



**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. : 9435196941

Ref. No : .....

Date : .....

**NOTICE**

**DATED: 1<sup>ST</sup> JUNE, 2019**

All the Heads of the Department are requested to assemble in the IQAC by 1:30 PM to discuss and prepare a common format for the Diary of HODs and the Teachers.

*Phookun*  
11/6/19

(Dr. Runjun Phookun)

Coordinator, IQAC

K C Das Commerce College

COORDINATOR IQAC  
K.C.DAS COMMERCE COLLEGE  
CHATRIBARI, GUWAHATI-8



# MEETING OF THE IQAC WITH THE HEAD OF DEPARTMENT.

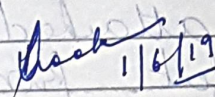
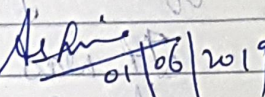
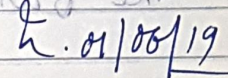
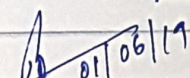
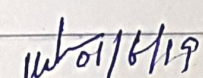
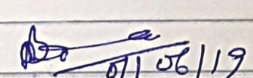
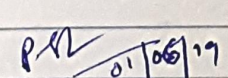
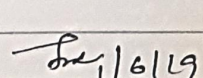
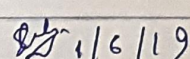
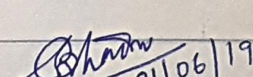
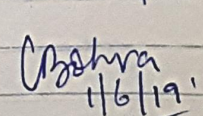
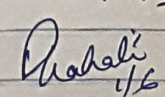
1:30 PM.

01.06.2019

A meeting of the IQAC with the HODs was held on 01.06.2019. The following members were present in the meeting.

Name

Signature

1. Dr. Benjmin Phookun,  
HOD & Coordinator, IQAC.  1/6/19
2. Adhina Sharma Barua  01/06/2019
3. Jayashree Dam P. Chaudhury  01/06/19
4. Bijoy Kalita  01/06/19
5. Murali Krishna Senne  01/06/19
6. Parthana Barua  01/06/19
7. Punima Singh  01/06/19
8. Jitumoni Borral  01/06/19
9. Swapna Smriti Mahanta  01/06/19
10. Shreabari Bhadra  01/06/19
11. Chandraprabha Barua  1/6/19
12. Pallavi Kalita  1/6



A meeting of the Heads of the Departments was held on 01.06.18 to decide on the format to be used as Teacher Work Diary and HOD's diary.

After a thorough discussion the below attached format was finalised with effect from 1st June 2019.

It was decided to maintain registers for the same, to be supplied by the college.

[Dr. Ranjan Phookan]  
Coordinator, IQAC

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



**TEACHER'S DIARY**

DAY/ DATE	ARR TIME	DEP TIME	TOTAL HOURS OF STAY	CLASSES ALLOTTED	CLASSES TAKEN	REASONS FOR ADJUSTMENTS/ CLASS NOT TAKEN	OTHER ACTIVITIES		SIGNATURE
							TYPES	TIME	

Signature of Head of Department



**HEAD OF THE DEPARTMENT'S DIARY**

<b>DAY/DATE</b>	<b>TOTAL NO. OF CLASSES OF THE DEPARTMENT</b>	<b>TOTAL NO. OF CLASSES TAKEN BY THE FACULTY</b>	<b>REASON FOR ADJUSTMENT/CANCELLATION OF CLASSES</b>	<b>REMARKS</b>

Signature of Head of Department





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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 to all the core members of the IQAC, that a meeting will be held on 10<sup>th</sup> June, 2019 at 1:00 PM in the Conference Hall of the college to discuss the following agenda.

1. Restructuring of the IQAC Committee
2. Any other matter

All are requested to attend the same positively.

(Dr. Runjun Phookun)

Coordinator, IQAC

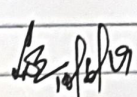
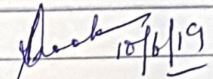
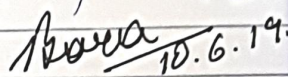
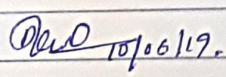
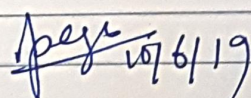
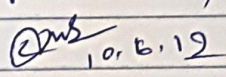
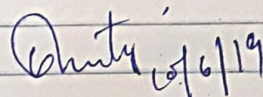
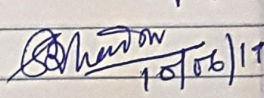
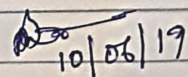
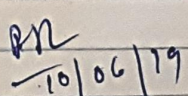
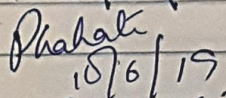
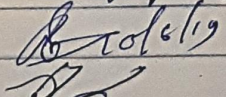
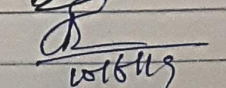

