benefit from an</p>

	<p>easy Academic Bank of Credit (ABC) process on the courses offered in the college. With the ABC, students would have a lot more freedom to choose their academic and vocational paths. This would lower the dropout rate and make it easier for students to use their Academic Bank's saved credits in the future. In accordance with the instructions of Director of Higher Education, Assam, the college has formed a task force for implementing NEP and has also submitted a Institutional Development Plan to DHE, Assam. Additionally, Dibrugarh University along with its affiliating colleges have decided to launch NEP in the fullest possible way. Although credit accumulation and transfer approach according to the framework of new ABC in NEP is a much awaited academic reform, the college already has its own Credit Bank System. It is important to note that one senior faculty (member of Academic Council of Dibrugarh University) and two other faculties (Members of Board of Studies, Dibrugarh University) have attended meetings at the Dibrugarh University Campus on 18.11.2022 & 21.11.2022 respectively and shared the approach of the institution in relation to the implementation of NEP 2020.</p>
3. Skill development:	<p>To create "Atmanirbhar Citizens," the institution has introduced 8 diploma and 4 certificate courses which aimed at improving skills and employability. Vocational Courses are compulsory for the students of B.A./B.Com 3rd Semester. Diploma course on Horticulture is compulsory for students of B.A. / B.Com 5th Semester. At present, the College offers Diploma/ Certificate courses on:- 1. Electrician 2. Computer Hardware Maintenance and DTP 3. Skincare and Beautician 4. Cutting and Tailoring 5. Food Processing and Preservation 6. Piggery and Fishery 7. Horticulture 8. Plumber and Bathroom Fittings 9. TV Repairing 10. Metal Fabrication 11. Refrigerator, AC, Washing Machine and other household Goods Repairing Technician 12. Retail Management As part of the CBCS syllabus, Skill Enhancement Courses (SEC) are designed by Dibrugarh University to provide value-based and/or skill-based knowledge. The institution offers SEC on Human Rights, National Service Scheme, and Travel & Tourism Management, among others. In accordance with the National Education Policy-2020, the college organised vocational training programmes</p>

	<p>that are focused on earning an income. A significant focus area for the institution will be the addition of more vocational courses in partnership with business and industry. In addition to these, sports, cultural and yoga classes are offered for all round development of the students. The college has five adopted villages and are regularly conducting skill development and awareness programmes as well as workshops to promote entrepreneurial skills among students and the local people. Moreover, “Skill Enhancement and Entrepreneurship Development Cell” of the college has conducted various programmes. 1. A day long workshop ‘Creating Career Opportunities through Entrepreneurship’ in collaboration with North East Small Scale Industries Association, Jorhat on 29th January, 2021. 2. A daylong workshop on “Interview Skill” in collaboration with Kaziranga University, Jorhat on 15th March, 2021. 3. One week workshop on “Craft, Food Processing and Accounts Keeping” from 15th November, 2021 to 20th November, 2021 4. A day long workshop ‘Creating Career Opportunities through Entrepreneurship’ in collaboration with North East Small Scale Industries Association, Jorhat on 21st December 2021</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>“Punaram Gogoi Memorial Museum and Research Center” (PGMMRC) of the college was established in order to advance the cause of heritage preservation and conservation through a variety of activities, including collecting artefacts, organising seminars and webinars at the local, state, and national levels, organising field trips to archaeological sites, and educating students and the general public about the richness of our culture, heritage, and traditions. Additionally, as part of their yearly departmental research project, the Department of History performed a survey on the oral history of the Teok region and completed a project entitled “Documenting the Past: A Study of the oral historical traditions in the Teok Revenue Circle, Jorhat District Assam”. A joint departmental research project on the historical monuments of the Teok-Koliapani region was carried out by the Department of Assamese and History. All of these have aided in the assimilation of the ancient Knowledge system. “Indian Classical Literature” for B.A. English (Honours) is taught in B.A. 1st Semester. The course’s goal is to introduce students to the rich literary heritage of ancient India,</p>

	<p>particularly Sanskrit literature. The CBCS syllabus includes courses on Indian sociological thought, modern Indian literature, and Indian political thought, among other topics, to make students aware of the rich traditions of the Indian knowledge system. In order to help pupils quickly understand the concepts, classroom instructions are generally given in vernacular medium. On yoga and meditation, the college has organized workshops and awareness programmes. The central library of the college is well stocked with books in both English and Assamese literature on religion, art and culture. Another significant achievement of the college is the establishment of the “Mahapurusha Srimanta Shankardeva Research and Study Center” under which the college is going to start a diploma course.</p>
<p>5. Focus on Outcome based education (OBE):</p>	<p>In putting into practice the policy of skill-development among the students through vocational courses, C.K.B. College, Teok has placed an emphasis on performance-oriented or outcome-based education. At the beginning of the academic session, students are well oriented with the POs, PSOs and COs. With a strong focus on experiential learning, the departments of the college carry out research projects as part of the Research Seed Money Scheme with the participation of both students and faculty. To gain practical knowledge, students are taken for field survey and hands on training, workshops, webinar/Seminars are also organized to achieve desired goal. Moreover, in an effort to increase self-employment and to foster an entrepreneurial culture among students, the college has introduced 12 Diploma/Certificate Courses. After the implementation of the NEP-2020, the course curriculum will be redesigned with a stronger focus on OBE. Moreover, workshops and faculty development programmes on the creation of materials for OBE are planned for the implementation of the NEP-2020.</p>
<p>6. Distance education/online education:</p>	<p>The college offers distance learning through the “Krishna Kanta Handique State Open University” (KKHSOU) Center for B.A. in all courses and M.A. in Sociology. The teaching-learning and evaluation processes during the Covid-19 crisis were conducted online. The Departments used Google Classroom, Google Meet as their learning management system (LMS) to conduct sessional examinations.</p>

Assignments were submitted online by the students. Through an in-campus-server, the College runs its own Management Information System (MIS). All college students have access to a “Course Content Management System” (CCMS) through the MIS. Students can log into their dashboard via a mobile app or web browser to access the PPTs, SLMs, and notes that are stored in this CCMS. The IQAC hopes to open a Local Chapter in SWAYAM and offer MOOCs Course in future. Apart from this, there is a YouTube Channel of C.K.B. College, Teok for imparting online mode of teaching.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1007	1057	984	1120	1132
File Description		Document		
Institutional data in the prescribed format		View Document		

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 35

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
35	35	30	33	34

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
52.51	46.81	102.28	101.13	103.63

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

C.K.B. College, Teok, has implemented the CBCS (2019) and the Non – CBCS (2011) semester system, at UG level, as per the regulations of Dibrugarh University, Dibrugarh, Assam.

Curriculum Delivery Planning Process at the Institutional Level

- The Academic Calendar Committee, constituted by the IQAC, prepares the Academic Calendar yearly, based on the Academic Calendar of Dibrugarh University. The departments also have their own academic plans.
- Regular class records are maintained by the Faculty Members in their individual diaries, which are verified by the Heads of Departments, the IQAC and the Principal respectively.
- The Internal Semester Management Committee (ISMC), along with the IQAC, plan and manage the course delivery, syllabi distribution, class monitoring of students, and the regular conduct of the class test and internal assessment examination.
- The Prospectus Committee designs the prospectus for the students, containing all information about various programmes and courses.
- At the commencement of the new Academic Year, the IQAC conducts an Orientation Class for the students to acquaint them with the curricular, co – curricular and examination – related guidelines.
- The IQAC monitors the preparation of the departmental teaching plans, on the basis of the units/papers allotted.
- The IQAC maintains a record of ICT-based classes conducted by the faculty members.
- Staff meetings are regularly held for effective progress of the curriculum.
- Curriculum – based field visits, educational tours are also organized by the departments.
- To analyse and improve the academic standards of the College, the IQAC conducts Student Satisfaction Survey.
- To enhance the academic rigour and the global outlook of the students, special talks, Inter-departmental Teaching and Team Teaching initiatives are organised the departments.
- The mentoring process involves both Students' Guardian meetings and Student Home Visits by the teachers.
- The Principal also 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 departmental notice boards.
- The End-Semester Examinations are conducted as per guidelines of the University.
- To ensure an effective Teaching – Learning process, ICT – based teaching methods like Microsoft Powerpoint, Google Classrooms, Quizziz, Google Forms, Zoom, Microsoft Teams, Google Meet etc. have been used for the dissemination of reading material, online quizzes, video lectures etc. This process was put to intensive operation during the Covid19 pandemic – induced lockdowns.
- To impart skill – based education, the college has collaborated with institutions like the Assam

Agricultural University, Krishna Kanta Handique State Open University, Dibrugarh University, Jorhat Institute of Science and Technology, HRH Prince of Wales Institute of Engineering and Technology, and professional bodies like Krishi Vigyan Kendra, Kaliapani, Teok, Indian Institute of Entrepreneurship, Guwahati, North Eastern Small Scale Industries Association, Guwahati, Skillfinity, Guwahati etc.

- The institution has introduced twelve diploma and certificate courses, since 2017, which are recognised by the Dibrugarh University. The syllabi have been developed with the help of experts from the respective fields.

