

MEETING OF IQAC

21.06.2018

1:00 PM

A meeting of the IQAC was held on 21.6.2018 at 1:00 PM in the conference Hall with the following members:

<u>Members Present</u>	<u>Signature</u>
1. Hashikesh Barnak	[Signature] 21/6/18
2. Nabaker Goswami	[Signature] 21/6/18
3. Prarthana Barua	[Signature] 21/6/18
4. Shreabani Bhadra	[Signature] 21/6/18
5. Jayashree Som P. Chaudhury	[Signature] 21/6
6. Rinjun Phookan	[Signature] 21/6/18
7. Upasana Chakraverty	[Signature] 21/6/18
8. Alhina Charma Barak	[Signature] 21/06/2018
9. Bipoy Kalita	[Signature] 21/6/18
10. Pallavi Kahali	[Signature] 21/6/18

Proceedings of the meeting:

1. The IQAC Coordinator, Dr Rinjun Phookan, highlighted the present structure of the IQAC.

She insisted on the Faculty members updating their Personal profiles for document

2. The Principal, said, that as per the discussion with the Governing Body the IQAC committee has to be formed with immediate effect restructured.

He was of the opinion that external consultants' advice is to be sought for updated formats and information.

3. The Principal also suggested the formation of a Heads Council / Academic Council.

4. It was decided to publish the KCIAN immediately.

5. Discussion was also held regarding adoption of a student by the college along with the adoption of a village. The SOS village in Hojai was proposed for the same.

6. The Principal also proposed the meeting of the sub committees once a week to appraise on the work done.

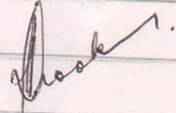
He also suggested restructuring the Day care centre and the Union Room to make space for a Medishop. Conducting a free eye check up Camp in collaboration with Lions' Eye Hospital was also suggested.

7. Discussions were also held regarding the proposed construction of the college.

The following resolutions were taken at the meeting.

Res # 1 : It was resolved to hold a General Meeting of all Faculty members on 26th June 2018 at 2:30 pm. Dr. M. Borah from Arya College was invited to speak on the updated provisions of NAAC and IQAC.

Res # 2 : It was resolved to publish the KCIAN annually. Dr. S.S. Mahanta and P. Kahati were given the responsibility of publishing the backlog as well as the latest edition of KCIAN at the earliest.


(Dr. Rinjun Phookun)
Coordinator, IQAC.

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



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

Chatribari, Guwahati - 781008

Estd.- 1983

E-mail : kcdcollege@gmail.com • website : www.kcdcollege.org

Dr. Runjun Phookun, Co-ordinator, IQAC

e-mail : runjunphookun@gmail.com

Ph No. : 9435198541

Ref. No :

Date :

NOTICE

DATED: 21ST JUNE 2018

This is for information to all the Teaching Faculty that a General Meeting of the IQAC will be held on 26th June 2018 in the Conference Hall at 2:30 PM.

Therefore all are requested to attend the same positively.

Countersigned by:

Principal
K.C. Das Commerce College

(Dr. Runjun Phookun)
Coordinator, IQAC
K C Das Commerce College

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

16.06.2018.

Time - 2:30 pm.

A meeting of the IQAC was held on 26th June 2018 at 2:30 pm regarding "A talk on the Development of IQAC" by Dr. Mousumi Borra, Associate Professor, Department of Economics, Arya Vidyapeeth College.

The following members were present in the meeting:

<u>MEMBERS PRESENT</u>	<u>SIGNATURE</u>
1. Dr. Hrishikesh Baruah, Principal	[Signature]
2. Dr. R. S. Jwari, Vice Principal	[Signature]
3. Dr. Runjun Phookun, Coordinator	[Signature] 26/6/18
4. Dr. Shreabani Bhadra	[Signature] 26/06/18
5. Archana Borra	[Signature] 26/6/18
6. Parthana Barua	[Signature]
7. Swapna Smriti Mahanta	[Signature]
8. Jayashree Patra	[Signature] Patra 26/6/18
9. Purnima Singh	[Signature] 26/6/18
10. Chandana Goswami	[Signature] Goswami 26/6/18
11. Chaitali Das	[Signature] 26/6/18
12. Ishani Bhagwati	[Signature] Bhagwati 26/6/18

13. Sudipta Karmakar SK 26/6/18
14. Jayshree Talukdar J. Talukdar
15. Malamoni Datta M. Datta 26/6/18
16. Safiqul Haque S. Haque 26/6/18
17. Kukin Basak K. Basak 26.6.18
18. Murali Krishna Sune M. Sune 26/6/18
19. ~~Dr. N. K. Ch. Sr. K. S. D.~~ Dr. N. K. Ch. Sr. K. S. D. 26/6/18
20. Dr. Dipak Bhowmik D. Bhowmik 26/6/18
21. Dr. Bipul Ch. Kaita B. Kaita
22. Tabiruddin Ahmad T. Ahmad
23. Bikash K. Jain B. Jain
24. Sourabh Baruah S. Baruah
25. Shani Kanta Kaita S. Kaita
26. Deepjyoti Das D. Das
27. Sanjiv Baruah S. Baruah
28. Jayanta Kumar Das J. Das
29. Tony Bayan T. Bayan

- 30. Hanyu Si Kalita Date 26/6/18
- 31. Satyajit Samra Sama 28/6/18
- 32. Rohit Bhattacharya Rohit 26.6.18
- 33. Kuldip Salma. Kuldip Salma 26.6.18
- 34. Apurba Adari A
- 35. Ananta Pegu Pegu
- 36. Hingyoti Sonra H
- 37. Titumoni Borah B
- 38. Jayashree Dam P. Choudhury J
- 39. Gangi Samra Samra
- 40. Chandraprakash Behera Behera
- 41. Runimoni Lakkar Das L
- 42. Debasree Hogue H
- 43. Upasana Chakravorty Upasana
- 44. Pallavi Kahali Pahali
- 45. Sankar J. Choudhury S

1.4. Feedback system

Proceedings of the meeting:

The Principal, Dr. H. K. Baruah takes the chair and speaks on the objective of the meeting. He highlighted on the importance of Resource sharing and the necessity of assessment in institutions etc.

