



# K. C. DAS COMMERCE COLLEGE Internal Quality Assurance Cell (IQAC)

CHATRIBARI, GUWAHATI - 781008  
e-mail : kcdcc@sify.com ♦ website : www.kcdccollege.org  
Fax : 0361-2606312

Ref. No. : .....

Date : 2/6/14.....

## Notice

It is notified for all concerned that a meeting of the IQAC will be held on 5<sup>th</sup> June 2014, at 12.30 PM in the IQAC room. All the conveners and the librarian are requested to attend the same to discuss the progress of the AQAR.

*Phookun* 2/6/14

(Dr. Runjun Phookun)

Co-ordinator, IQAC

K. C. Das Commerce College

Co-ordinator, IQAC  
K. C. Das Commerce College  
Chatribari, Guwahati-781008

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## AGENDA OF THE MEETING

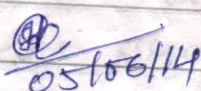
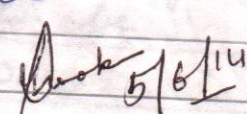
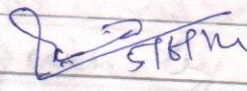
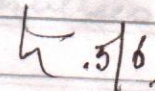
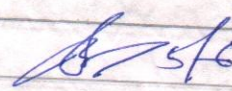
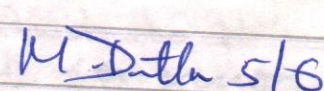
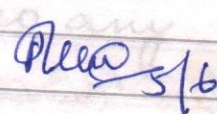
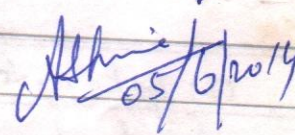
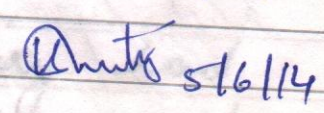
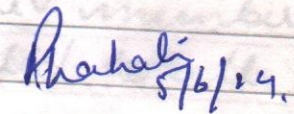
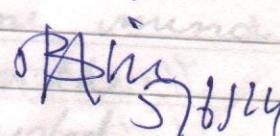
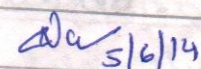
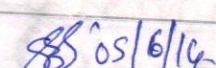
- 1) To discuss about the progress of AGAR.
- 2) Any other matters

# MEETING OF THE IQAC.

5<sup>th</sup> JUNE 2014.

## Members Present

## Signature

- 1) Dr Homeswar Kalita, Principal.  05/06/14
- 2) Dr Runjun Phookun, Co-ordinator  5/6/14
- 3) Prateek Ch. Karali  5/6/14
- 4) Jayashree Dam P. Chaudhary  5/6
- 5) Bhababhuti Sarma  5/6
- 6) Malamsini Kluth  M. Datta 5/6
- 7) Prasanta la sena  Plea 5/6
- 8) Dr A. Sharmal Borah  Ashmita 05/6/2014
- 9) Dr Upasana Chakravarty  Anita 5/6/14
- 10) Pallavi Kalali  Prateek 5/6/14
- 11) Bipul Ch. Kalita  Ashmita 5/6/14
- 12) Chaitani Das  Das 5/6/14
- 13) Saman Bhattacharya  S. 05/6/14

## CRITERIA III - Research and Innovation

According to convenor Dr. Arunima Sharma, Panel participants upto 3.26 have been provided by the faculty members. Two more data will be required by the committee to compile all the data.

## Proceedings of the meeting -

A meeting of the IQAC was held on 5<sup>th</sup> June 2014 at 12:30 PM to discuss about the progress of the AQARs (2008-09 to 2012-13) to be submitted to NAAC on 15<sup>th</sup> June 2014.

In the meeting, the updates were given by the convenors of the respective committees in the following way.

### CRITERIA I - Curriculum Aspect.

No initiative had been taken by the convenor Dr. N.K. Goswami. Hence there was no any progress in this segment.