File Description	Document
Provide Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years

Response: 21

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years

Response: 45.85

1.2.2.1 Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
935	589	348	288	270

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

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

Response:

The institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum in the following ways:

Professional Ethics

- The logo of the college is ***Bharate Bhaatu Bharati, Jai Janani*** meaning ‘disseminating the light of knowledge and wisdom in the service of Bharatvarsha, our motherland’.
- The college organises various **career guidance programmes** to inculcate professional ethics and values among the students. It encourages their participation in various competitions in the fields of sports, culture, literature, current affairs etc., at the intra – college, inter – college, state and national levels.
- The **NSS wing** actively participates in government initiatives like the Swachh Bharat Abhiyan, International Yoga Day etc.
- The students are engaged in community outreach through their involvement in the institution’s **nurtured village programme**.
- The institution places importance on **discipline** and **punctuality** among its employees through the use of biometric machine and registers.
- Discipline and punctuality among the students are strictly enforced, and a pledge to this effect is administered every year during the **Orientation Programmes** conducted by the IQAC, Departments and Library.
- Programmes are organised to inculcate social responsibility of the students.

Gender issues

As part of the Non – CBCS (2011) and CBCS (2019) syllabi of the Dibrugarh University, the following courses have been taught –

Non - CBCS	CBCS
<ul style="list-style-type: none"> ◦ <i>Introduction to Women’s Studies (PSCM-602)</i> ◦ <i>Women in Indian History (HISM-602)</i> 	<ul style="list-style-type: none"> ◦ <i>Women’s Writing (C – 11)</i> ◦ <i>Feminism: Theory and Practice (GE-2A)</i> ◦ <i>Sociology of Gender (C-7)</i> ◦ <i>Gender and Violence (GE-04)</i> ◦ <i>Gender and Education (DSEED603)</i>

- The **Women Cell** has organised motivational talks, workshops, awareness programmes, community development programmes, incubation and start – up conclave etc. for greater gender inclusiveness and promotion. It publishes an annual collection of research articles titled ***Panchali***.
- The **Gender Sensitization and Sexual Harassment Committee** looks into gender-related issues and conducts awareness programmes within the college and beyond.

Human Values

As part of the Non – CBCS (2011) and CBCS (2019) syllabi of the Dibrugarh University, the following courses have been taught –

Non - CBCS	CBCS
<ul style="list-style-type: none"> ◦ <i>Human Rights</i> (PSCM-601 and PSCG-502) 	<ul style="list-style-type: none"> ◦ <i>Human Rights and Enforcement Mechanisms</i> (SEC – I) ◦ <i>Human Rights in India</i> (SEC – II) ◦ <i>Human Rights in a Comparative Perspective</i> (DSE – 2A) ◦ <i>Human Right Education</i> (GEED2021) ◦ <i>Human Right Education</i> (DSEED601) ◦ <i>NSS and Youth Development</i> (NSS01) ◦ <i>NSS in Social-economic Development</i> (NSS02) ◦ <i>Human Resource Management</i> (C – 305)

Environment and Sustainability

As part of the Non – CBCS (2011) and CBCS (2019) syllabi of the Dibrugarh University, the following courses have been taught

Non - CBCS	CBCS
<ul style="list-style-type: none"> ◦ <i>Environmental Economics</i> (ECOM-602) ◦ <i>History of Ecology and Environment in India</i> (HISM-601 and HISG-601) 	<ul style="list-style-type: none"> ◦ <i>Environmental Studies</i> (EVS CBCS) ◦ <i>Environmental Sociology</i> DSE 03) ◦ <i>Societies in North East India</i> (DSE 09)

The **Eco Club**, with the motto of “**Clean and Green Environment**”, organised various programmes such as tree plantation, construction of dustbins, conservation of wildlife and medicinal plants, amongst others.

File Description	Document
Provide Link for Additional information	View Document

1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 48.16

1.3.2.1 Number of students undertaking project work/field work / internships

Response: 485

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from

various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)

Response: Yes

File Description	Document
Upload supporting document	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 88.65

2.1.1.1 Number of students admitted year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
466	501	448	500	523

2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
550	550	550	550	550

File Description

Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (Exclusive of supernumerary seats)

Response: 72.97

2.1.2.1 Number of actual students admitted from the reserved categories year - wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
160	174	159	153	164

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
222	222	222	222	222

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.2 Student Teacher Ratio

2.2.1 Student – Full time Teacher Ratio (Data for the latest completed academic year)

Response: 28.77

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 using ICT tools

Response:

The College adopts teaching-learning method suitable for ensuring active participation of students in the academic process.

EXPERIENTIAL LEARNING

For effective experiential learning strategy the following methods are applied in order to increase knowledge, develop skills and clarify values.

- **Research projects under the Research Seed Money Scheme**
- **Industrial Visits, Field Visits and Case Studies** as part and parcel of teaching-learning and assessment.
- **Student seminar and Group Discussion**
- **Seminar Paper Presentation and Poster Presentation**
- Editing, writing and designing the **College Magazine/Departmental Magazine**
- Participation in **Extension Activities** in the local community, adopted schools and nurtured villages
- Participation in the **NSS and NCC** camp and activities for Institutional and Community development
- Participation in **Incubation and Start up conclave**

PARTICIPATIVE LEARNING

- **Interdepartmental Teaching:** Departments often organize **Team-Teaching** program for mutual

exchange of knowledge and ideas among students.

- **Collaboration with Other Educational Institutions:** Student Exchange and Faculty Exchange Program are initiated with neighbouring Colleges for broadening students' outlook.
- **Departmental Forums:** Students are involved in various curricular and co-curricular activities under a common umbrella within the department.
- **Role Playing:** Final Year students participate in Mock-Classroom Teaching in Secondary Level Institution in the neighbourhood.
- **Annual Sports Week:** Various co-curricular events for showcasing the talents and building competitive mindset are organized.
- **Cultural and Sports Classes:** Special classes are arranged on Music, Dance, Fine Arts, Debate, Photography, sports etc. to eke out the innate talents.

PROBLEM SOLVING METHDOLOGIES

- **Home Assignments and Projects:** Students explore their domain of knowledge to submit individual Assignments and Reports.
- Involvement of students in Research Work/Field Study as **Principal Investigator**.
- **Students' Union:** Students themselves elect their representatives through democratic election and the elected Secretaries conduct the Annual College Sports Week, Saraswati Puja and other co-curricular events.
- **Student Representatives are the ambassador of institutional values and discipline** and they help the administration in various aspects.

Thus, the students learn to identify and analyze a problem and come up with solutions.

USE OF ICT IN TEACHING-LEARNING

- **Google Classroom for Blended Learning**
- **Online Class** on Zoom, Google Meet platform. (During the Covid-19 pandemic special Online Class Routine was issued by the IQAC)
- Use of Whats-App group as platform for student-teacher interaction and dissemination of information.
- The E-Resources (**Self-Learning Materials**) as in the Institutional Website accessible to the students on login.
- Institutional YouTube Channel and Facebook Page for educational purpose.
- **Webinar & Online Workshops** on various curricular aspects by the departments.
- **Film screening** on related domain.
- **Use of Quizizz and Google Form** for teaching-learning
- **Competition among students through Online Platform**

OTHER INNOVATIONS

- 12 numbers of **Diploma and Certificate Courses** for enhancing employability and entrepreneurship.
- **Brainstorming Sessions** by Eminent personalities and educationists.
- **Thought of the Day** and **Afternoon Patriotic Song** on working days.
- **Weekly Class Tests**.
- **Principal's Interaction and Copy Checking**.

- **Open Book Examinations** for testing students' knowledge in an innovative way.
- **Student Home Visit** as part of mentoring strategy.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years				
Response: 95.43				
2.4.1.1 Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:				
2021-22	2020-21	2019-20	2018-19	2017-18
35	35	35	35	35
File Description	Document			
Upload supporting document	View Document			

2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)				
Response: 73.05				
2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years				
2021-22	2020-21	2019-20	2018-19	2017-18
29	28	20	23	22
File Description	Document			
Upload supporting document	View Document			
Institutional data in the prescribed format	View Document			

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

The Internal and External Assessment of the college are conducted as per CBCS guidelines of the Dibrugarh University. 80% marks in CORE & GE courses is fixed for External Assessment and 20% for Internal Assessment. The Internal Assessment is based on Student's Attendance, Assignments, Seminar/Group Discussion and performance in the Sessional Examinations.

Mechanism

- There is an **Internal Semester Monitoring Committee (ISMC)** to discuss issues related to internal assessment.
- **The IQAC appoints coordinators to conduct the sessional examinations.**
- HODs take necessary steps in setting of question papers and the Examination Committee is in charge of collecting and arranging of **question papers subject wise, appointment of invigilators** etc.
- **The schedule of sessional examinations is communicated to the students** through a variety of means, including the notice board, public address system, WhatsApp group, college website etc.
- The Sessional Marks are displayed in the **Departmental Notice Board.**
- Information related to **Seminar Presentation and Group Discussion** is notified in the departmental notice board and is also announced in the classroom.
- The **IA Marks are notified in the Notice Board** and the same is sent to the university.
- **Assistant Officer-in-Charge[AOC] for End-semester examination** is appointed by the Principal.
- **Answer scripts of the End-semester examinations are sent to the specific Zones** fixed by Dibrugarh University.

Reforms

- **Students are also evaluated through Online Quiz, Case Study, Field Trip, Community Survey** etc.
- **Computerization of End-semester examination process** is another area of reform.
- **Students can access the previous year question papers** from the central library.
- During the Covid-19 pandemic the departments also conducted **Sessional and End-Semester Examination through online platform.**
- **Close-circuit cameras** are installed for monitoring the examination system.