Dr. Mousumi Borah, Associate Professor and Head, Department of Economics, Arya Vidyapeeth College was the Resource Person for the meeting. She was facilitated by the Principal and Dr. Rujum Phookun, Co-ordinator, IQAC.

Dr. Borah spoke at length about the latest structure and process of IQAC and the preparations required for NAAC visit. Some of the vital points highlighted by her are as follows: —

i) The structure of the IQAC had changed since 2017. The present structure is of the following

- * Chairperson - The Principal of the College.
- * 3-8 Senior teachers
- * 1 person from the Management.
- * 1 or 2 senior administrative officer.
- * 1 nominee for the local society / alumni.
- * 1 nominee among Employers / industrialists / stakeholders.
- * 1 Co-ordinator.

ii) The AQARs needs to be submitted annually

A new format of the AQARs have been submitted structured from 2018-19.

- iii) She offered to share the formats available for Departmental inputs, profile appraisal etc.
- iv) Regarding the marking system for NAAC visit, it has primarily changed from qualitative to quantitative data i.e. the Peer team to mainly check the qualitative parameters whereas the DVV (Data Validation and verification process) to analyse and mark the quantitative data.
- v) Total marks for assessment is 1000. where 700 marks ~~are~~ belonged to qualitative metrics and 300 belonged to quantitative metrics.
- vi) It is mandatory to ~~score~~ score 30% out of 700 to enable peer team visit.
- vii) The key indicators for assessment is divided in 7 criteria.

CRITERIA I :

- 1.1. Curriculum design and development (U)
- 1.1 Curriculum planning and implementation (A)
- 1.2 Academic flexibility
- 1.3 Curriculum enrichment
- 1.4. Feed back system

CRITERIA II : Teaching Learning Evaluation

- 2.1 Student enrolment and profile
- 2.2 Catering to student diversity
- 2.3 Teaching learning process
- 2.4 Teacher profile and quality
- 2.5 Evaluation process
- 2.6 Student performance and learning outcomes
- 2.7 Student satisfaction survey

CRITERIA III :

- 3.1 Promotion of Research
- 3.2 Resource mobilisation for Research
- 3.3 Innovative Ecosystem
- 3.4 Research publication and awards
- 3.5 Consultancy
- 3.6 Extension Activities
- 3.7 Collaboration

CRITERIA IV :

- 4.1 Physical facilities
- 4.2 Library as learning process
- 4.3 IT infrastructure
- 4.4 Maintenance of Campus Infrastructure

CRITERIA V :

- 5.1 Student Support (Placement Cell, Redressal cell etc)
- 5.2 Student Progression
- 5.3 Student Participation's Activities
- 5.4 Alumni engagement

CRITERIA VI :

- 6.1. Institutional vision & leadership.
- 6.2. Strategy development.
- 6.3. Faculty empowerment strategies.
- 6.4. Financial Management and Resource Mobilisation.
- 6.5. IQA system.

CRITERIA VII :

- 7.1. Institutional values.
- 7.2. Best Practices.
- 7.3. Institutional distinctiveness.

vii) The assessment process will take place in 3 stages.

Stage 1 → Self Study Report (SSR)

Stage 2 → Student Satisfaction Survey (SSS)

Stage 3 → Peer Team Report.

viii) The weightage given the 7 criteria are:

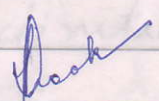
<u>Criteria</u>	<u>Weightage</u>
<u>I</u>	100
<u>II</u>	350
<u>III</u>	120
<u>IV</u>	100
<u>V</u>	130
<u>VI</u>	100
<u>VII</u>	100
	<u>1000</u>

- ix) The procedural details for the NAAC visit has been summed up as under:
1. Apply with IIGAs to NAAC. [3 chances]
 2. SSR to be filled up and uploaded within 30 days in NAAC portal.
 3. Quantitative data processed by DVV.
 4. NAAC intimates of its visit to HEI within 10 days after pre qualification.
 5. The database of the students (phone number and email) has to be uploaded. Feedback from atleast 10% or 100 students (whichever is less) has to be reviewed in order to qualify the next step.
 6. The Peer team visit should not exceed 3 months of qualifying SSR.

x) The CGPA is calculated as:

- system generated score.
- appraisal by peer team
- SSR score.

The meeting ended with a vote of thanks from Dr Runjun Phookun.


[Dr Runjun Phookun
Coordinator, IQAC
Coordinator, Cell 10 A



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Dr. Runjun Phookun, Co-ordinator, IQAC

e-mail : runjunphookun@gmail.com

Ph No. : 9435196341

Ref. No :

Date : 28/6/18

NOTICE

This is for information of all the Faculty Members and the Librarian of the college, that an IQAC meeting will be held on 30th June 2018 at 1.30 pm in the Conference Room of the college to discuss some important matters.

All are requested to attend the same positively.

