



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

Chatribari, Guwahati - 781008

Estd.- 1983

Dr. Runjun Phookun, Co-ordinator, IQAC

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Ref. No : .....

Date : .....

**NOTICE**

Dated: 15.10.2020

This is for information to all the core committee members of the IQAC that an IQAC meeting will be held on 21/10/2020 at 11:00 AM in the Conference Hall to discuss the following agenda.

**Agenda:**

1. Restructuring of the IQAC Committee
2. Discussion regarding submission of AQAR 2019-2020
3. Discussion regarding holding of NEC sponsored National Seminar
4. Constitution of a Committee to implement the NEP 2020
5. Organise Seminars and Workshops on NEP 2020.

All are requested to attend the same.

*Runjun Phookun*  
15/10/2020

(Dr. Runjun Phookun)  
Coordinator, IQAC

K. C. Das Commerce College

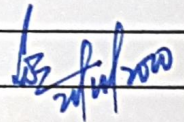
COORDINATOR IQAC  
K.C.DAS COMMERCE COLLEGE  
CHATRIBARI, GUWAHATI-8

A meeting of the IQAC low committee was held on 21<sup>st</sup> October, 2020 at 1 PM in the Conference Hall. ~~to discuss the~~ The members present in the meeting are: —

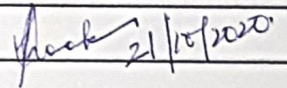
Members

Signature

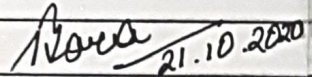
1. Dr. Hrishikesh Bawal, Principal.

 21/10/2020

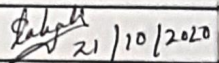
2. Dr. Runjun Phadun, Coordinator

 21/10/2020

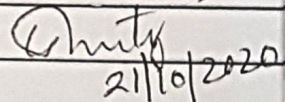
3. Anjita Bora, AssH. Coordinator

 21.10.2020

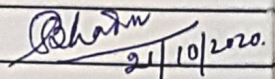
4. Swapna Smtiti Mahanta

 21/10/2020

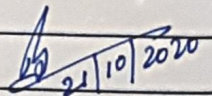
5. Upasana Chakraverty

 21/10/2020

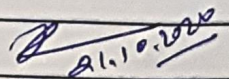
6. Shrabani Bhadra

 21/10/2020

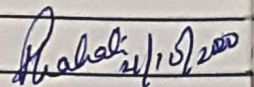
7. Bijoy Kalita

 21/10/2020

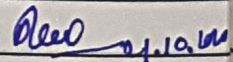
8. Kuntal Basak

 21.10.2020

9. Pallavi Kalita

 21/10/2020

10. Prasanta Lee Deka

 21.10.2020

## PROCEEDINGS OF THE IQAC CORE COMMITTEE

DATE: 21.10.2020

TIME: 12:00 PM

A meeting of the Core Committee of the IQAC was held on 21<sup>st</sup> October, 2020 in the Conference Hall of the college. The following decisions took place in the meeting.

### **1. Restructuring of the IQAC Committee:**

A discussion took place on restructuring of the IQAC Committee. The Principal, Dr. Hrishik Baruah suggested including Mr. Pranab Sarma of Adroit Digisoft for web based support for committee as well as the college.

It was hence resolved to include:

- i. Dr. Swapna Smriti Mahanta, HOD, Assamese in lieu of Dr. Ashima Sharma Borah  
Convenor of Criteria III
- ii. Mr. Pranab Sarma, Director, Adroit Digisoft as member of IQAC.

### **2. AQAR Submission:**

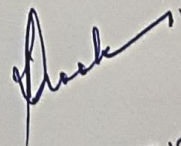
A discussion was held regarding submission of AQAR 2019-2020 by December end. Principal requested the members to work towards submission of the same by December 2020. He was of the opinion that target dates have to be set for obtaining the Self appraisal of the faculty members, Activities reports etc.

### **3. Holding of National Seminar (NEC):**

The Principal directed the Seminar Committee to meet in the first week of November to decide the date to hold the NEC Sponsored National level Seminar which had to be postponed due to ongoing pandemic.