Grievance Redressal Sysetm

The College has a **Three-tier Grievance Redressal Mechanism**

Department Level

- Evaluated answer scripts of sessional examinations are shown to the students.
- If there is any discrepancy in the marks, the faculty members immediately make the necessary corrections.
- Students who fail to appear in the sessional examinations due to unavoidable circumstances are given a **second chance to reappear in sessional examinations**.
- **Counseling is offered to all the students and the slow learners** are provided with study materials.
- Guardians Meet is organized.

Principal /IQAC Level

- There is a Student Academic Grievance and Redressal Committee.
- The IQAC arranges **Students' Home Visit** for direct interaction with the guardians.
- The college administration addresses discrepancies such as **name changes and incorrect course code in admit card** etc. and then sends the applications to the University for correction.
- The Students' Union also brings up some common complaints which are resolved by the Principal in consultation with the IQAC.

University Level

- Grievances related to the End-Semester examination is settled at the University Level.
- The College authority forwards the grievance applications to the Controller of Examinations.
- Applications received for re-evaluation of the End-Semester answer scripts are sent to the affiliating University.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated

Response:

The College adopts a well-structured method for disseminating **Programme Outcomes and Course Outcomes of all programmes by displaying in the College Website**. The Course Outcomes for the Diploma and Certificate Courses are also displayed.

- The IQAC organizes **Orientation Class** for the newly admitted students and explains the Program Outcomes. HODs of each Department also take part and address the students.
- Teachers while teaching the Units explain the Course Outcomes and the pattern of questions to be set in examination (Internal and External) and its connection with the Cos.
- **The Course Outcomes are formulated by the respective Departments on the basis of learning**

objectives mentioned in the university syllabus.

- A Course File is prepared by the teachers that consist of the Course Outcomes.
- **The Vision and Mission statement and the Strategic Plan (2020-2030) displayed on the website provide POs, COs and PSOs with clear direction.**

Evaluation of the POs, COs and PSOs

The College follows numerous methods for Continuous and Comprehensive Evaluation. These are:

- Performance in the **Class Test**
- Performance in **Internal Assessment**
- **Practical Tests**
- Field Survey and report writing for **Project Work**.
- Performance of students in **extra-curricular activities**.
- The number of **students progressing to Higher Education** and those who are **employed (self or otherwise)** are both good indicators for assessment.

Chart on Assessment Methods:

Sl. No.	Method	Description
1	Class Test	As a part of Continuous Internal Evaluation (CIE) .
2	Home Assignment	It helps to assess student's analytical and problem-solving abilities .
3	Group Discussion	It is useful in assessing students' leadership, coordination and critical thinking ability .
4	Student Seminar	It is a technique to measure students' research oriented outlook, presentation and communication skills .
5	Research Project	Project works assess a students' ability to address a problem in scientific ways
6	Sessional Examination	It helps to assess the attainment of Course Outcomes.
7	Practical Test (Education Department, Diploma and Certificate Courses)	It is useful to assess students' practical knowledge and skill .
8	Internship and On the Job Training (Diploma and Certificate Courses)	It is useful in testing hands on skills and its application while gaining experience .
9	End Semester Examination	It depicts the attainment of all the course outcomes.

In addition to the above, regular feedback mechanism for the students, alumni and parents provide the college crucial data required to improve upon the teaching-learning process.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.2 Pass percentage of Students during last five years

Response: 90.34

2.6.2.1 Number of final year students who passed the university examination year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
201	265	227	262	233

2.6.2.2 Number of final year students who appeared for the university examination year-wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
230	266	248	283	288

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.9

File Description	Document
Upload database of all students on roll	View Document

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 5.87

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
1.962	1.13410	0.24	0.40	2.13

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

The cumulative efforts of the College Research Cell, Entrepreneurship and Skill Development Cell, Student Research Projects and Internship have created an ambient ecosystem for development of innovative platform of social importance. A research committee along with Entrepreneurship and Skill Development Cell and IQAC are working with the objective to create research environment in the college. The committee organizes various national, state and college level seminars, workshops, webinars, special talks, etc. to create an eco system for innovation, incubation and start up for the students and the neighboring shelf help groups.

Research Seed Money Scheme

The Seed Money Scheme for research fund is specially created to facilitate and promote research activities amongst students and faculty members.

Entrepreneurship Development Programme

The college has organised different workshops on Entrepreneurship **Development** in association with Alumni, Self Help Groups, and other organisations for under graduate students and other stakeholders to

startup their own enterprises. Under this programme, the college has organized various on campus and off campus *melas* (exhibition cum sale) that has provided a platform for students and local organizations including self help groups to showcase their products and experience the art of sale.

Skill Development Programme:

The different research projects related to socio economic condition of the neighboring community are undertaken by the college at different times. The college has taken it as a moral responsibility to work with these issues and selected 5 villages to adopt as nurtured village. Besides, the college has also started various skill development certificate and diploma courses in collaboration with other prominent institutions by signing MOUs with them to make the students self sufficient. The courses are:

- Electrical Technician
- Computer Hardware and DTP Operator
- Fishery & Piggery Farming
- Diploma in Horticulture
- TV Repairing Technician
- Metal Fabrication
- AC, Refrigerator Repairing Technician
- Retail Management
- Beautician & Skin Care
- Food Processing & Preservation

As part of Diploma/Certificate Courses, internship, on the job training, incubation and start-up programmes, workshops are organized.

Agriculture Farming Unit

A unit of Agriculture farming consisting of horticulture, fisheries and animal husbandry has been established in the college premises. Students of Horticulture, Fishery & Piggery Farming Course visit the farm as part of practical training. The college has been earning a handsome amount of income from the farm every year.

Farmers Friends Club

FFC has organized Skill-based training, workshops, seminars etc. for enhancement of scientific knowledge and technical knowhow for the overall development of the local farmers.

Institutional Social Responsibility Committee (ISRC)

The college ISRC has organized different Workshops, donated sports materials, teaching learning materials, furniture etc. for the development of institutions and youths of flood affected areas of nearby locality. The Committee has also taken initiatives to motivate farmers, youths, women in developing self reliance amongst them.

File Description	Document
Provide Link for Additional information	View Document

3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 44

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
21	5	5	2	11

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards

3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0.37

3.3.1.1 Number of research papers in the Journals notified on UGC CARE year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
8	2	0	1	2

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3.2 Number of books and chapters in edited volumes/books published and papers published in

national/ international conference proceedings per teacher during last five years**Response:** 1.74**3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
16	16	06	12	11

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.4 Extension Activities**3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.****Response:****Community Development**

- The Extension Activities Cell, ISRC, Eco Club, etc. of the college consistently promote participation and involvement of both the students and teachers in various activities related to socio-economic development of the neighboring community.
- It encourages participation in the different Motivational Programs ,Field Study , Projects on Community Development , Medical Camps , Anti-Drugs Programmes ,Cleanliness and Save Environment Programmes etc.
- Students are involved in taking classes in nearby schools .This helps the students to discover their inner talents and to develop teamwork skills, social responsibility, leadership skill.
- Farmers Friends Club and Youth Clubs are setup in the nurtured villages for skill development and stimulate motivation for a responsible and intoxication free society.

Holistic Development

- A multiple issues of social, political and economic significance are discussed and dealt with in order to create sensitivity among students so that committed and ethically informed citizenship is created. It also helps the students to gain experiential learning from their community involvement.
- The Extension Activities Cell has also organized "Extension Activities Week" and various other motivational programmes in the neighboring schools.

Social Issues

- Youth clubs were formed in 5 nurtured villages sport items, furniture etc. were donated to each of them. Moreover, each school of these villages was given teaching learning materials, water filters under the scheme of ISR of the college.
- Awareness programmes to face the flood and other disastrous events undertaken in different times are very much helpful to the society to tide over such critical situations.

Nurtured Villages of the College

- In the 5 nurtured villages, programmes like anti drugs campaign, clean and green drive, save wetland, gender equality, anti corruption campaign, anti tobacco, etc were undertaken.

Swachh Bharat/ NCC/ NSS

- The NCC and NSS units take part in various initiatives like Swachh Bharat, Awareness programs on commerce education, road safety, voters' consciousness, garbage disposal, and sensitizing the community at large to these vital issues have gone a long way in sustainable development of the society.

Environment/Wild Life Protection

- Programs like rainwater harvesting and conservation of drinking water, tree plantation drive, Installation of Hoarding in different places, Wildlife Protection Programme (Construction of Tiger Shed and 20 artificial Bird Nests), Clean India Programme at Teok area, etc. have been undertaken as part of environment consciousness.

Women Empowerment

- Programs on women empowerment are organised to i) create awareness among girl students of their condition and their rights ii) develop sensitivity towards problems of women iii) eliminate gender bias and patriarchal prejudices etc.

Health and Wellness

- Blood donation camps in association with different medical institutions are regular exercises where students and staff donate blood and it instills among the donors a sense of commitment and ethical responsibility.

File Description	Document
Provide Link for Additional information	View Document

3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

Response:

The Extension Activities Cell, ISRC, Eco Club, Disaster Management Cell, Tobacco Control Cell etc. of the college consistently promote participation and involvement of both the students and teachers in various activities related to socio-economic development of the neighboring community. Various Government and Non-Government organizations have issued letter of appreciation as a means of recognition of the activities done by the college in different period of time.