Countersigned by :

[Handwritten signature]
28/6/18

Principal
K.C. Das Commerce College

[Handwritten signature]

(Dr. Runjun Phookun)

Coordinator, IQAC

K C Das Commerce College

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

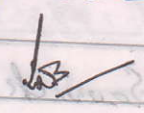
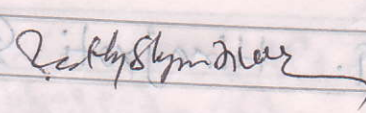
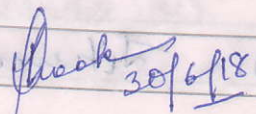


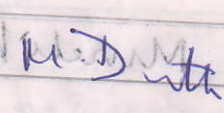
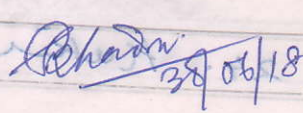
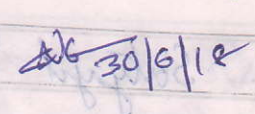
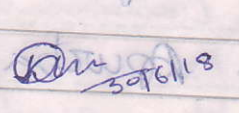
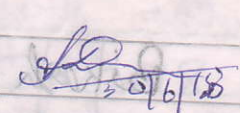
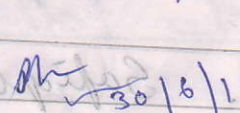
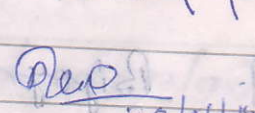
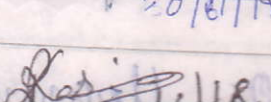
General Meeting of IQAC.

30-06-2018.

A meeting of the IQAC was held on 30.06.18 to discuss certain important matters of the IQAC.

The members present in the meeting are:

Members Present

- | | <u>Signature</u> |
|--------------------------------------|---|
| 1. Dr. Arshikesh Baruah, Principal |  |
| 2. Dr. R. S. Jaisari, Vice Principal |  |
| 3. Dr. Runjan Phochun, Co-ordinator |  30/6/18 |
| 4. Prarthana Barua |  |
| 5. Swapna Smriti Mahanta |  |
| 6. Malaboni Dutta |  |
| 7. Shrubani Bhadra |  Bhadra 30/06/18 |
| 8. Chaitali Das |  30/6/18 |
| 9. Kalpana Dutta Dhan |  30/6/18 |
| 10. Archana Borra |  30/6/18 |
| 11. Runima Saha |  30/6/18 |
| 12. Prasanta Lal Deka |  30/6/18 |
| 13. Runimoni Lakkar Das |  |

- Kaliya
- 14.81 Bipul Acharya BSS
 15. Rohit Kalita Dale
 16. Nanta Pegu Pegu
 18. Souvik Baruah Baruah
 19. Hirajyoti Sarma Sarma
 20. Titumoi Borah Borah
 21. Sankar J Choudhury Choudhury
 22. Tabiruddin Ahmed Ahmed
 23. Murali Krishna Sanna Sanna
 24. Kaku Borah Borah
 25. Satyajit Sarmah Sarmah
 26. Apurba Das Das
 27. Bikash K. Jain Jain
 - 28.1/2/ Safiqul Haque Safiqul Haque
30/6/18
 29. Bijoy Kalita Bijoy Kalita
30/6/18
 - 30.1/2/ Upasana Choudhury Upasana Choudhury
31/6/18

31. Jayashree Dam P. Chaudhary ~~_____~~
32. Sejank Bwaman ~~_____~~
33. Bhababhuti Sarma ~~_____~~
34. Pallavi Khat ~~_____~~ Mahali
35. Samanu Borak ~~_____~~
36. Ajuwar Hoque ~~_____~~
37. Itani Kantar Khat ~~_____~~
38. Shrubajjoti Sarma ~~_____~~ Sarma
39. Rashmi Tuxoi ~~_____~~
40. Indam Bhagawati ~~_____~~
41. Marani moni Chaudhary ~~_____~~
42. Sudipta Karmakar ~~_____~~
43. Chandana Goswami ~~_____~~ Goswami
44. Ashina Sharma Borak ~~_____~~ Ashina 30/06/2018

Proceedings of the meeting :-

The Principal takes the chair and explains the objectives of the meeting. He requested the faculty members to

submit their Self Appraisal and the Departmental Profile on time.

The following discussion was initiated by the Principal :-

i) The Career counselling cell to be initiated at the earliest. A 5 day workshop to be conducted on GST from July 1-5, 2018.

ii) It was informed that the Book shop will be shifted to the library and the room to be converted to career counselling cell.

iii) He also informed that repair and renovation of the Gym and the garden is already in progress.

iv) Under construction committee it was decided to convert the Health & Hygiene room into a Doctors' Chamber.

v) It was also informed that the Pay Revision Committee was already formed and Dr. Bijoy Kalita was entrusted with the preparation of the Budget.

The following discussions and suggestions were put forth by the Members →

Dr. Runjan Phookun → Spoke on the

Committee for the Publications of the College. She suggested reviving the Alumni Association.

and allotting them a room for the purpose. She requested Dr. P.K. Deka, Librarian to obtain ISSN for GENESIS.

Dr. Bijoy Kalita → suggested formation of a Publication Cell for the proposed seminar. After this, a network should be formed for procuring papers from outside authors.

Dr. Bipul Kalita → Spoke on the general unrest of the students. He informed about the less students in class and asked for a solution to overcome the same.

To this Dr. Mahanta suggested the internal marks pattern as 50% from sessional and 50% from attendance.

The Principal asked the Disciplinary and Action Committee to gear up and go on regular drives in the Campus.

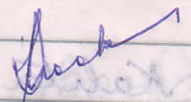
Dr. P.K. Deka → informed about the shortage of staff in the library for which request has already been put up with the Administration.

Dr. Bijoy Kalita suggested ~~main~~ adopting of a student by the college. Moreover, after this the profile of daughters of Sunil Sarma and Sharmeswari Deka be maintained by the college for records.

Resolution # 01.

It was resolved to adopt a student from SOS village by the college ^{who has taken admission} as a part of best practices.

* in our college for the session 2018-19.