K C Das Commerce College

**Co-ordinator, IQAC**  
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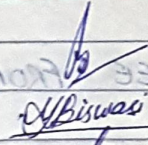
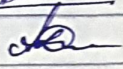
A meeting of the core committee members of the IQAC along with the HODs was held on 10<sup>th</sup> June, 2019 at 1:00 PM in the conference Hall.

The members present in the meeting are:

<u>Name</u>	<u>Signature</u>
1. Dr. Hristikesh Barnah, Principal	
2. Dr. Runjan Phookun, Coordinator.	
3. ANJITA BORA	
4. Prasanta Kumar Ojha.	
5. Ananta Pegu	
6. Kuntal Bora	
7. Upasana Cheluvally	
8. Shekari Bhadra	
9. Pratiksha Barua	
10. Sumina Singh	
11. Pallavi Kahati	
12. Shobhita Sarma	
13. Deepak Barman	
14. Apurba Haloi	



- 15. Dr. Bijoy Kalita
- 16. Manjit Biswas
- 17. Archana Bora

  
 Manjit Biswas  


Proceedings of the meeting:

1. The coordinator of IQAC, Dr. Runjun Phookun conducted the meeting by speaking on the objective of the meeting i.e. the restructuring of the entire IQAC committee.

2. The following is the list of committee members of IQAC w.e.f 10th June 2019.

CHAIRPERSON : Dr. Hrushikesh Baruah  
Principal

SENIOR TEACHERS : Dr. Jayabree Dam Paul Chou  
Dr. Bhobabhuti Sarma  
Dr. Bijoy Kalita  
Dr. Prarthana Baisua  
Dr. Ashima Sharma Bora  
Dr. Shrabani Bhadra  
Dr. Upasana Chakravarty  
Dr. Kuhu Bora  
Dr. Ananta Pegu

NOMINEE FROM MGT : Dr. Prasanta Sharma  
(G.B. Member)

SR. ADMINISTRATIVE OFFICER : Dr. Prasanta K. Deka  
(Librarian)



NOMINEE FROM LOCAL SOCIETY : Dr. Mousumi Borah,  
Asso. Prof. / Economics  
Arya Vidyapeeth.

NOMINEE FROM NEIGHBOURHOOD : Mr. Babul Raj Bongsli.

NOMINEE FROM ALUMNI : Japan Kalita -  
Shailendra Sharma.

NOMINEE FROM STUDENTS UNION : General Secretary

NOMINEE AMONG STAKE HOLDERS : Mr. Abhijit Barooah  
MD, Assam Air Products

COORDINATOR of list : Dr. Runjun Phookun.

ASST. COORDINATOR : Anjita Bora.

Palani Kalita

TECHNICAL EXPERT : Apurba Haloi

3. The contents of certain criteria were changed  
as follows.

CRITERIA I: Curricular Aspects → Dr. Bhababhuti  
Saama.

CRITERIA VI: Governance, Leadership & Management → Dr. Upasana  
Chakravarty

CRITERIA VII: Innovation & best practices → Dr. Kubil Borah



4. The coordinator requested all the members to visit IQAC regularly.
5. It was decided to apply to NIRF and ISO 9001 for certification.
6. Dr. P.K. Deka pointed out the necessity of IT awareness among the students. For this the mail id of the newly admitted students is to be ~~extracted~~ verified and extracted from their forms itself. Regarding old students the IT department was asked to activate the student database of the previous years. According to Dr. Deka, for NAAC visit, the students needs to undergo a Mock Drill to remain ~~active~~ active with internal communications. It was also decided to have a mailbox in the Website of the college.
7. A discussion was also held to find out the mechanism for collecting Guardian / Alumni feedback.
8. Dr. Deka was assigned by the Principal to open a College YouTube channel and upload important videos in it.
9. Some names of Alumni, excelling in respective fields were collected and ~~had~~ handed over to Dr. P. Baruah for follow up.





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Dr. Runjun Phookun, Co-ordinator, IQAC

e-mail : runjunphookun@gmail.com

Ph No. : 9435196941

Ref. No : .....

Date : 26/12/19.....