- Mr. Tapan kumar Gogoi, Honourable Member of Parliament, Jorhat highly appreciated the college authority for organizing **Incubation and Startup Conclave**.
- Mr. Rupjyoti Kurmi, Honourable M.L.A. Mariani Constituency, Jorhat highly appreciated the college authority for his holistic steps to build up students in a dynamic way and organizing Incubation and startup Conclave.
- Mr. Ashok Kumar Barman, Deputy Commissioner, Jorhat appreciated the college authority for organizing **Incubation and startup Conclave**.
- ICA Edu Skills awarded a Certificate of Excellence to Dr. Bijoy Krishna Pachani, Principal of the College for his valuable contribution towards social uplift.
- The Registrar, Dibrugarh University, Dibrugarh, highly appreciated the college authority for the steps taken towards carrying out various research activities and providing **Research Seed Money**.
- The College has received a letter of appreciation from the Office of the Controller, Civil Defence, Jorhat for various activities conducted by the Disaster Management Cell of the College.
- The District Tobacco Control Cell, Jorhat appreciated the College authority for organizing awareness programme on “No Tobacco Consumption”
- The District Transport Office, Jorhat highly appreciated the college authority for organizing Awareness Programme on Road Safety.
- The Gram Pradhan, Gakhirhowa Mouza appreciated the College for undertaking various socio-economic development programme in the local area.
- The College has received a letter of appreciation from the Head Master of Teok Mojdur Bagan L.P School for activities conducted by the Extension Activity Cell of the College .
- Dr. Binoy Brot Rajkhowa, Associate Professor, Department of Economics of the College has been awarded a Certificate of Excellence for successful implementation of RIO 24 war and Peace programme in the college.
- The College has received a letter of appreciation from the Head Master of Kaliapani L.P. School for providing sports equipments along with a Chair and a table by the Extension Activity Cell of the College.
- The College has received a letter of appreciation from the Head Master of Na Pamua L.P. School for activities conducted by the Extension Activity Cell of the College.
- The Head Master of Hanhchara H.S. School highly appreciated the College for providing material support by the Extension Activity Cell of the College.

File Description	Document
Provide Link for Additional information	View Document

3.4.3 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 organised in collaboration with industry, community and NGOs) during the last five years

Response: 42

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

2021-22	2020-21	2019-20	2018-19	2017-18
16	2	9	11	4

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.5 Collaboration

3.5.1 The number of MoUs, collaborations/linkages for Faculty exchange, Student exchange, Internship, Field project, On-the- job training, research and other academic activities during the last five years

Response: 12

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution

Response:

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 'dibyanga' students. Most of the classrooms are equipped with overhead projector facilities. The institution has **two conference halls and one smart classroom**, which are used for academic activities i.e. academic meetings, seminar and workshop. It has good infrastructure facilities required 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**, practical rooms for Beautician certificate course, DTP course, Food processing certificate course, cutting and tailoring course with – machines, **a piggery farm with 10 compartments that have the intake capacity of 80 pigs, two fisheries which were used for practical class of fishery certificate course, a horticulture bed nearly 10 bighas (6.249 acres) of land for practical activities** related to the horticulture course. In addition to these, the department of education has a well equipped psychological laboratory to carry out psychological experimentations. The institution has two computer labs with 30 computers. The college has **one digital library** which provides facilities like E-resources, Books, Journals and Magazines etc. for students. The institution provides adequate facilities for activities pertaining to sports, games, gymnasium and cultural events. It has an **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, cricket pitch and athletics ground**. The field of the college is also used for different cultural programmes like **Youth festival organized by Dibrugarh University, Diamond Jubilee** of the college etc. 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 **gymnasium attached with the indoor stadium**. The college has well equipped auditoriums which provide the students good facilities/venues for cultural activities. The institute provides **special classes for different co-curricular activities such as classical and modern songs, modern and classical dance, photography, fine arts, Borgeet & Khol, Drama, Javelin throw, Discus throw etc. in every fourth Saturday of the month hiring experts from outside.**

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)

Response: 91.74

4.1.2.1 Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
51.04	36.25	89.05	98.2	98.25

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

4.2 Library as a Learning Resource**4.2.1 Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library****Response:****LIBRARY AUTOMATION**

The library is automated one with the leading software SOUL, designed and developed by INFLIBNET Centre. The library management software gives a user friendly interface for delivering timely services to the users.

ILMS SOFTWARE SOUL

- Name of the ILMS software : SOUL (Software for University Libraries)
- Nature of automation : Partially
- Server version : 2.0
- Year of automation : 2010

FEATURES OF SOUL 2.0

- Full versions support 80000 records.
- Easy to generate various reports.
- Supports barcode.
- Printouts in desired format.
- Membership card, Book Card, Spine label etc.can be generated.
- Easy to find out the status of the records (OPAC).
- Multi user facility.
- Member photo support.
- ISBN support for book accession.
- UNICODE based multilingual support.
- Supports data exchange through ISO-2709.

- Compliant to International Standards such as MARC21, AACR-2, MARCXML.

LIBRARY SECTIONS

- Property counters section.
- General reference section
- Periodical section
- Newspaper section
- Circulation section (Issue, return, renewal, reserve)
- Reprographic and printing section
- OPAC and Internet section
- Book Collection - Subject Wise – DDC - Dewey Decimal Classification
- Research Section –Mphil,MRP,Ph.D. Section
- UGC Network Resource Centre – INFLIBNET-NLIST
- Rare books
- Technical Processing Section

LIBRARY SERVICES

- Computerised issue, return, renewal reminder and reservation services.
- Reference service
- New arrival display
- Book bank facilities
- Subscription of journals –print and online
- Open access service
- Overnight borrowing services
- Reading Room
- Question Bank Facilities
- Photocopying and Printing Facilities
- Orientation Programs for new users
- Internet Facility
- Access to INFLIBNET- N-LIST resources
- Career guidance corner for students
- CCTV surveillance for security reinforcement
- OPAC facility
- Digital repository for question papers, research articles

INFRASTRUCTURE OF LIBRARY

- High Speed internet

LIBRARY AWARD AND CERTIFICATE

- Best Library user (Every year)
- Internship facility for students pursuing degree/diploma in Library and Information Science.

LIBRARY RESOURCES

Name of the Resources	In Numbers
Printed books	20300
E-books	1,99,500 via NLIST
E-journals	6000 via NLIST
Databases	NLIST
Dictionaries	54
Encyclopaedia	150
Journal and Magazine	25
Newspaper	10
Bound Volume (Magazine)	170
Bound Volume (English Newspaper)	95
Manuscript	01

Eight (8) departmental libraries contain text books and reference books for student.

Amount spend on of purchase of books/e-books and subscription of journals/e- journals year wise during last five years (INR in Lakhs)

2021—22	2020-21	2019-20	2018-19	2017-18
1.73	0.30	1.39	0.73	3.13

Percentage per day usage of library by teachers and students: 9.17

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Response:

- The institution provides each department a **desktop with Wi-Fi and LAN facilities**.
- The central library of the college is also equipped 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 within the classrooms and with this objective in view it has installed overhead projectors 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.
- The institute has fourteen numbers of class rooms having overhead projectors and three seminar halls having overhead projector and two LCD monitors.
- **In Covid-19 lockdown period the institute organized Google meet and Zoom meet classes among the students.**

- For each semester students What's App groups are formed for providing study material and sharing other important academic related information.
- The institute has a good website in which information are shared and updated frequently. The entire admission procedures of the college have been automated.
- Every financial expenditure statements and examination related works are automated.
- The course contents developed by the teacher are uploaded in the website of the college as course content manager from which students can easily assess the desired material.
- The library of the college is automated partially and it is also upgraded from time to time and e-resources are also subscribed.
- **The institute has a broadband connection of BSNL of about maximum 15 mbps speed**, which facilitates the Wi-Fi connection to each of the departments, administrative office, IQAC office and library of the institution.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3.2 Student – Computer ratio (Data for the latest completed academic year)

Response: 21.89

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 46

File Description	Document
Upload supporting document	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)

Response: 85.41

4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
70.13	43.88	66.06	75.84	91.17

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years

Response: 93.62

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government and Non-Government agencies year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
956	1057	920	1072	957

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.2 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: A. All of the above

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 29.26

5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
549	49	140	113	700

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

File Description	Document
Upload supporting document	View Document

5.2 Student Progression

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 37.37

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
136	93	73	83	59

5.2.1.2 Number of outgoing students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
201	265	227	262	233

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 39.42

5.2.2.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
12	17	8	2	2

5.2.2.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
30	35	23	10	6

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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 last five years

Response: 52

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at

national/international level (award for a team event should be counted as one) year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
14	4	7	17	10

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 12.6

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
15	9	12	12	15

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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

Response:

"C.K.B. College, Teok Alumni Association" was formed on 23.04.2002. A permanent office of the Alumni Bhawan is constructed with MLA fund. The office is constructed in memory of Late. Dr. Ranjit Ranjan Saikia, former alumnus of C.K.B.College, Teok and Associate Professor, Department of History, C.K.B.College,Teok.