(Dr. Runjan Phookun)
Coordinator, IQAC.

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

7



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Dr. Runjun Phookun, Co-ordinator, IQAC

e-mail : runjunphookun@gmail.com

Ph No. : 9435196941

Ref. No :

Date : 17/8/18

Notice

(Date- 17-08-2018)

The postponed IQAC meeting will be held on 18th August, 2018 at 2.15 PM in the conference room. All the members of the core committee of IQAC and all the HODs are requested to attend the meeting positively.

Agenda:

1. Short term course
2. Commerce Lab
3. Introduction of Certificate Courses
4. Formation of an Action Plan Board
5. Formation of Alumni Association
6. Departmental Lesson Plan for last five years
7. Formation of Academic forum

Approved

17/8/18


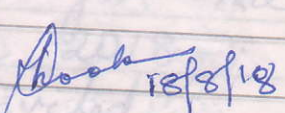
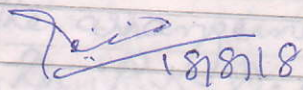
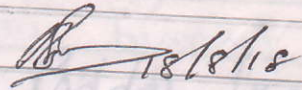


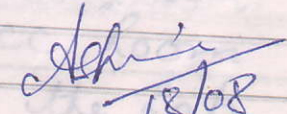
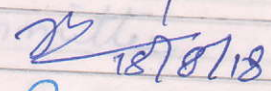
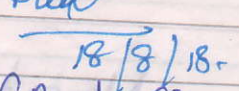
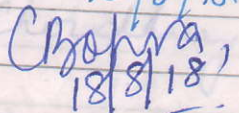


17/8/18

(Dr. Runjun Phookun)
Coordinator, IQAC
K C Das Commerce College

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

A meeting of IQAC held on 18th Aug 2018 to discuss some important matters of the IQAC.

Following members are present in the Meeting:

<u>Members Present</u>	<u>Signature</u>
1. Dr. Hrishikesh Barua, Principal	
2. Dr. R. S. Tiwari, Vice-Principal	Partly Absent
3. Dr. Mansuwan Borah	Absent
4. Dr. Sujana Phookun	 18/8/18
5. Anilabati Ch. Karali	 18/8/18
6. Bhababhuti Sarma	 18/8/18
7. Dr. Upasana Chakravarty	
8. Jayashree Dam P. Chaudhury	
9. Ashima Sharma Borah	 18/08
10. Deepak Barman	 18/8/18
11. Prasanta Ch. Deka	 18/8/18
12. Dr. Chandraprabha Behera	 18/8/18
13. Tabiruddin Akmal	
14. Apurba Talder	

15. Shekhami Bhadra. Bhadra 18/8/18

16. Ananta Pegu Pegu 18/8/18

17. Prarthana Barua Barua 18/8/18

PROCEEDINGS OF THE MEETING:

The following discussions were held in the meeting :-

1. Regarding holding of the short term course, the tentative date fixed for the programme is 29th October 2018 to 3rd November 2018 depending on the meeting with the invited committee on 21st August 2018. The arrangement of the programme was entrusted on Dr. P.K. Deke and Dr. Ananta Pegu.

The suggested invited is Dr. Pubali Poddar from IIT, to speak on "Use of ICT in Commerce Education".

2. Regarding setting up of Commerce Lab, it was suggested to convert the NCC room into the lab. The for setting up of the lab was entrusted to the following committee members :-

In-Charge: Dr. A.S. Borah

Members: Dr. Jayashree Dam Paul Choudhury
Dr. Dipak Barman

Dr. Malamoni Dutta

Dr. Safiqul Haque

Mr. Titumoni Borah and

Dr. Rohit Bhattacharya

3. A discussion was held regarding introduction of various certificate courses in the college between March to September every year.

4. Certificate course in E-commerce will be supervised by the Principal along with the IT Department.

A new concept "Green Commerce" will be adopted in near future. It was suggested to invite IIM Shillong to play an Advisory role in it.

4. It was decided that an Action Plan Board to be maintained by every Department. The list of all activities of the department are to be displayed in the Board.

5. The Alumni Association of the college was formed with the following members:

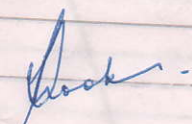
Chairperson : Principal
Advisor : Vice Principal.
Convener : Dr. N. K. Goswami.
Members : Dr. Bhakabhuti Sarma.
Dr. Prarthana Barua.
Dr. Swapna Smriti Mahanta.
Dr. Bipul Kalita.
Ms. Pallavi Kalita.
Mr. Bishakh K. Jain.
Dr. Chandraprabha Bohra.

6. Regarding "Lesson Plan", all the Department will be required to prepare their respective Lesson Plans and submit a copy of it to the IQAC.

Moreover, it was decided to introduce Academic Audit Report Semester wise in the coming session.

7. Any other matter :

- * It was decided to send the AQARs by the end of September 2018.
- * All information regarding IQAC should be emailed to the concerned person. The IQAC needs to document all mails.
- * Dr NK Goswami suggested to form a Commerce Forum under Academic Forum.
- * It was decided to introduce Eco-Stats - Maths combination in the curriculum. (B.Sc).
- * For economic enrichment, time slot must be arranged for Departmental Academic Talks with Resource Person among students and an Inhouse talk (to be started from September).


[Dr Runjun Phookun]
Coordinator, IQAC.

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



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

Chatribari, Guwahati - 781008

Estd.- 1983

E-mail : kdccollege@gmail.com • website : www.kdccollege.org

Dr. Runjun Phookun, Co-ordinator, IQAC

e-mail : runjunphookun@gmail.com

Ph No. : 9435195541

Ref. No :

Date :

NOTICE

DATED: 11th October, 2018

This is for information to all the Faculty members that a General Meeting of the IQAC will be held on 13th October 2018 in the Conference Hall at 11:00 AM to discuss the following agenda.