**NOTICE**

This is for information of all the faculty members, the Librarian & the office staff of the college that an emergent IQAC meeting will be held on 30/12/19 at 12.30 PM in the conference Hall of the college to review the 2018-19 AQAR prior to its submission to NAAC.

All are requested to attend the meeting positively.

(Dr. Runjun Phookun)

IQAC, Coordinator

K. C. Das Commerce College

COORDINATOR IQAC  
K.C.DAS COMMERCE COLLEGE  
CHATRIBARI, GUWAHATI-8



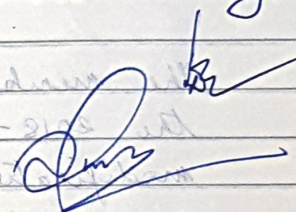

## Emergent Meeting of IQAC.

Date: 30/12/19. Time: 12:30pm. Venue: Conference Hall.

An emergent meeting of the IQAC was held on 30/12/19 at 12:30pm in the Conference Hall with the G.B members, Faculty members, Librarian and Office Staff.

The following members were present in the meeting

Members present in the meeting.

- 1) Smti Shivati Chaudhury M. Chaudhury
- 2) Dr. Hrishikesh Baruah Dr
- 3) Prof. Kandaapa Das 
- 4) Dr. Ranjan Phookun Sub 30/12/19
- 5) Alhima Shama Borak Alhima 30/12/2019
- 6) Iparomb Chelimerenty Chelimerenty 30/12/19
- 7) Dr. Bijoy Kalita Bijoy 30/12/19
- 8) Dr. Geetak Barman G 30/12/19
- 9) Dr. Murali Krishna Sarma M 30/12/19
- 10) Dr. Prasanta Kumar Deka Deka 30/12/19
- 11) Bhakabhai Sarma 
- 12) Shrabani Bhadra Shrabani 30/12/19
- 13) Prilena Barman Prilena 30/12/19
- 14) Swapna Somaiti Mochan S 30/12/19



- 15/ Hirajyoti Sarmah  
16/ Manjit Biswas  
16/ Forest Kacit

D.  
U. Biswas  
P. Kacit

Proceedings of the meeting:

The Co-ordinator of IQAC, Dr. Runjina Phookan explained the objectives of the meeting which was related to the review of 2018-2019 Annual Quality Assurance Report (AQAR) prior to uploading and submission of the same to NAAC.

The members present in the meeting reviewed the 2018-19 AQAR at length and suggested modifications wherever necessary. The meeting expressed satisfaction at the effort taken by the college to generate the AQAR and upload the same for perusal and assessment of NAAC.

Dr. Kandaapa Das, Hon'ble G.B member suggested many relevant points and guided in uploading of the AQAR.

Resolution 1: It is resolved to approve the Annual Quality Assurance Report (AQAR) of 2018-19 with minor modifications. The Principal was directed to upload the AQAR for perusal and assessment of NAAC.

Shook 30/12/19

(Dr. Runjina Phookan)  
Co-ordinator IQAC





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Ref. No : .....

Date : 25/01/2020

**NOTICE**

This is for information for all the faculty members and the Librarian that an IQAC meeting will be held on 31<sup>st</sup> January, 2020 at 10.30 A.M. in the Conference hall to discuss the following agenda.

**Agenda**

1. Discussion regarding the AQAR submitted to NAAC.
2. Any other matter.

*Runjun Phookun*  
25/1/2020

(Dr. Runjun Phookun)

IQAC, Coordinator

K. C. Das Commerce College

*Approved*  
*ls*



A meeting of the ISAC was held on 31<sup>st</sup> January 2020 in the Conference Hall at 10:30 AM.

The following members were present in the meeting.

<u>MEMBERS</u>	<u>PRESENT</u>	<u>SIGNATURE</u>
1.	Dr. Ranjun Phadun.	Phadun 31/1/2020
2.	ANJITA BORA	Bora 31.01.2020
3.	Aradhana Bora	Bora 31.01.2020
4.	Halamoni Datta	H. Datta 31/01/2020
5.	Swarna Smriti Mahanta	S. Mahanta 31/01/2020
6.	Rumima Singh	R. Singh 31/01/2020
7.	Kalpana Dutta Dhar	K. Dhar 31/01/2020
8.	Jayshree Talukder	J. Talukder 31/1/2020
9.	Rupali Talukder	R. Talukder
10.	Sudipika Karmakar	S. Karmakar 31/01/2020
11.	Marani Moni Choudhury	M. Choudhury 31/1/2020
12.	Rashmi Tiwari	R. Tiwari 31/01/2020
13.	Rimona Bora	R. Bora 31/01/2020
14.	Indrani Bhogwati	Bhogwati 31/01/2020