The college has an Alumni Association whose Registration No is: **RS/JOR/238/1/24 of 2022-2023.**

• **Present Executive Committee –**

1. President

- Rajani Baruah

2. Vice President

- Narendra Nath Saikia
- Jintoo Rajkhowa

3. Joint Secretary

- Sunil Kr. Bhattacharyya
- Diganta Borah

4. Asst. Joint Secretary

- Minakshi Mili
- Anupam Borah

5. Joint Organising Secretary

- Riju Kumar Saikia
- Kalyanee Baruah

6. Literature Secretary

- Bhagyashree Tamuli

7. Cultural Secretary

- Pranay Baruwati

8. Treasurer

- Champak Jyoti Bhuyan

9. Invited Guest Member

- Dr. Bijoy Krishna Pachani
- Mamoni Gogoi Baruah

10. Members

- Aliva Das
- Tanay Jyoti Sarmah
- Gobinda Borah

- Krishnapriya Das
- Arun Das
- Mukul Borah
- Dr. Mousumi Rekha Khound
- Raju Das
- Benudhar Borah
- Chandan Jyoti Borah
- Nirmali Dutta
- Chinmoy Jyoti Boruah
- **Financial and Other Support Services:** Alumni of C.K.B.College, Teok contributed to the holistic development of the college by providing financial support, and extending academic and other services also. A few such contributions are as follows :

- 1.From 2017 to 2022 the alumni of C.K.B. College, Teok donated a sum total of **Rs. 281549/- (Two Lakh Eighty One Thousand Five Hundred and Forty Nine only)** by Cash, Cheque, and Book form to the College.
- 2.Every Department has its own Alumni Association and they participate in departmental alumni meetings and also contribute by taking voluntary classes.
- 3.Every Department of this college has its own Alumni Association Committee and they participate in departmental alumni meetings and also contribute, especially books to their respective departments.
- 4.Since its inception, the Association has been functioning as a supportive organ and has been involved in various spheres for the upliftment of the College.
- 5.The Association gets together for regular Meetings both centrally and departmentally.
- 6.Donation of books to Central Library: The Alumni of the college have donated a good number of books to the central Library as well as to their respective departments.
- 7.Incubation and Star-Up Conclave: The ex-students of the college participated actively in “**Incubation and Star-Up Conclave**” organized by the Women Cell of the College, on 10, 11 & 12 April, 2022.
- 8.Street Play: The ex-students of the college participated actively in “Street Play” on Tobacco Control organized by the Tobacco Control Cell of the College, on 31.5.2022 at Bora Bazar, Teok.
- 9.A free health camp named ‘Eye-Screening Camp in collaboration with Lions Club of Jorhat’ was organized by alumni of this college.
- 10.Conducting Extension work in the neighbourhood areas.
- 11.Invited lectures by Alumni for encouraging ongoing students of the college.
- 12.Wall magazine by Alumni of Assamese Dept named "Gyankalpa" and portrait of Teachers.
- 13.A book named ‘**SARANEE**’ was published by the Alumni Association in the year February 2022.
- 14.Charity work by visiting old age homes, First Referral Unit (Hospital) Teok etc.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance

Response:

Vision: To provide affordable quality higher education through need based curriculum to students of all sections of society and help them to acquire knowledge, skill and value so as to make them empowered, innovative and socially conscious human resource, fully competent to face all the challenges of the changing world and can contribute significantly for the qualitative change of life of people (of the world).

Mission: To foster all round development of students as well as neighbourhood by providing quality education and developing skill for entrepreneurship and self employment to compete with the present day world and future. Efforts will also be made to generate new ideas as for benefit of society and to train people to work in the fields where they will be valued for their ability to work.

To carry on its mission and vision, the institution follows a democratic and participatory mode of governance with all stakeholders participating actively in its administration to deliver value based and advance education which bring significant benefits to the society. In this regard, the Governing Body and the Principal of the College acts as the apex bodies for smooth functioning and management of the College. Along with them, the Rector, IQAC and the Head of the Departments, the Convenors of various committees and different Cells and Clubs as well as library of the College, play significant role in framing the institutional policies and implementing the same.

Participation of Teachers in Decision-Making Bodies:

Teachers are involved in all the decision making bodies and various cells and clubs:

- **Governing Body:** Teachers representative are there in Governing Body where all the decision of the college is taken.
- **Internal Semester Monitoring Committee (ISMC):**

Internal Semester Monitoring Committee consists of all HoDs and headed by the Principal. It looks after timely conduct of sessional and annual semester examinations and preparation of the academic calendar.

- **Internal Quality Assurance Cell (IQAC):**

The chief function of IQAC is to facilitate the creation of a learner-centric environment conducive for quality education and adopt the required knowledge and technology for participatory teaching and learning process.

- **Committees and Cells:**

The Committees and Cells of the College are engaged in organizing various student oriented activities and programmes for their skill enhancement and personality development.

- **Research Projects:**

The faculty member of each department conducts periodic departmental and inter-departmental research projects. They are also engaged in undertaking an annual major research project funded under Research Seed-Money Scheme of the College.

- **Student Seminars :**

Department wise student seminars and group discussions are organised at every semester where the students are guided by the concerned faculties for enhancing their knowledge and confidence skills. In addition, the IQAC of the College also organised a National Seminar.

- **Regulation of Hostel facilities :**

The College provides girls and boy's hostel facilities and the Hostel Warden responsibility are shouldered by the respective appointed faculty.

File Description	Document
Provide Link for Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

Response:

The IQAC of C.K.B.College, Teok in consultation with the Governing Body headed by the Principal and Rector of the College formulated a 10 years Strategic Plan (2020-2030) for the college. Therefore, towards the achievements of the short-term and long-term goals of the plan, the College had designed a prospectus and a 'Code of Conduct' to foster all round development of the College and the students.

FUNCTIONALITY OF THE INSTITUTIONAL BODIES OF C.K.B COLLEGE, TEOK-

- **THE GOVERNING BODY:**

The Governing Body is the apex body in the administrative hierarchy of the college. The basic functioning of the governing body is to undertake financial management of the College, utilise fund received from the State Government and UGC. Besides this, it also undertakes functions like selection and promotion of faculty members, granting leave, arrangement for an internal audit and submission of annual reports etc.

◦ **PRINCIPAL:**

The Principal, being administrator of the College discharges his/her duties with transparency and fairness and promotes a collaborative, shared and consultative work culture which is best for the interest of the college.

◦ **RECTOR:**

The Rector of the College acts as a supervisor of the College's assets in managing the resource responsibilities, regulation of the class hours and discharges his/her duties refraining from any caste, creed, race or gender.

◦ **INTERNAL QUALITY ASSURANCE CELL (IQAC):**

The IQAC of the C.K.B College is established on 12th September 2005. The institution undertakes various academic and administrative activities. Its chief function is to facilitate the creation of a learner-centric environment conducive for quality education and adopt the required knowledge and technology for participatory teaching-learning process. In this regard, they arrange feedback responses from students, parents and other stakeholders; organize workshops, FDPs, seminars etc. It also keeps a record and documentation of various programmes/activities conducted within the College premises.

◦ **ISMIC:**

Internal Semester Monitoring Committee monitors the academic activities of each semester and advises IQAC for smooth and affective progress of the course.

◦ **HEAD OF THE DEPARTMENT (HOD):**

The Head of the Departments help in the regulation and management of the departmental activities, programmes, extension activities, classroom teaching and tutorials. etc.

◦ **COMMITTEES AND CELLS:**

The administration of the college is supported by a number of Committees, Cells and Clubs who perform their duties in all Co-curricular activities by involving students and neighbouring communities.

◦ **APPOINTMENT/ PROMOTION AND SERVICE RULES:**

Under this section, the College follows the Assam College Provincilization Act 2005, Assam Civil Service (Conduct) Rules 1965 and The Assam Services (Discipline and Appeal) Rules 1964. However, in regard to the promotion of the teaching and non-teaching staff, the college follows the guidelines of the Director of Higher Education (DHE), Government of Assam. In addition, in regard to promotion, the Principal of the College submits a confidential report to DHE Assam as per the performance of the employee.

File Description	Document
Provide Link for Additional information	View Document

6.2.2 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Upload supporting document	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The welfare measures and performance appraisal system for teaching and non-teaching staff at C.K.B.College, teok are mentioned below:

Institution Initiated Welfare Schemes:

- The college has a welfare fund “C.K.B.College, Teok Welfare fund”, which tries to meet the financial requirements of both teaching and non-teaching staff, especially during unforeseen situations.
- Out station teaching staff are provided free accommodation in the college guest house as and when necessary.
- The college has two canteen with proper hygiene facilities, clean drinking water and food items with subsidized rates.
- All the faculties avail various leave facilities as per state govt. rules and regulations.
- For delivering health facilities the college had signed a MoU with Dr. Mohesh Regon (Rtd. MBBS) for medical consultation. Moreover, the college also has a medical cell.
- Crèche facility is provided to the teaching and non-teaching staff.
- Car parking facility is available for both teaching and non-teaching staff.
- There is also ‘Teachers Common Room’ with a separate washroom and other amenities made available for their recreation.
- Teaching and non-teaching staff of the college also offer assistance to the needy one.

Other Government Funded Welfare Scheme operated by the College :

- Provident Fund.
- Group Insurance Scheme: It provides insurance benefits to the staff appointed in accordance with the rules of recruitment of the State Government.
- Management encourages Faculty members to apply for promotions without any delay.

- Maternity and Child Care Leave is provided to all the female teaching and non-teaching staff.
- National Pension Scheme (NPS)
- Financial assistance to attend conferences/workshops/seminars/FDP.
- Study leave for research work.

Performance Appraisal System :

- **Teacher Performance Record (TPR):**

A Teacher Performance Record (TPR) is maintained by IQAC by which details of class test, assignments, ICT class, remedial class, extension activities conducted by the faculty members are recorded. It is monitored by the Head of the Department and the Principal. It is also evaluated by the management team during the annual academic audit.