1. Discussion on submission of AQAR of the last 5 years.
2. Any other matter.

Therefore all are requested to attend the same positively.

(Dr. Runjun Phookun)
Coordinator, IQAC
K C Das Commerce College

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

GENERAL MEETING OF IQAC.

13.10.18

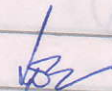
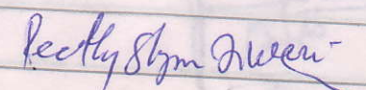
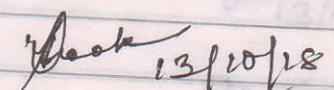
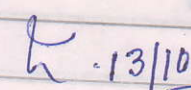
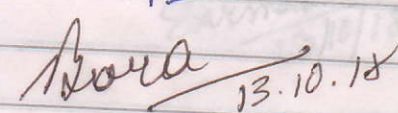
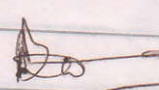

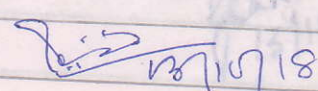

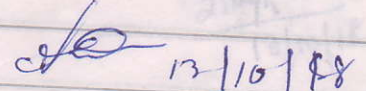
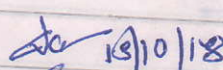
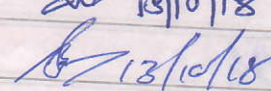

11:00 AM.

The meeting of IQAC held on 13/10/18 at 11.00 AM in the conference to discuss about submitting the AQAR's for last five years.

The following members were present in the meeting

Members present

Signature

- | | |
|-------------------------------|---|
| 1. Dr Hrishikesh Baruah |  |
| 2. Dr. R.S. Suvarni |  |
| 3. Dr Rujun Chockun |  13/10/18 |
| 4. Jayashree Dam P. Chaudhury |  13/10 |
| 5. ANJITA BORA |  13.10.18 |
| 6. Prarthana Barua |  13/10/18 |
| 7. Swapna Smriti Mahanta |  |
| 8. Pralhad Ch. Karakali |  13/10/18 |
| 9. Malamoni Dutta |  M. Dutta 13/10/18 |
| 10. Archana Bora |  13/10/18 |
| 11. Chaitani Das |  13/10/18 |
| 12. Bhababhuti Sarma |  13/10/18 |
| 13. Renumoni Lakkar Das |  13/10/18 |
| 14. Anuska | |

15. Bijoy Kalita 6
16. Ashima Sharma Borah Ashima
13/10/2018
17. Bipul Ch. Kalita BHU
18. Nabhu. Koceri 25 Nov
13/10/18
20. Uparasana Chakravarty Chakravarty
13/10/18
21. Pongy Bayan Pongy Bayan
13/10/18
22. Situmoni Borah Situmoni Borah
13/10/18
23. Bikash Kr. Jain BK Jain
13/10/18
24. Satyajit Sarmah Sarmah
13/10/18
25. Sankar J. Choudhury Sankar J. Choudhury
13.10.18
26. Chandraprabha Borah Chandraprabha
13/10/18
27. Sargi Sanna Sanna
13/10/18
28. Dorothy Das Dorothy Das
13/10/18
29. Barbi Singh 29 Singh
13/10/18
30. Jayskree Jalukdar J. Jalukdar
13/10/18
31. Marami Mani Choudhury Marami Mani Choudhury
13/10/18
32. Sudipta Karmakar Sudipta Karmakar
13/10/18
33. Kalpana Dutta Dhan Kalpana Dutta Dhan
13/10/18

- 34/ Jayashree Patilak
- 35/ Rinjon Boral
- 36/ Punima Singh
- 37/ Indrani Bhagawati
- 38) Jayanta kv Das
- 39) Tabisuddin Ahmed
- 40) Shani Kanti Karki
- 41) Kuki Boral
- 42) Rohit Bhattachajee
- 43) Soorick Boral
- 44) Dhruv Tyagi Soome
- 45) Haryoti Kaleb
- 46) Sanam Boral
- 47) Hirajyoti Soora
- 48) Manoj Kr. Kedia
- 49) Kuldip Sarma
- 50) Safiqul Haque
- 51) Deepjyoti Das
- 52) Ananta Pegu
- Patilak
13/10/18
- Boral
13-10-18
- PH
13/10/18
- Bhagawati
13/10/18
- Das
13-10-18
- Ahmed
13/10/18
- Karki
- Boral
- Rohit
13.10.18
- Boral
13/10/18
- Dhruv
13/10/18
- Kaleb
13/10/18
- Boral
13/10/18
- Hirajyoti
13/10/18
- Kedia
13/10/18
- Kuldip
13/10/18
- Haque
13/10/18
- Das
13/10/18
- Das
13/10/18

AGENDA OF THE MEETING:

1. Discussion on submission of AQAR of the last 5 years.
2. Any other matter.

PROCEEDINGS OF THE MEETING:

1. The Principal convened the meeting and spoke on the objectives of the meeting and requested Dr. Runjun Phookun, Coordinator, IQAC to make the presentation of the AQARs.
2. A presentation on the data put in the AQARs from 2013-2018 was made by Dr. R. Phookun, during the presentation,
 - i/ Dr Phookun requested the Principal to note the non concurrence of the Bloom stream
 - ii/ It was seen that there was a decreasing trend in Faculty participation in seminars and conferences.
 - iii/ In the years 15-16 and 16-17 no seminars were held in / by the college.
 - iv/ The Principal pointed out that the location of the college is an advantage to the institution.
 - v/ It was informed that as against the data provided no major research project was done. However Minor RP was done by Dr. D. Barman in 2013-14 and by Dr. U. Chakravarty in 2017-18.
 - vi/ Regarding Alumni Association, it was

noticed that no meetings were held. The Principal suggested getting sponsorship from the Alumni and make it more active. For this, the Alumni Association formed in the previous meeting was asked to be circulated.

