

# INFORMAL MEETING OF IQAC.

23-11-2016,

VENUE: Conference Hall.

## Members Present →

- 1) Dr. Runjan Phookan, Co-ordinator. 23/11/16
- 2) Alhima Shama Borah Alhima  
23/11/16
- 3) Upasana Chatterjee, Asst. Co-ordinator Upasana  
23/11/16
- 4) Bhabhuti Sarma Bhabhuti  
23/11/16
- 5) Dr. Dipak Barman Dipak  
23/11/16
- 6) DR Mukul Krishna Samia Mukul  
23/11/16
- 7) Bijoy Kalita Bijoy  
23/11/16
- 8) Malaneni Dutta Malaneni  
23/11/16
- 9) Shrabani Bhadra Shrabani  
23/11/16
- 10) Pallavi Khatun Pallavi  
23/11/16
- 11) Pratiksha Barua Pratiksha  
23/11/16
- 12) Swapna Smiti Mahanta Swapna  
23/11/16

## AGENDA

1. General discussion on NAAC visit.
2. Any other matters.

Proceeding of the meeting:

1. Dr. Runjun Phookan, Co-ordinator, IQAC highlighted the objectives of the meeting.
2. It was resolved to aim to invite the NAAC for assessment by end of the year 2017.
3. It was decided to prepare the Self Study Report for the year 2016-17. and include 2015-16 along with it.
4. It was decided to revive the journals Genesis, Prasta etc.
5. The responsibility of ISBN and ISSN to be given to the Librarian. Dr. Ashima Sharma Borah was of the opinion to make the 'Genesis' a refereed journal.
6. It was decided to appoint Dr. Ranumon Das and Dr. Malanoni Dutta to collect the personal profile of the Faculty members. They will be assisted by Tony Bayan.
7. The last date for submission of articles for the journals was fixed at 23<sup>rd</sup> Jan 2017 for 1<sup>st</sup> article and 20<sup>th</sup> Feb 2017 for the 2<sup>nd</sup> article.
8. Dr. Upasana Chakravarty was of the opinion,

to start an outreach programme like adoption of village and sequential development of the village etc.

9. On the ~~was~~ suggestion of Dr. P.K. Deka, it was resolved to put up ~~the~~ a Help Desk for assistance of customers at SBI, Guwahati Br and SBI, West Guwahati Br. with immediate effect.

Dr. P.K. Deka  
23/11/16

[Dr. Runjun Phookun]  
Co-ordinator, IQAC

# NOTICE

Dated: 24-11-2016

This is for information to all concerned that a meeting of the IQAC will be held on 30-11-2016 at 10:00 AM in the Conference Hall to discuss the following agenda.

## Agenda

1. Discussion on activities to be performed for NAAC visit.
2. Infrastructure development of Library, Commerce Lab, Archives.
3. Revival of various publications and procurement of ISBN, ISSN members for the same.
4. Any other matters.

*All over*

*Pran*

*24/11/16*

*Pran*  
24/11/16  
(Dr. Runjun Phookun)  
Co-ordinator, IQAC


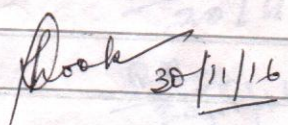
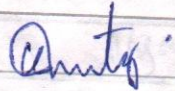
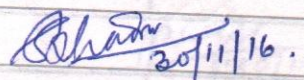
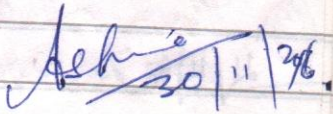
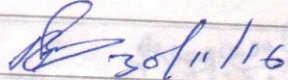
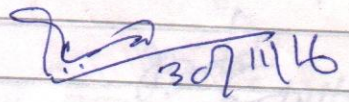
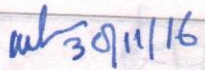
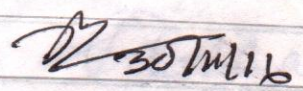
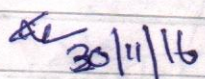
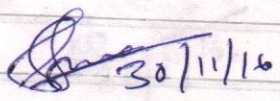
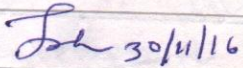
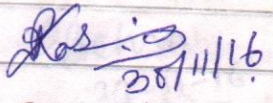
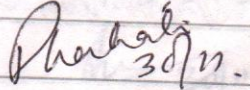
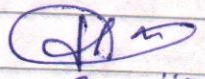
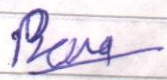
-MEETING OF THE IQAC

30-11-2016.

10:00 AM.