- **Evaluation by Management :**

- The IQAC constitutes an Academic Review Committee every year to evaluate the performance of teachers. All teachers submit the proforma of the Performance Based Appraisal System (PBAS) at the end of the academic year along with the monthly appraisal report. The principal submits a Confidential Report for teaching and non-teaching staff to the Director of Higher Education (DHE), Assam at the time of their CAS promotion.
- The IQAC provide best department award, Best Teacher award and best Students award in every academic year on the basis of their performance.
- **Faculty evaluation by the students:**

IQAC monitors the feedback mechanism in the college. In each Academic year the students evaluate their teachers both in online/ offline mode.

File Description	Document
Provide Link for Additional information	View Document

6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 7.78

6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
02	0	0	0	11

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

Response: 17.41

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
06	11	4	6	08

6.3.3.2 Number of non-teaching staff year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
7	6	7	7	7

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

Chandra Kamal Bezbaruah College, Teok has a 'Planning, Purchasing and Monitoring Board,' constituted by the Governing Body and headed by the Principal of the college. Every Department, Cell, IQAC, Central Library, Student Union and Hostels (both boys and girls) prepare a budget for every financial year and place before the board for discussion. The Board allocates funds to the respective cells and departments in

consultation with them. The Board also verifies the previous year's fund utilisation. The Main Sources of CKB College Fund are:

CENTRAL GOVT. FUND	STATE GOVT. FUND	NON-GOVT. FUND	
Funds from UGC and RUSA	Teaching and Non-Teaching staff salary	Contribution by Teachers	
Funds from MP/ LAD	Other infrastructural grant	Fee from Self-Financing Courses	
		Funds raised from Livestock and	
		Students fee	
		Donation from Alumni and well v	
		Fund raised through lottery	

The funds provided by the Central and State govt. are used for various developmental activities like construction of new buildings, renovations of buildings and purchasing of books & journals, e-journals, new equipments for labs, sports goods and classroom equipments like digital board, white board etc. Besides, UGC grants are availed to organize UGC sponsored National Seminar, green initiatives, extension activities etc. The funds from State govt. are used for infrastructural developments and student's academic welfare activities etc.

Audit Procedure of the College:

The Principal is accountable for all the financial transactions of the college along with other supporting financial staff. The institution conducts external and internal audits for both Government and Non-government funds.

Internal Audit: The Auditors are headed by the Chartered Accountant, who visits the College and does a methodological verification on yearly basis. The team verifies all payments receipts, vouchers of the cash transactions, ledgers and cash book at a regular basis.

External Audit: The external audit or agency is appointed by the Govt. of Assam, to audit the finances of the college and prepare a audit report for the same.

File Description	Document
Provide Link for Additional information	View Document

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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The IQAC of CKB College, Teok was constituted on 12th September 2005. It plays a pivotal role in the enhancement and sustainability of quality education services provided by the College. It performs various academic and administrative functions of the College.

GOALS:

- 1.To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- 2.To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

- **Main Functions of IQAC**

- Development and application of quality bench mark/parameters for the various administrative and academic activities of the College.
- Arrangement for feedback responses from student, parents and other stakeholders on quality related institutional processes.
- Monitoring the extension and outreach programmes of the departments of the college
- Evaluating curricular and co-curricular activities.
- Promoting high professional standard by integrating research in teaching
- Prepare AQAR of the College based on the quality parameters/ assessment criteria developed by quality assurance body, NAAC in the prescribed format.
- In collaboration with the departments and cells of the College the IQAC organises workshops, seminars etc.
- Documentation of various programmes and activities of the College
- Quality initiatives like accreditation and ranking, consultancy, collaboration, feedback analysis, incubation and start up conclave, internal promotion, departmental and inter-departmental research etc.

Best Practice of IQAC**Audit Practice**

- **Academic and Administrative Audit (AAA):**

AAA is conducted by a committee constituted by the IQAC to maintain quality in the institution. The committee visits each department and evaluates the performance of the teachers in group and in person. The evaluation is based on the pro forma of self -appraisal submitted by the teachers, the confidential report by the principal, HoDs, feedback from the students etc. External Audit is done once in every five years.

- **Energy Audit:**

The college conducted Energy Audit at least once in every five year. Present Energy Audit is done in 2022. The audit was conducted by a committee of external experts and the data collected from the survey includes- computation of energy consumption, uses of Solar Energy by the institution for sustainable development, Installation of Solar Panels, LED bulbs etc.

- **Auditing for Green Campus Management :**

The college conducted Green Audit at least once in every five year by external agency and the present audit is done in the year 2022. Eco Club of the college also take necessary measures for assessment of clean and green campus regularly.

File Description	Document
Provide Link for Additional information	View Document

6.5.2 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)/ membership of international networks**
- 3.Participation in NIRF**
- 4.any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc**

Response: A. All of the above

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 7 - 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 and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years

Response:

C.K.B. College, Teok being a premier institution in the region necessitates efforts and initiatives to promote gender equity and celebrate/organize days, events, and festivals of importance.

With regard to **Gender equity**-

- The institution is graced with the **active participation** of women members in the highest decision-making body, departments, cells, clubs, and committees and at the Students' Union.
- The institution has **Women Cell, Gender Sensitization Cell, Health and Sanitation Cell, Medical Cell, Girls' Counseling Wing, and Grievance Redressal Committee and Sexual Harassment Committee** that look into gender-related issues and concerns in the college and outside.
- As a part of the **curriculum**, the students have papers on Gender and Women under the CBCS programme such as **Feminism: Theory and Practice, Women's Studies, Sociology of Gender, Gender and Violence, and Women in Indian History**.
- The institution has **certificate courses** such as Retail Management, Food Processing and Preservation, and Cutting and Tailoring for girls students.
- In terms of facilities for women, there are Girls' Common Room, Girls' Hostel, 24X7 CCTV cameras at the campus and hostel corridors, and **incinerators** at the Girls' Common Room and Girls' Hostel for their use and safety.
- The institution organizes **talks, events, workshops, medical check-ups, and gender sensitization activities** on various issues and concerns from time to time.

With regard to the institution celebrating/organizing **national and international commemorative days, events and festivals**, it observes-

- **Silpi Diwas** is celebrated on **17th January** commemorating Assamese cultural icon 'Rupkonwar' Jyoti Prasad Agarwala.
- **Republic Day** is observed on **23rd January** every year in association with Students' Union.
- **National Voters Day** is observed on **25th January** by the Dept. of Political Science.
- **World Wetlands Day** is observed on **2nd February** by the Eco Club and Disaster Management Cell.
- **International Matribhasha Diwas** is celebrated on **21st February**.
- **International Women's Day** is observed on **8th March** every year by the Women Cell.
- **World Poetry Day** is celebrated on **21st March** by the **Literary Club, Dept. of English, and Dept. of Assamese**.
- **World Heritage Day** is observed on **18th of April**.
- **World Intellectual Property Day** is observed on **26th of April**.
- **World No Tobacco Day** is observed on **31st May**.

- **World Environment Day** is celebrated on **5th June**.
- **Kalaguru Bishnu Prasad Rabha Divas** is observed on **20th June**.
- **International Yoga Day** is organized on **21st June**.
- **Independence Day** is observed on **15th of August**.
- **Teacher's Day and College's Establishment Day** are observed every year on **5th of September**.
- **Sudhakantha Divas** is observed on the **death anniversary of Bharat Ratna Dr. Bhupen Hazarika** on the **5th of November**.
- **National Education Day** is observed on **11th November**.
- **Constitution Day** is observed on **26th November** by the **Dept. of Political Science**.
- **World Aids Day** is celebrated by **Red Ribbon Club** on **1st of December**.
- **Human Rights Day** is observed by the Dept. of Political Science on **10th of December**.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.1.2 The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

Response: A. 4 or All of the above

File Description	Document
Upload supporting document	View Document

7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. Green audit / Environment audit
2. Energy audit
3. Clean and green campus initiatives
4. Beyond the campus environmental promotion activities

Response: A. All of the above

File Description	Document
Upload supporting document	View Document

7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic diversity and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

Chandra Kamal Bezbaruah College, Teok is situated at a place where there is a conglomeration of tribal and non-tribal culture and it has invariably entailed itself in promoting an inclusive environment to its students, teaching staff and all other stakeholders. The college has positively regarded to every culture, region, language, and community with utmost earnestness. It has also taken initiatives through awareness programmes, motivational programmes, day celebrations, workshops and popular talks at every point to include the local community, alumni and others to make them imperative.

- To exhibit **cultural harmony**, the college encourages incorporating cultural representation into the programmes, functions and festivals such as youth festival, college week, *Bhaona* etc.
- The **regional** festivals, occasions and attires are also acknowledged by the college.
- To bring in **linguistic harmony**, Department of English, Assamese and Literary Club of the college takes initiatives by creating awareness among the students and stakeholders regarding language and its usage.
- The **socio-economic harmony** of the local community has also been given due importance by conducting surveys and research works periodically to collect information regarding their socio-economic background. Nurtured villages of the college clearly reflect it. Students' Home Visits are also conducted by the college to get an insight of the conditions of the students so that the college has a clear view while organizing necessary programmes for them.

Keeping the objective of sensitization of students and employees in view, the college observes **Republic Day, Independence Day, Constitution Day, National Voters' Day, Human Rights Day and International Yoga Day, National Education Day** etc. to mould the students and employees into responsible citizens.