vii/ For faculty improvement and development the Principal advised all to keep personal action plans. He pointed out the threats for the college from BMBB, Royal Global etc. Hence, he laid emphasis on setting up CA/C coaching ~~centres~~ with the institution.

viii/ It was discussed that it is difficult to conceptualise Best Practices. It meant providing something extra beside the curriculum. Examples cited for best practices were like -

- Stressing on the good points of Teaching Learning
- Formation of Departmental Clubs
- Installing large screen display and making colourful presentations
- Connecting all the libraries within the city to have virtual accessibility of books in other colleges

ix/ The Principal also suggested forming a group for academically weak students specially from SC, ST groups.

x/ Some of the other activities to be taken up before NAAC were -

- Upgrade the Day Care Centre and maintain Register
- Upgrade Canteen and try to provide same meal to all.
- Digitization of Land and People at google books, flipkart etc.

xii/ The Principal also informed that the Hon'ble
G B had welcomed the idea of converting
some rooms into digital classrooms.

RESOLUTION :

Res# 1 : It was resolved to ^{prepare} ~~send~~ the AQARs
and submit the draft [^] on 30th October
2018.

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

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



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

Chatribari, Guwahati - 781008

Estd.- 1983

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Dr. Runjun Phookun, Co-ordinator, IQAC

e-mail : runjunphookun@gmail.com

Ph No. : 9435196941

Ref. No :

Date :

NOTICE

This is for information of all the members of the IQAC, that a meeting will be held on 16th November, 2018 at 12 noon in the office of the IQAC of the college to discuss about the preparation of the AQARs and other related important matters.

All are requested to attend the same positively.


(Dr. Runjun Phookun)

Coordinator, IQAC

K C Das Commerce College

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

Allowed

16/11/18

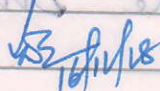
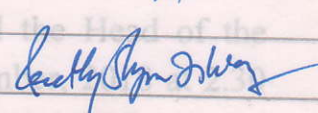
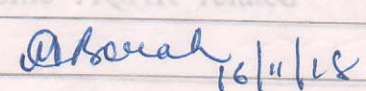
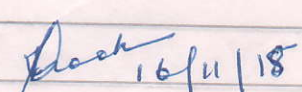
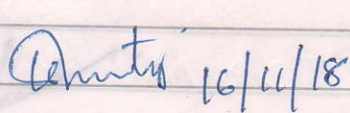
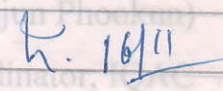
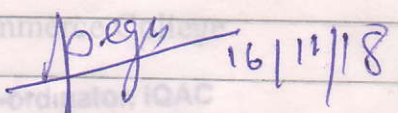
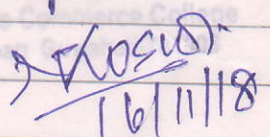
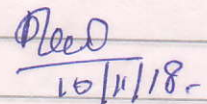
16.11.2018.

Tue - 12:00 PM.

A meeting of the IQAC was held on 16th November 2018 at 12:00 Noon at IQAC office to discuss about the preparation of the AQARs.

The following members were present at the meeting.

Members present & their signatures.

- 1) Dr. Hrishikesh Baruah 
- 2) Dr. R. S. Swari 
- 3) Dr. Mausumi Borah. 
- 4) Dr. Ranjan Phookun. 
- 5) Dr. Uparnika Chakraborty 
- 6) Jayashree Samal Choudhury. 
7. Ananta Pegu 
8. Mr. Niba Kumar, Head. 
9. Prasanta K. Deka 

Proceedings of the meeting:

1. The AQARs of the last five (5) years i.e. 2013-14, 2014-15, 2015-16, 2016-17 and 2017-18 were discussed in details.

17-11-2018

Time - 12:00 PM

Internal Quality Assurance Cell (IQAC)

2. Various inputs were given by the members and minor corrections were made.

3. Dr. Moushumi Borah, the representative of the local society, IQAC Core Committee rendered her valuable inputs and put forth some suggestions for the improvement of the AQARs.

This is for information of all the members of the IQAC, that a meeting was held on 17 November, 2018 at 12 noon in the office of the IQAC to discuss about the preparation of the AQARs and other related important

are requested to attend the same positively.

[Dr. Runjun Phookun]
Coordinator, IQAC

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

Proceedings of the meeting

Dr. AQAR of the last five (5) years i.e. 2013-14, 2014-15, 2015-16, 2016-17 and 2017-18

EMERGENT MEETING OF IQAC



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

Chatribari, Guwahati - 781008

Estd.- 1983

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Dr. Runjun Phookun, Co-ordinator, IQAC

e-mail : runjunphookun@gmail.com

Ph No. : 9435196941

Ref. No :


Date :

NOTICE

This is for information of all the members of the IQAC and the Head of the Departments, that an IQAC meeting will be held on 17th November, 2018 at 2.30 pm in the Conference Room of the college to discuss some AQAR related important matters.

All are requested to attend the same positively.

Allowed
17/11/18


(Dr. Runjun Phookun)

Coordinator, IQAC

K C Das Commerce College

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

EMERGENCY MEETING OF IQAC

17.11.2018

2:30 PM

A meeting of the IQAC was held on 17/11/2018 at 2:30 pm.