### **4. Any other matter:**

- i. It was decided to renovate the IQAC for better functioning.
- ii. It was also decided to include the Alumni in the foundation Day Program scheduled to be held on 7<sup>th</sup> November, 2020.



COORDINATOR IQAC  
K.C.DAS COMMERCE COLLEGE  
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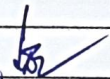
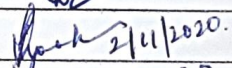
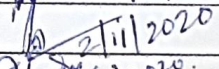
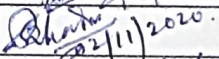
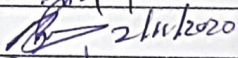
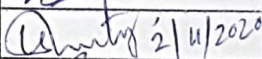
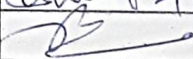
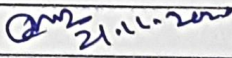
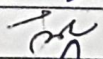


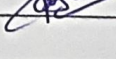

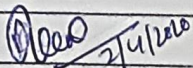

## PROCEEDINGS OF THE IQAC COMMITTEE

DATE: 02.11.2020

TIME: 11:30 AM

A meeting of the IQAC Committee was held with the HODs on 2<sup>nd</sup> November at 11:30 AM in Conference Hall.

The members present in the meeting are:

SL	NAME OF FACULTY MEMBER	SIGNATURE
1.	Dr. Hrishikesh Baruah, Principal	
2.	Dr. Runjun Phookun, Coordinator	 2/11/2020
3.	Dr. Bijoy Kalita	 2/11/2020
4.	Dr. Shrabani Bhadra	 2/11/2020
5.	Dr. Bhababhuti sarma	 2/11/2020
6.	Dr. Upasana Chakravarty	 2/11/2020
7.	Dr. Dipak Barman	
8.	Dr. Murali Krishna Sarma	
9.	Dr. Kukil Borah	 2/11/2020
10.	Jitumoni Borah	
11.	Tabiruddin Ahmed	
12.	Rashmi Tiwari	
13.	Dr. Bipul Ch. Kalita	
14.	Purnima Singh	
15.	Dr. Prasanta Kr. Deka	 2/11/2020
16.	Dr. Prarthana Baruah	
17.	Dr. Swapna Smriti Mahanta	
18.	Anjita Borah	

### PROCEEDINGS OF THE MEETING:

1. The Principal, Dr. Hrishikesh Baruah informed the house about the measures taken upon reopen of the college. He informed that the college had become relatively safe with proper sanitizat being done regularly. He also informed that sanitiser stands have been placed in n every floor use of faculty members and students.

2. A discussion took place on the mechanism of taking classes online as well as offline. It was decided that the classes would be taken according to the master routine following the government circular. A notice has to be circulated in this regard in the website.
3. Dr. Bijoy Kalita and Dr. Kukil Borah had been entrusted with the responsibility of framing Academic Calendar for the session 2020-21.
4. A discussion took place on the functioning of the R&D Cell. It was proposed to undertake tentative research project on "Challenges and opportunities in the post Covid world with special reference to ...". Dr. Kukil Borah was entrusted the responsibility of conducting the same at a selection of a remote village.
5. A discussion was held regarding the Foundation day celebration of the college scheduled on November, 2020. The programme was decided as follows:

10:00 AM : Flag hoisting

10:15 AM : Shradhanjalee

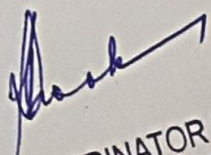
10:30 AM : Meeting of the Governing Body, Teaching, Non Teaching Staff and students

11:30 AM : High Tea

7:00 PM : Online Foundation Day Lecture by Prof. Arup Misra, Asso. Professor, Deptt. Chemical Engineering, AEC, Guwahati-13.

The Principal requested the members to be present on the day and make the programme success.

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

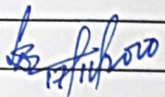
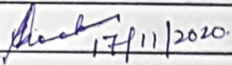
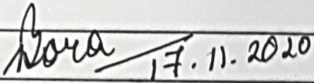
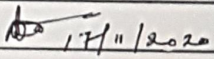
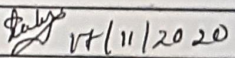
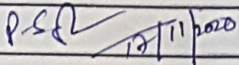
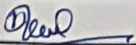





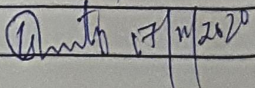
~~GEN~~ MEETING OF THE IQAC & HODs.