- The college has organized programmes like **Incubation and Start-Up Conclave, Bhogali Mela Exhibition cum Sale** to boost self-expression among the students and varied socio-cultural units in their various spectrums of life.
- The college also has a **Students' Union** formed as per Lyngdoh Committee recommendation, **Code of Conduct** for students that ensures the sensitization to the constitutional obligation.
- The admission procedure of the college is also based on **reservation policy** of the Government of Assam.
- The college also encourages the teaching staffs to offer their services in the **election process** of Panchayat, Municipal and General Legislative etc. by performing the role of **Presiding Officers, Master Trainers** etc.
- The women teaching staff and non-teaching staff are provided with the facility of **maternity leave, child care leave and day care center** at the college.
- The **biodiversity** of the college has also been conserved by the college authority. The different species of trees, birds, reptiles etc. co-exist in the college campus.

In addition to these, the college conducts programmes, campaigns on Road Safety, New Traffic Rules, Disaster Management etc. and observes days of national and international importance such as International

Women's Day, World Intellectual Property Day, World Earth Day etc. to sensitize the students and employees regarding the constitutional obligations. College and Departmental Magazines, and other publications also reflect the social, cultural, linguistic sensitization of the college.

File Description	Document
Provide Link for Additional information	View Document

7.2 Best Practices

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

Response:

BEST-PRACTICE- I

Title: - INSTITUTIONAL SOCIAL RESPONSIBILITY (ISR) SCHEME

OBJECTIVES OF THE PRACTICE:

- 1.To provide support to students, community and assist personalities contributing to socio-cultural field.
- 2.Create socio-economic, environmental awareness among the neighbouring communities and adopting school to develop infrastructural and academic equipments and villages to motivate the youths with skills for self-employment and entrepreneurship through Farmer's Friend Club and Youth Clubs.

THE CONTEXT :

The college always focuses on extension of its service from the campus to the surrounding communities. Initiatives are taken in tune with the Sustainable Development Goals 2030, with holistic approach to lift the neighbouring community through empowerment, logistics support and skill enhancement. The Departments, Institutional Social Responsibility Committee, Skill Enhancement and Entrepreneurship Development Cell, Extension Activity Cell, Women Cell, Disaster Management Cell etc. are playing a vital role in fulfilling the objectives of the practice.

THE PRACTICE:

- **Appreciation to unsung social leaders-** The college felicitates the retired teachers, eminent women personalities having exemplary contribution to the society and it has also taken initiative to name the buildings in the names of the founders of the institution as a mark of regards and acknowledgement of their contribution.
- **Social Support-** The institution has organized workshop, training programmes and campaigns keeping social transformation in view.
- **Skill Support-**The college has undertaken measures to support the neighboring community by

organizing courses in cutting and tailoring, piggery and fishery farming, Food Processing with the objective to motivate them to find out avenues of livelihood by organizing workshop training etc.

- **Environmental activities-** Eco Club, NSS Unit and Extension Cell has carried out environmental awareness programmes and construction works to foster bio-diversity in the nurtured villages and adopted schools.
- **Economical Support-** Concessions, Transportation Fee, Group Insurance facilities are provided to the students of the college.
- **Academic Support-** The college organizes special lecture, workshops, programmes for advancement of academic support to the students and community.
- **Nurtured Villages and Adopted Schools-** The college has five nurtured villages and six adopted schools. A number of activities/programmes under the banner of various cells and clubs have been carried out in these villages.

EVIDENCE OF SUCCESS:

- The college started **courses in electrician, cutting and tailoring from 2017** and helped unemployed youths to find out prospective means for being self-employed. The college has organized several social responsible activities such as **International Women's Day, Literary campaign, Health Check-Up Programme, two months Cutting & Tailoring training programme from 06/06/2018 to 11/08/2018** and from **03/12/2019 to 03/01/2020, Free Eye Screening Camp, Special camp "Plantation cum Cleanliness" from 03/02/2021 to 5/02/2021, Extension Activity Week from 1st March to 6th March, 2021** and three-day **Incubation and Start-Up conclave from 10th to 12th April, 2022** for boosting self-employment and entrepreneurship.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED

Problems	Requirement
Mobilization of financial resources to carry out the programmes since no fund is provided by the government for such activities.	Financial help from the part of government.
Students loaded with courses of study within the framework of CBCS system find it difficult to manage time for social activities.	Within the credits under courses of study Social service should be also counted as credits.

BEST PRACTICE - II

Title: - FOSTERING RESEARCH CULTURE AMONG STUDENTS THROUGH RESEARCH SEED MONEY SCHEME

Objectives of the Practice

- To understand the problems of personal and social life and develop awareness, problem solving skills and sense of social responsibility among the students through research.
- To develop inquisitiveness and skill among the students to study the social problems and to find its solutions.

The Context

To emphasize on experiential learning the college has taken initiative to impart the capabilities of students to think critically, understand and solve the problems of the society. The college has been fostering the research culture among the students from 2018 with a **Research Seed Money Scheme**. This practice, therefore, aims to encourage the students to make logical decisions, innovate, co-operate, and team work and effective communication development.

The Practice

Keeping the objectives of this practice in view the institution follows the following procedures for smooth progress of the practice.

- The institution has a Research Seed Money Scheme to provide financial support and to encourage faculties and students towards research activities and to undertake various research works.
- The authority sanctions specific amounts for Departmental, Inter-Departmental, Major and Mega Projects. It groups the departments to form the Inter-Departmental research groups. It carries out a selection process among the faculty members to make a group for major research projects.
- By far there are Forty One Research Projects have been undertaken with the joint venture of teachers and students during the last five years.
- Two Major Research Projects have been assigned till date out of which one is completed and other is ongoing.
- Experts from Dibrugarh University are always consulted in the form of interview at the time of sanctioning and after submission of the project.

Evidence of Success

The Departments undertakes research activities on varied research problems mostly involving the students so that they can acquire knowledge on research work and the methodologies. Issues related with Socio-Economic Aspects, Health Services, Language Proficiency, Politics and Women, Tea Garden Workers, Self-Help Groups, etc. Minor Research Projects, Inter-Departmental and Mega Projects on issues such as Rural Women Livelihood, Government Sponsored Welfare Schemes, Entrepreneurial Development, Socio-Economic Condition of Marginalized Communities etc. were undertaken.

As a result of the projects students are well acquainted with the problems of the concerned community and deliver their experiences in framing policy of the extension activities of the college.

Problems Encountered and Resources Required

Problems	Requirements
Mobilization of financial resources to carry out the programmes since no fund is provided by the government for such activities.	Financial help from government.

Students loaded with courses of study within the framework of CBCS system find it difficult to manage time for social activities.	Within the credits under course service should be also counted as credits.
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File Description	Document
Best practices as hosted on the Institutional website	View Document
Any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Will and Wheel

Chandra Kamal Bezbaruah College is a premier institution of Teok region that believes in imparting and developing skills of students in various fields by providing a platform to have **skill based education** apart from the general education. The college has been giving a huge importance to build up the students for extra-curricular activities, self-employment, and entrepreneurial interests. As *National Education Policy 2020* has given thrust on opportunities for a holistic development of students through general education, technical, vocational education along with skill development, the college has been effectively engaged in this **since the year 2017**.

- A number of **Certificate/Diploma Courses** have been introduced in the college to mould the students into a self-reliant and self-sufficient citizen of the nation with due considerations of the feedback received from the conscious people of the neighbouring community and after scrutiny, discussions and taking advice from experts from Dibrugarh University.
- The college has also put an effort **to enhance the skills of students in the field of sports as well as in cultural events** such as *Borgeet* (Assamese Devotional Song), *Jyoti Sangeet*, *Folk Song*, *Mime*, *Drama*, *Fine Arts* etc. through introduction of special coaching classes.
- The rationale behind introduction of these **skill enhancement initiatives** is to provide a platform to the students and help them to discover their skills, talents and explore their own potential and interests thereby developing knowledge, sportsmanship, teamwork and a positive attitude.
- As most of the students of the college come from the rural areas with weak economic background, these initiatives would have helped to awaken their **will to learn** the skills of diverse fields and be determined to build the four pillars of **wheel of life** viz. physical, mental, emotional and spiritual

well-being to live a life of purpose.

- The Diploma and Certificate Courses are affiliated to the Dibrugarh University, Dibrugarh, Assam.
- The college has signed MOUs with H.R.H. The Prince of Wales Institute of Engineering and Technology, Jorhat, Assam (A Govt. of Assam Institute recognized by AICTE) for the smooth functioning of practical classes of Diploma in Electrician, Metal Fabrication and A.C. & Refrigerator Repairing.
- For the Diploma course in Horticulture, the college has signed an MOU with Assam Agricultural University, Jorhat, Assam.
- The Computer Hardware and DTP course has MOU with Jorhat Institute of Science and Technology, Jorhat, Assam (A Govt. of Assam Institute recognized by Assam Science and Technology University).
- The courses are designed for Six months, One year and Two years where the college appoints resource persons to teach the students. The classes are conducted in a weekly manner covering Thirty (30) hours of duration as a whole.
- For the special coaching classes, the IQAC constitutes committees among the faculty members to arrange the programmes in a prudent manner. The coordinators collect the names of the students willing to participate in the training programmes. The coordinators and the members of the committees finalize the resource persons for each class. Moreover, IQAC prepares a list containing allotment of specific rooms and the names of coordinators and members for each activity and it is circulated among the students and faculty members. The basic facilities/equipments needed for these cultural and sports activities are provided by the institution.