The members present were:

Members

Signature

1. Dr. Hishikesh Baruah
Principal
2. Dr. Runjuna Phookun
to coordinator
3. Dr. Upasana Chelimerthy
3. Dr. Bhababhuti Sarma
4. Dr. Sheabani Bhadra
5. Dr. Pratiksha Barua
6. Dr. Swapna Smriti Mahanta
7. ANJITA BORA
8. R. S. TIWAN
9. Dr. Bijoy Kalita
10. Prasanta Chandra
11. Ananta Pegu
12. Khushi Sharma Barua

13. Jayashree Dam P. Chaudhary - 17/11
14. Titumoni Borah - 17/11
15. Naba Kr. Goswami - 17/11
16. Dipwika Talon - 17/11
17. Pallavi Kahali - 17/11

Agenda of the meeting -

1. To discuss on NAAC visit
2. Any other matter

Proceedings of the meeting.

1. The Principal, Dr. H. Baruah, congratulated the entire IQAC team to have successfully completed the AQARs which were ready to be submitted.
2. It was pointed out that the website of the college was not developed and needed immediate upgradation.
3. It was decided to form a team for the development of the website within a week. i.e. 19-11-2018 to 24-11-2018.

4. The members comprised of:

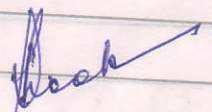
Chairman - Dr. P.K. Deka, Librarian.

Members - Titumoni Borah, DepH. of IT
Apurba Haloi, DepH. of IT.
Sanhar Sarkar, AssH. Librarian

5. The Principal entrusted the responsibility of
Office Documentation (both past and present)
to

i) Dr. N. K. Goswami

ii) Dr. Shrabani Bhadra.



[Dr. Rinjun Phookun]
Co-ordinator, IQAC,

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



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Dr. Runjun Phookun, Co-ordinator, IQAC

e-mail : runjunphookun@gmail.com

Ph No. : 9435196941

Ref. No :

Date :

NOTICE

It is notified for all the girl students and the lady Faculty members that a demonstration of the Sanitary Napkin Vending machine will be done on 19th November, 2018.

So all concerned are requested to attend the demonstration in the IQAC Office.

Attomed

19/11/18

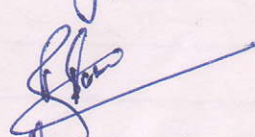
(Dr. Runjun Phookun)

Coordinator, IQAC

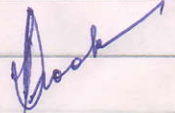
Co-ordinator, IQAC
K. C. Das Commerce College
Chatribari Guwahati-781008

19-11-2018

The demonstration for the naphin vending machine was given by Mr. Benny Abraham, General Manager of Absolute Health Care Solutions in the presence of the following members

1) Pritiparna Boral	Meam 1st year	21
2) Smrity Jaiswal	"	38
3) Anjana Banerjee	"	09
4) Susi Susanti Cugoni	HS 2nd Year	27
5) Arishti Baruah	HS 2 nd year	3
6) Aditi Mazumder	"	319
7) Manita Kousalkon	"	114
8) Taniza Majumder	HS 2 nd yr	267
9) Aleka Podder	"	188
10) Depanani Bora	"	238
11) Supriya Dey	"	278
12) Samochita Dey	"	277
13) Zenzenella Marak	"	172
14) Indrani Bhagwati	Asst. Prof -	Mogawal
15) Rinjita Boral	"	
17) Anjuna Phookun	Asso. Prof	Phookun 19/11/18
18) Pallavi Kahali	Asst. Prof.	Phahali
19) Swarna Smriti Mahali	Asst. Prof	Swarna 19/11
20) Malamoni Dutta	Asst. Prof	H Dutta 19/11/18

After the demonstration the college authorities
decided to purchase it and install
in the ladies Faculty Toilet.


[Dr. Rinjam Phookun]
Co-ordinator, IQAC.

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



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

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Estd.- 1983

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Dr. Runjun Phookun, Co-ordinator, IQAC

e-mail : runjunphookun@gmail.com

Ph No. : 9435196941

Ref. No :

Date :

NOTICE

Dated : 2nd March, 2019

This is to inform all the Faculty Members and the Librarian that a meeting of the IQAC will be held on 9th March, 2019 at 1.30 P.M. in the Conference Hall.

All are requested to attend the meeting positively.

Approved

C. Sharmen

Dr. Runjun Phookun

(Dr. Runjun Phookun)

Co-ordinator, IQAC

K C Das Commerce College

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

R
L
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2/3/19

2/3/19

2/02/19

2/03/19

2/3/19

2/03/19

2/03/19

2/3/19

H. Datta
2/3/19

2/3/19

2/3/19

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2/3/19

2/3/19

R. Talukdar

J. Talukdar
2/3/19

2/03/19



K. C. DAS COMMERCE COLLEGE

Ph. : 0361-2733691 / 0361-2733692

Fax : 0361-2611111

কে.চি. দাস কমাৰ্চ কলেজ, গুৱাহাটী- ৭৮১০০৮

CHATRIBARI, GUWAHATI - 781 008

E-mail : kcdcc1983@gmail.com

Website : www.kcdccollege.org

Ref. No.

Date.....

Meeting of the IQAC, K C Das Commerce College

Dated 09.03.2019

Time: 1:30 P.M.

Agenda

1. Deciding on the theme and date of the National Seminar to be organised shortly
2. Publication of Books
3. Publication of Genesis- RNI/ISSN
4. Maintenance of office records
5. College Application
6. E-mail tracking of students
7. Setting up of E-library
8. Digital Classroom
9. MBA course
10. Any other matter.