- |     |                      |                          |
|-----|----------------------|--------------------------|
| 15. | Charuair Das         | 31/01/2020               |
| 16. | Chandana Goswami     | 31/01/2020               |
| 17. | Pallavi Kahali       | Kahali                   |
| 18. | Chandraprabha Bohra  | Bohra<br>31/01/2020      |
| 19. | Gargi Sarma          | Sarma<br>31/01/2020      |
| 20. | Santana Borah        | 31/1/20                  |
| 21. | Tabinuddin Ahmed     | 31/01/2020               |
| 22. | Ananta Pegu          | pegu                     |
| 23. | Bipul Ch Kalita      | Chkalita                 |
| 24. | Titumoni Borah       | Borah                    |
| 25. | Kukie Borah          | 2                        |
| 26. | Dhruva Jyoti Seema   | Seema                    |
| 27. | Kuldip Sarma         | Kuldip Sarma<br>31/01/20 |
| 28. | Hira Jyoti Seema     | 31/1/20                  |
| 29. | Deepjyoti Das        | 31/1/2020                |
| 30. | Shrabani Bhadra      | Bhadra<br>31/01/2020     |
| 31. | Upeksana Chakravarty | Chakravarty              |
| 32. | Mousumi Kanti Sarma  | Sarma                    |
| 33. | Bhababhuti Sarma     | Sarma                    |



34. Dr. Bijoy Kalita

*[Signature]*

35. Ashima Sharma Borah

*[Signature]*

36. Prasanta Kumar Deka

*[Signature]* 31/1/2020

37. Apurba Haloi

*[Signature]* 31/1/2020

### PROCEEDINGS OF THE MEETING OF THE IQAC

Date: 31.01.2020

TIME: 10:30 AM

A general meeting of the IQAC was held on 31<sup>st</sup> January at 10:30 AM in the Conference Hall to discuss about the AQAR submitted to NAAC. The following discussions took place in the meeting.

1. The Coordinator of IQAC **Dr. Runjun Phookun** conducted the meeting wherein she informed the house that the AQAR for session 2018-19 was successfully submitted to the NAAC on 31<sup>st</sup> December 2019.
2. **Mr. Apurba Haloi** then gave a visual presentation of the final AQAR submitted following which certain discussions were held as under.
3. Under **Criteria 3.1.1 (Resource Mobilisation for Research)** it was held that for the coming year inputs can be acquired from **Dr. Upasana Chakravarty, Dr. Ashima Sharma Borah** and **Dr. Prasanta Kr. Deka** who have submitted research proposals to the college. Dr. Phookun requested them to initiate the process of acquiring funds from outside agencies as the initial funding would be done by the college.
4. Under **Criteria 3.3.6 (Institutional Publications during the year)** Dr. Phookun requested the faculty members to take the initiative of publishing research papers in UGC Carelisted journals in the coming session.
5. Under **Criteria 3.5.2 (Linkages with institutions for internship/project work)** A discussion took place regarding the process of initiating industry linkage for BBA 5<sup>th</sup> semester project. **Dr. Bijoy Kalita, Dr. Ananta Pegu** and **Ms. Rashmi Tiwari** were assigned the responsibility of initiating the process.
6. Under **Criteria 4.2.3 (e-content developed by teachers)** it was decided by the members to upload at least one e-content according to the syllabus taught.
7. After a thorough discussion under **Criteria 5.4.2 (Alumni Engagement)** it was decided to register the Alumni Association at the earliest. For this, **Dr. Murali Krishna Sarma** and **Dr. Prasanta Kr. Deka** were given the responsibility of organizing a meeting at the earliest and process the registration.
8. Under **Criteria 6.3.1 (Faculty Empowerment Strategies)**, it was decided to request the authorities to resume the facilities which were once provided to the faculty members.
9. In the meeting it was resolved to conduct a meeting on 3<sup>rd</sup> February, 2020 to discuss about the publication of the M. Com dissertations.

*[Signature]* 31/1/2020





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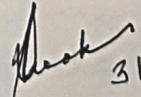
**NOTICE**

Dated: 31.01.2020

This is for information of all concerned that a meeting of the supervisors of M. Com Dissertation and the Librarian will be held on 3<sup>rd</sup> February, 2020 at 11:00 AM in the Conference Hall to discuss the following agenda.