Diploma and Certificate Courses run by Chandra Kamal Bezbaruah College, Teok are listed below-

Sl. No.	Name of the Course	Year of Inception	Course Duration
1.	Diploma in Electrician	2017	2 years
2	Skincare and Beautician	2017	1 year
3	Cutting and Tailoring	2017	6 months
4	Retail Management	2017	6 months
5	Food Processing and Preservation	2017	6 months
6	Computer Hardware and DTP	2018	1 year
7	Metal Fabrication	2019	1 year
8	A.C. & Refrigerator Repairing	2019	1 year
9	Piggery and Fishery	2019	1 year

10	Plumber and Bathroom Fitting	2021	6 months
11	T.V. Repairing	2019	1 year
12	Horticulture	2020	1 year

Following are the special coaching classes for sports and cultural events held from the year **2018-**

1. Borgeet, Khol
2. Modern Song, Jyoti Sangeet, Bishnu Rabha Sangeet
3. Parbati Prasad Sangeet, Bhupendra Sangeet, Jayanta Sangeet
4. Folk Song (Solo and Group)
5. Creative Dance, Classical Dance, Group Dance
6. Drama, One Act Play, Mime & Mimicry
7. Quiz, Elocution and Debate
8. Recitation (English and Assamese)
9. Fine Arts
10. Photography
11. Shot Put, Discus Throw, Javelin Throw
12. Football and Taekwondo
13. Cricket

The introduction of these skill based initiatives have enabled students amplify their knowledge and skills to grab opportunities and perform in a substantial manner. They have been able to receive laurels in the distinguished fields and making a living out of it. The college embarked a path of learning for the students and with due engagement of the students of the college, they have been able to gain the benefits from the initiatives.

The college has also put in efforts to build the skills of the people of the neighbouring community. Through the Diploma Courses in Horticulture, Piggery and Fishery farming, the Extension Activity Cell and the Institutional Social Responsibility Committee have exemplarily motivated the local youths of the five adopted villages of the college by forming Farmers' Friends Club and Youth Clubs.

The college also has a NCC Wing (64 Assam Girls BN NCC C.K.B. College Teok) that believes in honing the skills of girl students and nurturing them into citizens of character, comradeship and discipline. For this purpose the college always encourages the girls students to join in the NCC Wing and participate in the camps/training/events organized by the NCC Academy, Jorhat.

Some significant institutional initiatives to impart the benefit of the courses among the community includes-

1. Exhibition cum Sale Counter Facility during various workshop and festivals.
2. Incubation and Start-Up Conclave organized by the college from 10th April to 12th April, 2022 wherein the students of various courses were provided the opportunity of showcasing their practical usage of their courses.
3. Workshop on "Empowering Rural Youths in the Fields of Socio-Economic and Entrepreneurial Development" organized by Extension Activities Cell in Association with the Institutional Social

Responsibility(ISR) Committee, C. K. B. College, Teok as on 18-05-2022.
 4.National Workshop on “Livestock-Fish-Horticulture based Integrated Farming for Enhancing Livelihood Security and Economic Empowerment of Rural Youths” on 18-05-2022

File Description	Document
Any other relevant information	View Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

- The college feels honoured and proud to have hosted **Dibrugarh University Inter-College Youth Festival** on 28, 29 & 30 January 2017.
- On 19.1.2018 the college organized a unique event called “**Naming Programme**” as a gesture of **gratitude** and **recognition** for those great souls whose unwavering efforts and sacrifices helped the set up of the institution against all odds. On the occasion classrooms and buildings of the college were named after them as a **mark of honour**.
- During the assessment period, the college celebrates its **Diamond Jubilee** and reaches a new milestone.
- **Diamond 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
- Literary Club of the College published a bilingual book titled “**New Thinking New Horizon**” ISBN: 978-81-951202-7-7
- Five Departmental Research Projects published in book form entitled “**The Quest**” ISBN: 978:81-951202-0-8
- Formation of **Cluster Union** through MOU with Amguri College and Jorhat Kendriya Mahavidalaya is an important strategy of the institution.
- The Women Cell of the college organized an **Incubation and Start up Conclave** in association with Alumni association and Teok Press Club on 10th, 11th and 12th April, 2022 which is unique to inspire the students, Alumni and the nurtured SHG.
- In the year 2022, **Institution’s Innovation Council** of the college is constituted. Within a short period IIC performed the following works:
 1. Webinar on **Entrepreneurship & Innovation as Career Opportunity** on 28.10.2022
 2. Workshop on “**How to Avoid Electrical Short Circuit**” in association with Diploma in Electrician on 05.11.2022
 3. Meet the **Entrepreneur and Innovator Programme “My Story-Motivational Session”** on 17.11.2022
- One large auditorium is built with the help of Infrastructural grant of Government of Assam for the college and the local community.
- Establishment of **Mahapurusha Srimanta Sankardeva Research and Study Centre** through an MOU with Mahapurush Srimanta Sankardeva University, Nagaon, Assam.
- As a gesture of **gratitude, admiration and honour** for the **retired teachers** and social workers of the district, the college felicitates five teachers and one social worker every year on its **Foundation Day**.

Concluding Remarks :

Despite various challenges associated with its location in a rural area, the college is thrusting untiring effort to achieve its desired goal. Keeping in mind its vision, the college is striving to promote holistic development of both students and its surrounding community by providing quality education and fostering the development of entrepreneurship and self employment skills. The college’s mission to achieve new heights is continued by its visionary leadership and committed faculty. The college has introduced Diploma/Certificate Courses in an

effort to promote self-employment and entrepreneurship among students. Additionally, it also connects students in community linkage programmes organized by Extension Cell, Women Cell, NSS, ISR Committee etc. in an effort to instill in them a sense of social responsibility. During the assessment period, the college has organized a substantial number of extension programmes with active participation of students and faculty. The college does its best to utilize its resources effectively and the funds allocated to the institution are properly used to maintain and upgrade its infrastructure. As part of the Research Seed Money Scheme, projects are carried out in order to promote research culture among students and also to inculcate in them the mindset to address and study various socio economic issues of the society in a scientific manner. The college works for overall growth and extends all possible support to its students. In an effort to forge organic linkage with students and their family, the faculty members carry out “Students Home Visit” program. To carry out its academic plans and programmes, the college has signed MoUs and established linkage with a number of institutions. It is important to note that pig farming, goat farming, poultry and fish farming are sources of income for the college, and the institution is also trying to inspire its students to pursue independent careers in farming. The college is devoted to maintaining its green campus which provides habitat for a variety of plants, birds and reptiles. As per the recommendations of Director of Higher Education, Assam and Dibrugarh University, the college is now preparing to implement NEP 2020 effectively.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
3.2.2	<p>Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years</p> <p>3.2.2.1. Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>29</td> <td>6</td> <td>9</td> <td>4</td> <td>14</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>21</td> <td>5</td> <td>5</td> <td>2</td> <td>11</td> </tr> </tbody> </table> <p>Remark : DVV has made the changes as excluded the activities such as Inter college workshop on Yoga; One Week Drama Workshop; A Special Talk on Asomiya Kobitar Bostutatva organized by Literary Club of College etc.</p>	2021-22	2020-21	2019-20	2018-19	2017-18	29	6	9	4	14	2021-22	2020-21	2019-20	2018-19	2017-18	21	5	5	2	11
2021-22	2020-21	2019-20	2018-19	2017-18																	
29	6	9	4	14																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
21	5	5	2	11																	
3.3.2	<p>Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years</p> <p>3.3.2.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>40</td> <td>41</td> <td>26</td> <td>27</td> <td>30</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>16</td> <td>16</td> <td>06</td> <td>12</td> <td>11</td> </tr> </tbody> </table> <p>Remark : DVV has excluded the books which are having ISBNs.</p>	2021-22	2020-21	2019-20	2018-19	2017-18	40	41	26	27	30	2021-22	2020-21	2019-20	2018-19	2017-18	16	16	06	12	11
2021-22	2020-21	2019-20	2018-19	2017-18																	
40	41	26	27	30																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
16	16	06	12	11																	
3.4.3	<p>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 organised in collaboration with industry, community and NGOs) during the last five years</p>																				

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
20	18	11	12	16

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
16	2	9	11	4

Remark : DVV has excluded the activities conducted within the campus.

4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)

4.1.2.1. Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
51.04	52.30	89.05	115.83	129.49

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
51.04	36.25	89.05	98.2	98.25

Remark : DVV has made the changes as per shared report by HEI.

6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

6.3.2.1. Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
29	0	0	0	17

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18

02	0	0	0	11
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Remark : DVV has excluded repeat count of the faculty.

6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

6.3.3.1. Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
15	14	8	10	10

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
06	11	4	6	08

6.3.3.2. Number of non-teaching staff year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
7	6	7	7	7

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
7	6	7	7	7

Remark : DVV has excluded FDPs of duration less than 5 days.

2.Extended Profile Deviations

ID	Extended Questions										
1.1	<p>Number of teaching staff / full time teachers during the last five years (Without repeat count): Answer before DVV Verification : 44 Answer after DVV Verification : 35</p>										
1.2	<p>Number of teaching staff / full time teachers year wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>34</td> <td>35</td> <td>30</td> <td>33</td> <td>34</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	34	35	30	33	34
2021-22	2020-21	2019-20	2018-19	2017-18							
34	35	30	33	34							

Answer After DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
35	35	30	33	34

2.1 **Expenditure excluding salary component year wise during the last five years (INR in lakhs)**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
121.17	96.18	155.11	191.67	220.66

Answer After DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
52.51	46.81	102.28	101.13	103.63