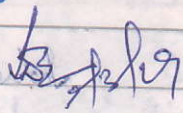
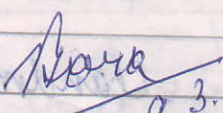
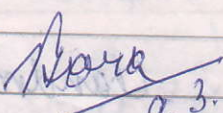
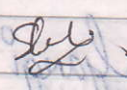
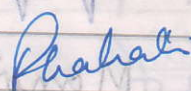

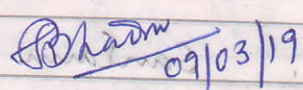
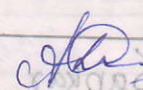
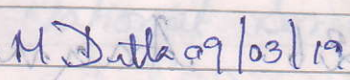
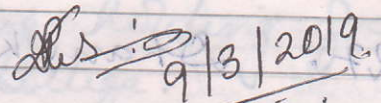
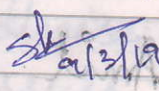
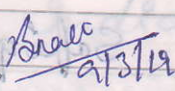
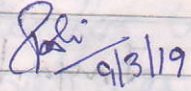
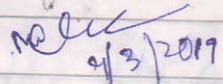
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GENERAL MEETING OF IQAC.

09-03-2019.

1:30 PM.

A General meeting of the IQAC was held on 9th March, 2019 at 1:30 pm in the Conference Hall with the following members.

<u>Name</u>	<u>Signature</u>
Dr. Hrishikesh Barnah, Principal	
Dr. Ranjun Phookun, Coordinator	
ANJITA BORA	
Swarna Smriti Mehera	
Pallavi Kahali	
Prarthana Bera	
Shrabani Bhadra	
Archana Borra	
Malamoni Dutta	
Ranumoni Lakkar Das	
Siddhanta Karmakar	
Binita Nath Das	
Rashmi Tiwari	
Maramoni Moni Choudhury	

- 15. Rupali Talukder. P. Talukder
- 16. Punima Singh P.S. 09/03/19
- 17. Kallpana Dutta Dhan 09/03/19
- 18. Shilpi Bhagwati Bhagwati 9/3/19
- 19. Chaitali Das 09/3/19
- 20. Chandraprabha Behera Behera 9/3/19
- 21. Gangi Sarma Sarma 9/3/19
- 22. Manoj Kr. Kedia Kedia 9/3/19
- 23. Sharmista Bhattacharyya Bhattacharyya 9/03/19
- 24. Sanjani Borah Borah 9/3/19
- 25. Sankar J. Choudhury Choudhury 9.3.19
- 26. Ananta Pragnya Pragnya 9/3/19
- 27. Shantik Kanti Kanti 9/3/19
- 28. Amit Das Das 09/03/19
- 29. Sabiqul Haque Haque 9/3/19
- 30. Jayanta Kumar Das Das 09-03
- 31. Bikash Kr. Jain Jain 9/3

32. Soovick Beseob 9/3/19
33. Hirayyoti Sarma 9/3/19
34. Titumoni Borah 9/3/19
35. Satyajit Sarma 9/3/19
36. Rohit Bhattacharya 9.3.19
37. Tabiruddin Ahmad 9.3.19
38. Deepjyoti Das D Das
39. Kuldeep Sarma Kuldeep Sarma
9.3.19
40. Bipul Ch. Kalita Bipul Ch. Kalita
9-3-19
41. Murali Krishna Sarma Murali Krishna Sarma
9/3/19

Proceedings of the meeting :

Agenda # 1 → "Theme and date of National Seminar"

A discussion was held regarding holding of a National Seminar ~~in~~ in the college.

The topic decided on was "Business Education and Sustainable Development - Issues and Challenges" for North East Region of India.

The meeting decided the tentative dates for the Seminar in the 2nd - 3rd week of September 2019.

The Principal suggested approaching the WED for

funding. According to him, in case of collaboration, it needs to be made with some social organisation.

Dr. Runjun Phookun requested all the members to come up with the sub-themes for the seminar. It was decided to submit the subthemes along with a description of one paragraph on the theme at IQAC on 11th March 2019.

Dr. P.K. Deba suggested uploading the brochure on social media. He also informed that 'JANASANYOG' grants around Rs 1 lac for publications, if approached.

Agenda # 2 → "Publication of Books"

Agenda # 3 → "Publication of GENESIS"

The Principal informed that for GENESIS, papers have been received from across the states. However, for ISSN, RNI needs to be registered with it.

The college has registered with "RNI" and investigation from the DC office is under progress. Approval from Delhi is awaited. Since it is a long process, the Principal informed that "some papers from amongst those collected will be kept for GENESIS 19". In the meanwhile another book "Mapping the impact — population growth and economic development on the environment" will be published with the remaining papers. He ~~requested~~^{urged} the Faculty members to submit papers for the book as early as

possible. The tentative date taken for release of the book is 5th June, 2019.

Agenda # 4 → "Maintenance of Office Records."

The Principal informed that Dr. N.K. Goswami, Dr. Dipak Barman and Dr. Shrabani Bhadra were entrusted with the upgradation and maintenance of office records.

Dr. S. Bhadra informed that the results are being uploaded at present and the rest of the work are in progress. According to her, a deadline had been given till 30th June 2019. However, the Principal requested to postpone the deadline to 31st March 2019. He informed that the renovation work of the office will be implemented very soon as the approval have been received from the Hon'ble Governing Body.

Agenda # 5, 6 and 7 had been skipped as it was discussed in detail in the Academic Council Meeting held immediately before this meeting. i.e. on 9th March at 12:15 pm.

Agenda # 8 → "Digital Classroom"

The Principal informed that the approval for digitisation of classrooms has been received from the Hon'ble Governing Body. The process will start as soon as the grant is received.

Agenda # 9 → "MBA Course"

The Principal informed that discussions are under process with the G.B regarding introduction of MBA courses. Various universities have also been approached for the said purpose.

The BBA Department was instructed to proceed with the profiling very soon.

[Signature]

(Dr. Ranjita Phookun)
Coordinator, IQAC

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