**Agenda:**

1. Discussions on selection of Dissertations for publication.
2. Any other matter.

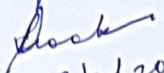
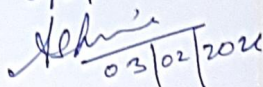


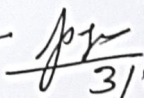
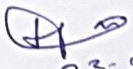
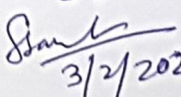
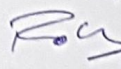
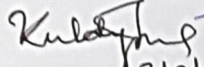
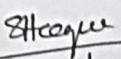
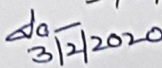
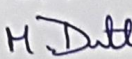
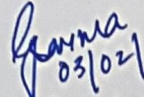
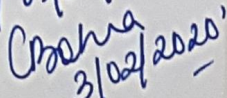
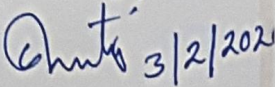
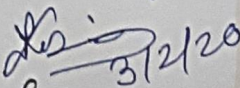
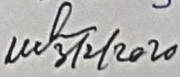

  
31/1/2020  
(Dr. Runjun Phookun)

Coordinator, IQAC

COORDINATOR IQAC  
K.C.DAS COMMERCE COLLEGE  
CHATRIBARI, GUWAHATI-8



The following members were present.

Members Present	Signature
1. Dr. Runjan Phookun	 3/2/2020.
2. Alhima Shama Borah	 03/02/2020
3. Bhebbhuti Sarma	 3/2/2020
4. Dr. Bijoy Kalita	 03/02/2020
5. Ananta Peze	 3/2/2020
6. Dr. Jayanta K. Das	 03-02-20
7. Satyjit Sural	 3/2/2020
8. Rohit Bhattacharya	 3/2/2020
9. Kundip Sarma	 3/2/2020.
10. Dr. Safiqul Haque	 3/2/2020
11. Chauhan Was	 3/2/2020
12. Dr. Malamoni Datta	 03/02/2020
13. Gangi Sarma	 03/02/2020.
14. Chandraprakha Borah	 3/02/2020
15. Dr. Upasana Chakravarty	 3/2/2020
16. Dr. Runimoni Lakkar Das	 3/2/2020
17. Dr. Murali Krishna Sarma	 3/2/2020
18. Dr. Shami W. Kalita	



## PROCEEDINGS OF THE IQAC MEETING

DATE: 03.02.2020

TIME: 11:00 AM

A meeting of the supervisors of M Com dissertation was held on 3<sup>rd</sup> February, 2020 at 11:00 AM in the Conference Hall. The following discussions took place in the meeting.

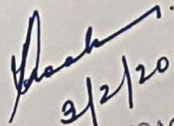
1. A discussion took place regarding the publication of the M Com dissertations by the Supervisors.
2. Dr. Runjun Phookun, Coordinator, IQAC, suggested publishing the selected dissertations as research papers in peer reviewed journals. However, Dr. Bijoy Kalita suggested publishing the papers in a book form. It was supported by almost all the members since that would also be beneficial for the college.
3. Dr. Ashima Sharma Borah suggested that plagiarism can be tested in the college library itself before printing.
4. Dr. Satyajit Sarmah was of the opinion that a Screening Committee should be formed in order to set up parameters for proper screening and publishing of the papers.
5. It was decided that to maintain sustainability, proper marketing of the proposed book should be carried on by the M Com students.

The following resolutions were taken in the meeting:

**Resolution #1:** It was resolved to select purely commerce related topics.

**Resolution #2:** The following members were selected for the Screening Committee:

Dr. Runjun Phookun, Dr. Bhababhuti Sarma, Dr. Bijoy Kalita, Dr. Ashima Sharma Borah, Dr. Upasana Chakravarty and Dr. Chandraprabha Bohra.

-----  
  
3/2/2020  
COORDINATOR IQAC  
DAS COMMERCE COLLEGE  
CHATRIBARI, GUWAHATI-8





*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. : 9435196941

Ref. No : .....

Date : .....

**NOTICE**

**Dated: 03.03.2020**

This is for information to all concerned that a meeting of the Screening Committee of the M.Com Dissertations will be held on 4<sup>th</sup> March at 11:00 AM in the Conference Hall to discuss the following agenda.

**AGENDA:**

1. Finalisation of procedure of selection of Dissertations.
2. Any other Matter.

*Runjun Phookun*  
3/3/2020

(Dr. Runjun Phookun)

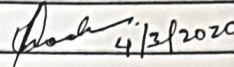
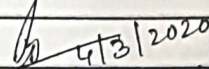
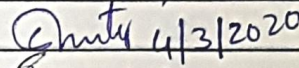
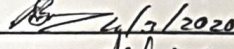
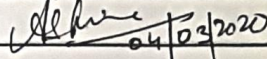
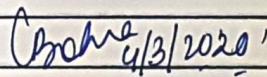
Coorinator, IQAC

K C DasCommerce College.