### CRITERIA II - Teaching Learning Evaluation.

The convenor Dr. J. Dam Paul Choudhury had convened two (2) meetings with the members. Separate responsibilities were entrusted to all the members. According to her some minor points are yet to be discussed. Also the BBA, BCA results needs to be included.

### CRITERIA III - Research and Consultancy.

According to convenor, Dr. Ashima Sharma Borah particulars upto 3.26 have been furnished by all the faculty members. Two more days will be required by them to compile all the data.

CRITERIA IV -: Infrastructure.

Dr P C Kabali informed that the library records were almost reviewed. The remaining information (are to be taken) from the Principal and the full report will be submitted within two (2) days.

CRITERIA V -: Student support.

The convenor Dr Bijoy Kalita was not present in the meeting. However, the report under them is in progress and will be submitted within a few days.

CRITERIA VI -: Governance.

Aujita Bora reported that a rough sketch had been prepared. The full report will be furnished on 6th June in fair copy.

CRITERIA VII -: Innovative & Best practices.

The convenor, Dr R. S. Swari was out of station. Member Samar Bhattacharya informed that the inputs were under process. However, he was instructed by the co-ordinator Dr R. Phookun to provide the data segregated year wise.

It was decided to hold the next meeting of the IQAC on 9th June 2014.

Phookun, 6/6/14  
Co-ordinator, IQAC



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Ref. No. : .....

Date : 6/6/14

Notice

All the Convenors of AQAR are hereby requested to positively assemble in the IQAC room on **9<sup>th</sup> June 2014 at 12:30 PM**, to finalise the AQAR before submission to NAAC.

*Phookun*  
6/6/14

(Dr. Runjun Phookun)

Co-ordinator, IQAC

K. C. Das Commerce College

Co-ordinator, IQAC  
K. C. Das Commerce College  
Chatribari, Guwahati-781008

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06/6/2014

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06/6/14

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6/6/14

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6/6/14

AGENDA OF THE MEETING:

- 1) Discussion on the progress of various Committees of the AQAR.
- 2) Discussion on procedure of uploading AQARs.
- 3) Any other matter.

Proceedings of the meeting:

The meeting was presided over by the Co-ordinator, ICAC.

Under CRITERIA I, the members of the AQAR should be made to take the feedback of the students, the teachers and the employees of the institution. The members of the AQAR should be made to take the feedback of the students, the teachers and the employees of the institution.

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# MEETING OF THE IQAC

9<sup>th</sup> JUNE 2014.

Members Present

Signature

- 1) Dr. Homeswar Kalita, Principal
- 2) Dr. Ranjun Phookun, Co-ordinator
- 3) N. Nabin Dev. Goswami
- 4) Jayashree Das P. Choudhury
- 5) Alkemia Sharma Borah
- 6) Santanu Borah
- 7) Safiqul Haque
- 8) Pallavi Kahali

## Proceedings of the meeting :-

The meeting was presided over by Dr. Ranjun Phookun, Co-ordinator of IQAC.

Under CRITERIA I, Dr. N.K. Goswami, Convener was of the opinion that feedback of the stakeholders needs to be filled up in the AQAR. Hence, arrangements should be made to take the feedback of the students, the Alumni, the guardians and the employees of the college.



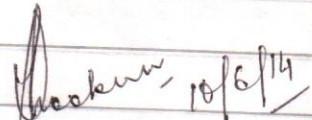
# General Meeting of the IQAC

of the stake holders needs to be arranged, which is an integral part in the evaluation process.

Dr. Goswami also opined that <sup>group</sup> photographs of the present and past employees needs to be taken to form a part of the documentation.

Under CRITERIA II, 2.12 needs to be filled up by the IQAC.

Under CRITERIA V, 5.8, Details of gender sensitisation programmes will be furnished by Dr. Ashma Sharma Borah.

 10/6/14

Co-ordinator, IQAC  
K. C. Das Commerce College  
Chatribari, Guwahati-781008



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Ref. No. : .....