17.11.2020

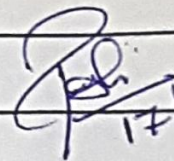
TIME: 12:00 PM

A meeting of the HODs and the IQAC was held on 17<sup>th</sup> November 2020, at 12:00 PM.

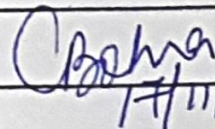
The following members were present in the meeting.

<u>Members</u>	<u>Signature</u>
1. Dr. Harshikesh Baruah.	
2. Dr. Runjan Phookun.	
3. ANJITA BORA	
4. Parthana Bora	
5. Swapna Smriti Mahanta	
6. Purima Singh	
7. DR. PRASANTA KUMAR DEKA	
8. Tabiruddin Khan	
9. MR. JITUMONI BORAH	
10. DR MURALI KRISHNA SARMA	
11. Kukul Borah	
12. Bhababhuti Sarma	
13. Upasana Chakravarty	

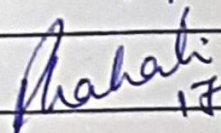
14. Rashmi Tiwari

  
17/11/2020

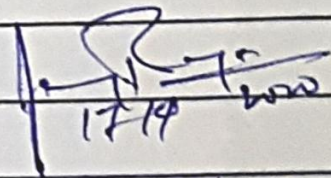
15. Dr. Chandraprabha Bohra

  
17/11/2020

16. Pallavi Kalkat

  
17/11/20


17. Tony Bayan

  
17/11/2020

18. Sherbani Bhadra

  
17/11/2020

19. Bijoy Kalita

  
17/11/2020

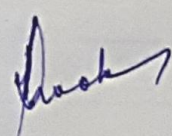
## PROCEEDINGS OF THE MEETING OF THE IQAC AND THE HODs

DATE: 17.11.2020

TIME: 12:00 PM

The following discussions took place in the meeting:

1. Regarding the submission of the Self Appraisal of the faculty members, the IQAC Coordinator, Dr. Runjun Phookun informed that almost all the members have submitted the same.
2. The Principal, Dr. Hrishikesh Baruah requested the HODs to submit their respective departmental activities of the last session to the IQAC by tomorrow.
3. A discussion was held regarding the Mentor-Mentee framework. The IQAC was assigned the task of allotting the students of UG and PG classes under every faculty member along with framing the guidelines for the same.
4. A discussion was also held regarding the upgradation of the Library. Dr. PK Deka, Librarian, informed that the process for conversion of the library into an e resource learning centre is under process. He suggested that to be more cost effective, the college could think of handing over the renewal subscription of the Journals to the local vendors. This would in turn minimize the postal costs as well as the delivery will be assured unlike bad postal delivery.
5. Dr. Baruah also asked the IQAC to organise the Office Management programs for the office staff as soon as possible.
6. A discussion was held regarding holding of the long postponed NEC Sponsored National seminar. A meeting is called on the 18<sup>th</sup> of November, 2020, of the Organising Committee to discuss the modalities of holding the Seminar tentatively in the month of December, 2020.
7. It was also proposed in the meeting to publish a table calendar by the college in 2021. The responsibility was entrusted to the Publication Committee alongwith the IQAC.
8. A discussion was also held regarding holding of Guardians Meet online for all the classes in the month of November itself. It was also decided to hold the Ramesh Chaudhury All Assam Inter College Debate Competition online.