COORDINATOR IQAC  
K.C.DAS COMMERCE COLLEGE  
CHATRIBARI, GUWAHATI



A meeting of the IQAC was held on 04/03/2020  
in the Conference Hall at 11:00 AM  
The following teachers were present in  
the meeting

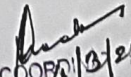
Members Present	Signature.
1) Dr. Runjun Phookun	 4/3/2020
2) Dr. Bijoy Kalita	 4/3/2020
3) Dr. Upasana Chakravarty	 4/3/2020
4) Dr. Bhababhuti Sarma	 4/3/2020
5) Ashima Shama Borah	 04/03/2020
6) Chandraprabha Borah	 4/3/2020

### PROCEEDINGS OF THE SCREENING COMMITTEE

DATED: 04.03.2020

TIME: 11:00 AM

1. Dr. Runjun Phookun, Coordinator, IQAC suggested to select 30 M.Com Dissertations of the Session 2019-20 and then finalise the same after consultation with the members of the Screening Committee.
2. The Committee then selected the 30 dissertations for evaluation and modification by the members of the Committee.
3. It was decided that after evaluation, the selected paper will be published in a book form.
4. After a discussion it was decided to induct Dr. Runumoni Lahkar Das as a member of the Screening Committee.
5. It was decided to have the next meeting on 6<sup>th</sup> March, 2020 at 2:30 PM in the IQAC office.

  
COORDINATOR IQAC  
K.C. DAS  
CHAT  
ECC. LEGE  
JWAHATI-8  
4/3/2020





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

Chatribari, Guwahati - 781008

Estd.- 1983

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

Dr. Runjun Phookun, Co-ordinator, IQAC

e-mail : runjunphookun@gmail.com

Ph No. : 9435196941

Ref. No : .....

Date : .....

**NOTICE**

**Date: 17.03.2020**

This is for information to all concerned that a meeting of the Screening Committee of M. Com Dissertations will be held on 18<sup>th</sup> march, 2020 at 11:30 AM in the IQAC to discuss the following agenda.

1. Modification and concision of the selected dissertations into research papers.
2. Discussion regarding format of the research paper.
3. Any other matter.

*Runjun Phookun*  
17/3/2020

(Dr. Runjun Phookun)

Coordinator, IQAC

K. C. Das Commerce College

COORDINATOR IQAC  
K.C.DAS COMMERCE COLLEGE  
CHATRIBARI, GUWAHATI-8

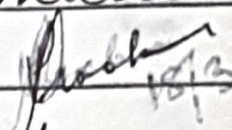
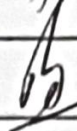
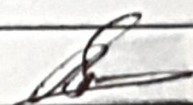
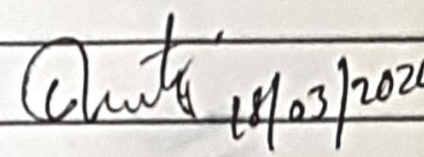


DATE: 18/03/2020.

## IQAC Meeting

A meeting of IQAC was held on 18/03/2020, at 12 noon in the IQAC room with the Screening Committee of M. Com Dissertation

The members present in the meeting

Name	Signature
1) Dr. Sujana Phookun.	 18/3
2) Dr. Bijoy Kalita	 18/03/2020
3) Dr. Bhobabute Sarma	
4) Dr. Upasana Chakravarty	 18/03/2020



## MEETING OF THE SCREENING COMMITTEE

Dated: 18.03.2020

Time: 11:30 AM

A meeting of the Screening Committee for the M. Com Dissertations was held today and the following discussions took place.

1. A discussion took place regarding the format of the research papers. The format was planned out as follows:
  - i. Introduction
  - ii. Review of Literature
  - iii. Significance of the study
  - iv. Objectives
  - v. Methodology
  - vi. Data analysis and interpretation
  - vii. Findings, suggestions and conclusion
  - viii. Reference

The word limit for the paper has been fixed at 3500-4500.

2. It was decided to collect the soft copies from the students.
3. A discussion took place to ask all the Supervisors of the selected dissertations to do the required modifications to concise the dissertation as per the given format.

-----  
*Shankar*  
18/03/2020.

(Dr. Kunjan Phokun)

Coordinator IQAC.

K.C.D.C.C.