Date : 03/02/2015

**NOTICE**

This is to notify that a general meeting of the IQAC will be held on 5<sup>th</sup> February, 2015 at 12:45 P.M. to discuss about the workshop on Research Methodology on 18<sup>th</sup> February, 2015. All the faculty members including M.Com, BBA & BCA are requested to attend the same positively, *In the conference room*

*Allowed*  
*Hain*  
*3/2/15*

*Phookun*  
*3/2/15*  
(Dr. Runjun Phookun)  
Co-ordinator, IQAC  
K. C. Das Commerce College

Co-ordinator, IQAC  
K. C. Das Commerce College  
Chatribari, Guwahati-781008

General Meeting of the IQAC  
05<sup>th</sup> February 2015

Members Present

Signature

1. Dr. Runjun Phookun. Phookun  
15/02/15
2. Ashima Sharma Bora Ashima  
15/02/15
3. Upasana Chakravarty Upasana  
15/02/15
4. ~~Bora~~
5. Pallavi Kalita Kalita  
15/02/15
6. Prarthana Barua ~~Barua~~
7. ANJITA BORA Bora  
05/02/15
8. Purnima S. G. Purnima  
05/02/15
9. Kalpana Datta Sherr Sherr  
05/02/15
10. Archana Bora Bora  
05/02/15
11. Jayashree Patra Patra  
05/02/15
12. Rashmi Tiwari Tiwari  
05/02/15
13. Supriya Das Das  
05/02/15
14. Kamalini Choudhury Choudhury  
05-02-15
15. Jyoti Kalita Kalita  
05.02.15
16. Kalita, K. N. S.

General Meeting of the ICAC  
08<sup>th</sup> February 2015

17. Marani Moni Chaudhary

Mon. 5/2/15

18. Dr. Chandrina Goswami

5-2-15

19. Dr. Chandana Goswami

Goswami  
5-2-15

20. Titumoni Borah

Borah

21. Apurba Haloi

Haloi

22. Partha Binitim Bora

Bora 5/2/15

23. Tony Boyan

Boyan

24. Jayanta Kundu

Kundu

25. Tabiruddin Nohel

Nohel

26. Dipak Barman

27. Bhababhuti Sarma

28. N Abh KR Dasgupta

29. Pralhad Ch. Karkali

30. Bijoy Kalita

31. Mireli Krishna Sarma

32. Dhani Kt. Karkali

33. Satyajit Sarma

34. Bikash Krc. Jain

35. Idhani Bhagwati

Bhagwati  
5/2/15

37 Malanour Datta 5/2/15

### Proceedings of the meeting:

A general meeting of the IGAC was held on 5<sup>th</sup> February 2015 at 12:45 PM to discuss about the Workshop on Research Methodology for the students of B Com Semester VI and M Com Sem II proposed to be held on 18<sup>th</sup> February.

The meeting was presided over by Dr Runjun Phookun, Co-ordinator, IGAC. She put forth the objectives of the meeting regarding the said workshop.

She enlightened the members on how the idea was conceived, how the matters were discussed at length and finally a proposal put to the College Authorities for fund requirement.

Dr NK Goswami was of the opinion that fees should not be collected from the students and that the expenses should be borne fully by the college authorities.

On discussions regarding inadequate student proportion for participation, Dr Bijoy Kaita suggested that the students participating in the workshop would be given a chance to interact with their classes regarding what they have learnt. They will be made to make presentation for the benefit of the student community at large.

Dr P C Kahali opined that the 15 students to be selected from each department should be handpicked by the teachers based on their regularity and communicative skills.

RESOLUTIONS

Res # 1: It is resolved that the one day workshop on Research Methodology will be held by the IQAC on 18<sup>th</sup> February 2015.

Res # 2: It is resolved that no fees will be charged from the students for attending the workshop.

Res # 3: The following committee has been formed to look after the workshop.

ORGANISING COMMITTEE

- Chairman → Principal
- Organising Secretary → IQAC co-ordinator
- Treasurer → Dr P C Kahali
- Members → Vice Principal  
Dr Bhabakuti Saena

All Heads of the Departments

Phokun 6/2/15

(Dr. Ranjan Phokun)

to coordinator, IQAC.