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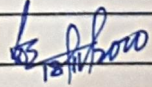
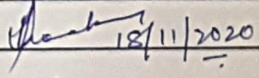
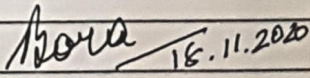
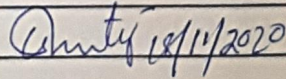
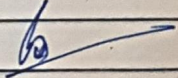
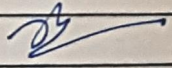
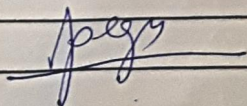
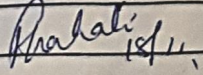


Date: 18/11/2020 Meeting of the IQAC and the Organizing Committee of Two Day National Seminar

Time - 12 noon Venue: Conference Hall

The meeting of the IQAC and the Organizing Committee of Two Day National Seminar was held on 18/11/2020 at 12 noon

The following members were present in the meeting

Members	Signature
1. Dr. Hrishikesh Barnah	
2. Dr. Runjan Phookun	 18/11/2020
3. ANJITA BORA	 18.11.2020
4. Dr. Utpasana Chalmurthy	 18/11/2020
5. Dr. Bijoy Kalita	
6. Dr. Dipak Barman	
7. Dr. Ananta Pegu	
8. Pallavi Kalita	 18/11

Agenda:

1. Discussion regarding holding of Seminar
2. Finalisation of "Compendia".

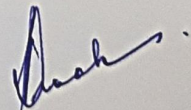
# PROCEEDINGS OF THE MEETING OF THE IQAC AND THE HODs

DATE: 18.11.2020

TIME: 12:00 PM

A meeting of the IQAC along with the HODs was held on 18<sup>th</sup> November, 2020, in the Conference Hall at 12:00 PM. The following discussions took place in the meeting:

1. A discussion was held regarding the probable date of holding the NEC Sponsored National Seminar. The Principal, Dr. Hrishikesh Baruah informed that a discussion was also held with the Advisory Committee of the Seminar where it was suggested to hold the meeting either in the end part of December or early part of January 2021. It was finally decided to hold the seminar on 8<sup>th</sup> and 9<sup>th</sup> January 2021.
2. The Principal requested the Coordinator, IQAC, Dr. Runjun Phookun to call for a general meeting of the various sub committees at the earliest.
3. A discussion was held at length regarding the things to be done for the Seminar:
  - The Resource Person were to be connected as soon as possible to block the dates.
  - A message has to be forwarded to the participants regarding the new dates.
  - The publisher needs to be contacted for publishing of the Abstract volume and the participation certificates.
  - Mr. Pratul Bhattacharyya needs to be contacted for reprinting the dates on the Seminar Bags.
  - It was decided to inform Lions' Hospital for booking the auditorium for the Inaugural and the Valedictory Sessions of the Seminar.
  - After comparing the quotations sent for printing of the Compendia, it was decided to assign the job to Ganesh Printers at the earliest. The office was instructed to issue the Work Order for the same.
4. It was decided that the offline presentation of the papers will be held for the local participants. In view of the pandemic, it was however decided to hold online presentation of papers for the candidates outside the city. The modalities for the same will be worked upon at a later stage.



(Dr. Runjun Phookun)

Coordinator, IQAC

COORDINATOR IQAC  
K.C.D/ CO-OPERATIVE SOCIETY  
CHIRANG, GUWAHATI

MEETING OF THE IQAC AND THE NATIONAL SEMINAR ORGANISING COMMITTEE.

09-12-2020

1:00 PM.

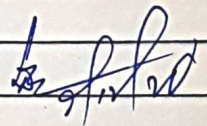
A meeting of the IQAC and the Organising Comm. of the two day National Seminar was held on 9/12/2020 at 1:00 PM in the Conference Hall.

The following members were present :-

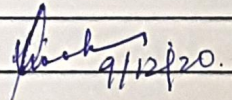
Members

Signature

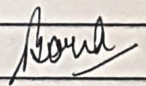
1) Dr. Hrishitesh Barua, Principal



2) Dr. Runjun Phookun, Coordinator IQAC

 9/12/20.

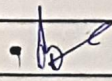
3) Anjita Bora, Org<sup>n</sup> Secretary



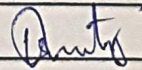
4) Dr. Bibabhuti Sarma



5) Dr. Bijoy Kalita

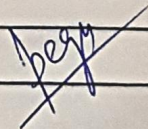


6) Dr. Upasana Chakravarty



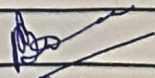
7) Dr. M. K. Sarma

8) Dr. Ananta Pegu



9) Dr. P. K. Deka.