COORDINATOR IQAC  
K.G.D.A.S. COLLEGE  
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## ONLINE ZOOM MEETING OF THE IQAC COMMITTEE

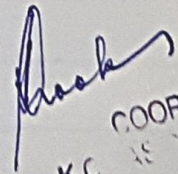
**DATE: 16/05/2020**

**TIME: 7:00PM**

An online meeting of the IQAC committee and the Heads of the Departments was held on 16<sup>th</sup> May, 2020, over Zoom. The following discussions took place in the meeting:

1. It was discussed to fix the topic for the National Level Online Essay Competition to be organized by the college at the earliest. The Principal, Dr. Hrishikesh Baruah informed that the approval for the cash prizes will be sought from the Honourable Governing Body of the college.
2. A discussion was also held in the lines of "Local to Global" wherein Dr. Baruah expressed his intention of providing support to small enterprises from the institution. He was of the opinion that our institution can promote the branding of such small industries in the global market. He invited all the members to put forth their suggestion regarding framing the policy.  
Dr. Runjun Phookun, Coordinator, IQAC, suggested promoting an ex-student of the college who was into the business of making fine jewellery.
3. The Principal, Dr. Hrishikesh Baruah, asked the Departments of Mathematics and Statistics and the Department of Economics to finalise the documentation of the Eco-Stats-Maths Course and provide the details to Dr. Kukil Borah for inclusion in the Prospectus.
4. Dr. P.K. Deka, Librarian, suggested to conduct the Alumni Meet through Zoom. According to him, this platform would be ideal to find out any alumni who are into such indigenous business.  
Dr. Deka also informed the members about the ACLA webinar to be conducted on E learning resources for the faculty members on 19<sup>th</sup> May 2020.

XXXXXXXXXXXXXXXXXXXX

  
COORDINATOR IQAC  
16/05/2020  
K.C. BARUAH



## ONLINE ZOOM MEETING OF THE IQAC COMMITTEE

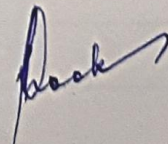
**DATE: 17/05/2020**

**TIME: 7:00PM**

An online meeting of the IQAC committee and the Heads of the Departments was held on 17<sup>th</sup> May, 2020, over Zoom. The following discussions took place in the meeting:

1. Dr. Prasanta Kr. Deka, Librarian, highlighted about the webinar to be conducted by the ACLA in association with K. C. Das Commerce College on "Awareness programme on Online Resources" to be held on the 19<sup>th</sup> of May, 2020. He informed that due to large number of participants registered, the programme will be conducted in two sessions on the same day.
2. Dr. Hrishikesh Baruah, Principal, instructed the technical support to reflect the programme information in the college website.
3. A discussion was held regarding the programme schedule and the e-certificates to be provided. Dr. Prasanta Kr. Deka gave out the tentative programme schedule.
4. Mr. Tony Bayan gave a brief description about the pricing of various packages of the zoom platform to be purchased by the college. A brief discussion was held regarding the various options available. However, no concrete decision was arrived at regarding the issue.
5. Dr. Ananta Pegu, informed the house about the queries that were coming in from the participants of the NEC Sponsored National Seminar on Environment Sustainability to hold the Seminar online. However, after a thread-bare discussion, due to technical non feasibility, the Principal declined the proposal for the time being.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX



COORDINATOR IQAC  
K.C.DAS COMMERCE COLLEGE  
CHATRIBARI, GUWAHATI-8



# MEETING OF THE IQAC COMMITTEE.

DATED: 28.05.2020.

TIME: 11:30 AM.

A meeting of the IQAC Committee was held on 28<sup>th</sup> May, 2020 to discuss the following agenda:-

Agenda:

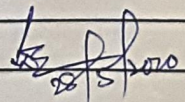
1. Discussion on Industry Academia Building.
2. Discussion on preparation of AQAR 2019-2020.
3. Conducting a series of Webinars for students and faculty members.
4. Restructuring the IQAC Core Committee.
5. Discussion on the publication of the book on collection of M.Com Dissertations.
6. Any other academic and other related matters.

The members present in the meeting are :-

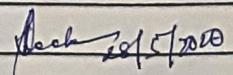
Members

Signature

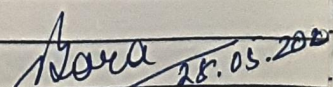
1. Dr. Hrishikesh Baruah  
Principal.