Members Present

Signature

- 1) Dr. Gnanashyam Nath, Principal. 
- 2) Dr. Runjun Phookun, Co-ordinator.  30/11/16
- 3) Upasana Chakravarty 
- 4) Shreabani Bhadra.  30/11/16.
- 5) Alkemia Sharma Borah  30/11/16.
- 6) Bhababhuti Sarma  30/11/16
- 7) Pracheet Ch. Kakati  30/11/16
- 8) Murali Krishna Sarma  30/11/16
- 9) Deepak Barman  30/11/16
- 10) Chaitali Das  30/11/16
- 11) Saptadweepa Shandilya  30/11/16
- 12) Titumoni Borah  30/11/16
- 13) Runumoni Lakkar Das  30/11/16
- 14) Pallavi Kakati  30/11/16
- 15) Jayanta Kr Das  30-11-16
- 16) Partha Pratim Borah 

17. Malamoni Dutta M. Dutta 30/11/16

18. Chandana Goswami Goswami  
30/11/16

19. Purnima Singh PS  
30/11/16

20. Bikash Kiz. Jain Bjain  
30/11/16

21. Ananta Pegu pegu  
30/11/16

22. Jayashree Dam P. Chaudhury J  
30/11/16

23. Indrani Bhagwati Bhagwati  
30/11/16

24. Jayshree Choudhury Jayshree  
30/11/16

25. Bipul Ch Kalita BCh

26. Hrishikesh Pathak Pathak  
30/11/16

27. Sudipta Karmakar SK  
30/11/16

28. Anurmoni Saikia AS  
30/11/16

29. Kabisu Kalita Kalita  
30/11/16

30. U Chandraprabha Bora Chandra  
30-11-16

31. Bijoy Kalita BK  
30/11/16

## Agenda of the Meeting:

- ① Discussion on activities to be performed during NAAC visit -
- ② Infrastructure development of library, Commerce Lab, Archival etc.
- ③ Revival of various publications and procurement of ISBN, ISSN
- ④ Any other matter.

## Proceedings of the meeting -

1. The Co-ordinator speaks on the objectives of the meeting. She spoke on the letter received on 19<sup>th</sup> November and the events taking place after that. She spoke on the structure of the Core Committee for IGAC <sup>revised</sup>
2. The information relating to setting up of the Help Desk at SBI, Guwahati Br. was passed in the meeting. The article published in the newspaper was read out by Dr. U. Chakravarty, which was appreciated by all.
3. It was decided to hold an "Awareness Camp on E Banking" in Erabari Village in Sonapur. Dr. Dipak Barman, Dr. Bipul Ch. Kalita and Mr. Hrishikesh Pathak were entrusted the responsibility of conducting

a preliminary survey for the proposed

4. The meeting also decided to conduct a day long workshop on "Stress and its management" on 10<sup>th</sup> December, 2016. It was suggested that Dr. H.R. Phookun, Head, Deptt. of Psychiatry GMCH and Dr. Jayanta Das to conduct the workshop.

5. The responsibility of collection of the personal profile of the Faculty Members for NAAC visit were entrusted on Dr. Malanmoni Dutta and Dr. Kumamoni Lakhar Das.

6. A suggestion was also given to morally orient the students, following the unrest happening in the campus recently. Dr. B.S. Swari, Vice Principal was entrusted with the responsibility for conducting sessions for the same. On this, the Principal suggested that a booklet be prepared and handed out to the students for their reference.

7. Discussions also took place regarding Guardian's Meet and setting up of the Commerce Lab. The Guardian's meeting is to be held on 2<sup>nd</sup> and 4<sup>th</sup> Saturdays for the convenience of the guardians.

Dr. N.K. Goswami and Dr. Bhababhuti Sarma were asked to take the lead in setting up of the Commerce Lab.



8. The members also gave their consent in ~~setting~~ reviewing the publications of the college. The Editorial Boards were finalised in the meeting.

9. In order to upgrade the library, the Principal instructed the Library Committee to submit a Proposal in this regard.

The following resolutions were arrived at in the meeting:

Res# 1: It was resolved to hold a day long workshop on "Stress and its management" on 20<sup>th</sup> December 2016.

Res# 2: It was resolved to conduct an awareness camp on E banking in Oriabari Village near Sonapur.

Res# 3: It was resolved to set up the commerce lab in the college premises next year.

Res# 4: It was resolved to revive the publications and the Editorial Board will be as follows:

GENESIS (Bilingual) → 1. Dr. Bijoy Kalita

2. Dr. Swapna Smriti Mahanta

DRASTA (Multilingual) → 1. Dr. Dipak Barman

2. Shekhami Bhadra  
3. Purnima Singh

NAARI

- 
1. Dr. Jayashree Dam Paul Choudhury
  2. Archana Bora
  3. Dr. Malamoni Dutta
  4. Purnima Singh
  - 5.

KCIAN

- 
1. Dr. Swapna Smriti Mahanta
  2. Pallavi Kahati

Doct.  
11/12/16.

[Dr. Runjun Phookin]  
Co-ordinator, IQAC.

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