2. Dr. Runjun Phookan  
Coordinator, IQAC.



2. ANJITA BORA

  
28.05.2020



Members

Signature

4. Shebani Bhadra

Bhadra  
28/5/2020

5. Upasana Chakraborty

Upasana  
28/5/2020

6. Prathana Beema

Beema  
28/5/2020

7. Bijoy Kalita

Bijoy  
28/5/2020

8. Bhadrabati Sarma

Sarma  
28/5/2020

9. Koki Borah

Borah  
28/5/2020

10. Pallavi Kahali

Kahali

11. Ananta Pegu

Pegu  
28/5/2020

12. Pransha Das

Das  
28/5/2020

13. Manjit Biswas

Biswas



## PROCEEDINGS OF THE IQAC CORE COMMITTEE

DATE: 28<sup>TH</sup> May, 2020

TIME: 11:30 AM

A meeting of the core committee of the IQAC was held on 28<sup>th</sup> May, 2020 at 11:30 AM in the conference hall. The following discussions took place in the meeting.

1. The Principal, Dr. Hrishikesh Baruah started the meeting with the inputs given by the respective Heads of the Departments on 27<sup>th</sup> May, 2020 regarding the development of the college. He said that though there were many tasks in hand, it would only be successful provided it is implemented within the time schedule. He instructed the IQAC to compile the records of all the Online Class Records and Activities Report submitted by the teachers.
2. In this context, he also informed the members that as per the verbal communications with the higher authorities, our college has been granted permission to open both the Arts and the Science streams. Procedure is on for B.A (Economics Major) for the coming session.
3. A discussion was held regarding the Value Added courses in the college. Dr. Baruah informed that the Value Added Department has been working on the various probable courses that could be floated from the coming session along with strategies to bind the students to these courses. He said that the courses are being developed in lines with the SWAYAM model with a very modest fee structure. He requested Dr. Bijoy Kalita to investigate why the MoU with the ICSI has not materialized.
4. An update was taken regarding the registration of the Alumni Association wherein Dr. Bhababhuti Sarma informed that the Alumni had failed to submit their photographs to the authorities due to which the registration process had slowed down. The Principal requested the Alumni Committee members to conduct an Alumni Meet online through zoom during this period.
5. It was decided to renovate the IQAC. For this, the specifications were to be sent to a professional for obtaining the sketches for the same. At this Dr. Bijoy Kalita reminded the Principal to look into the infrastructure to be required for the proposed Departmental store of the college.
6. The Principal also requested the IQAC members to start with the preparation of the AQAR 2019-2020 at the earliest. It was also decided to upload the 2018-2019 AQAR in the website immediately.
7. A discussion was held regarding the proposed industrial tie up of the college with various corporate houses. It was decided that the IQAC, the Career Counselling and Placement Cell along with the BBA department will visit different industrial houses in the context of Internship programme inculcated in the BBA curriculum. A good rapport needs to be built with these houses which will eventually enable the college to invite these industry professionals to deliver an online lecture once a week to the students of the college. This would eventually help in the inbreeding. For this, the mechanism needed to be worked upon by the members.

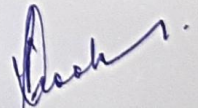


8. The Principal, Dr. Baruah also informed that the concept of publishing an e-book on the topic Local to Global would be materialized very soon.

The following resolutions were taken in the meeting regarding activities of the IQAC.

- i. The online class routine of the IQAC will be prepared by the Routine Committees and uploaded by 30<sup>th</sup> May 2020. Along with it, the offline routine of all classes should be finalized at the earliest.
- ii. The degree and the post graduate classes will continue on line in the usual pattern.
- iii. The IQAC, the Career Counselling and Placement Cell and the BBA department will attempt a corporate relation build up within a short period. A meeting to device a mechanism will be called for .by first week of June 2020.
- iv. The IQAC and the R& D Cell will approach the Chambers of Commerce and other corporate financiers for sponsoring of research projects.
- v. It was decided to conduct a series of webinars both for students and faculties in the coming months.
- vi. It was resolved to start the preparation of AQAR 2019-2020 at earliest. Along with it, the documentation process of the AQAR 2018-19 will be attempted to be completed by 10<sup>th</sup> June 2020 by the IQAC Committee.
- vii. It was resolved to include all the HOD s in the IQAC Core Committee.
- viii. It was decided to undertake the assignment of publishing the M. Com Dissertations in book form named Compendia. It was decided to invite tenders for publishing the same.

The meeting ended with the Principal requesting all the members to go through the AQAR 2018-19 thoroughly.



(Dr. Runjun Phookun)

Coordinator, IQAC

COORDINATOR IQAC  
K.C.DAS COLLEGE  
CHATRIBANGA