10) Dr. Parthana Barua.



## PROCEEDINGS OF THE IQAC MEETING

DATE: 09.12.2020

TIME: 1:00 PM

A meeting of the Organising Committee of the NEC Sponsored National Seminar along with the IQAC was held on 9<sup>th</sup> December, 2020 at 1:00 PM in the Conference Hall.

The following discussion was held in the meeting:

1. A discussion was held at length regarding the progress of the upcoming Seminar. Ms. Anjita Bora, Organising Secretary informed the members that the correspondence with the Guests and Resource Persons has been completed and the respective mails have been sent. Moreover, correspondence with the participants have also been done by sending bulk mail. It was also informed to the house that the Abstracts had been sent to print. The Principal asked Dr. Ananta Pegu to create a Whatsapp group for faster dissemination of information and the programme. The Principal, Dr. Hrishikesh Baruah informed the members that the Vice Chancellor, Gauhati University and the DHE had consented to attend the Inaugural Session. It was discussed to prepare a Google Form and sent to the participants to obtain the confirmation from them. It was decided to send a letter for the sponsorship of Seminar Kits to the Indian Bank. The Organising Secretary was asked to do the needful. The Principal also informed that the lighting of the campus could be initiated before the Seminar. For this Dr. P.K. Deka was asked to do the needful.
2. A follow up of the AQAR was taken by the Principal. It was informed that the frame work for the same would tentatively be completed by 15<sup>th</sup> of December, 2020.
3. A discussion was held regarding Criteria VII where two best practices followed by the College were to be cited. The following suggestions henceforth came up: i) renting of campus for Govt. exams, ii) Blood Donation Camp organised by Red Ribbon Club and iii) Activities of the Placement Cell.
4. The Principal, Dr. Hrishikesh Baruah informed that process is on for procurement of internet from the NIC.
5. He also urged the Website Review Committee to develop a blog in the website regarding the Covid-19 SOPs.

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

MEETING OF THE IQAC. WITH FACULTY MEMBERS.

23/12/2020

11:00 AM

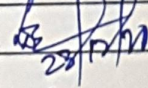
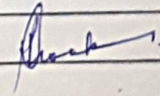
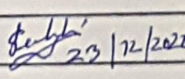
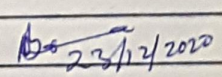
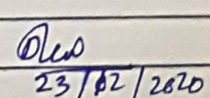
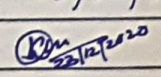
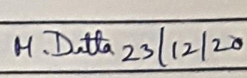
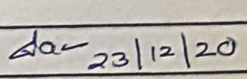
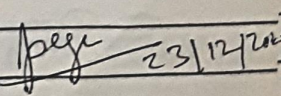
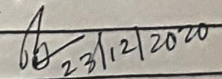
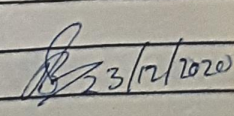
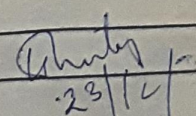
A meeting of the IQAC with the faculty members were held on 23<sup>rd</sup> December to at 11:00 AM in the Conference Hall to discuss the following agenda.

- 1) Approval of the AQAR 2019-2020 to be uploaded in NAAC Website.

The following members were present in the meeting

Members present

Signature

- 1) Dr. Hristikesh Baruah, Principal. 
- 2) Dr. Runjun Phookun, IQAC Coordinator. 
- 3) Swapna Smititi Mahanta  23/12/2020
- 4) Dr. Prashant Barua  23/12/2020
- 5) Dr. Prasanta Kumar Saha  23/12/2020
- 6) Kalpana Dutta Dhan  23/12/2020
- 7) Dr. Malamoni Dutta  H. Dutta 23/12/20
- 8) Chaitali Das  Das 23/12/20
- 9) Ananta Pegu  Pegu 23/12/2020
- 10) Dr. Bijoy Kalita  23/12/2020
- 11) Dr. Bhabeshwar Saha  23/12/2020
- 12) Dr. Upasana Chelmarthy  Chelmarthy 23/12/20

- 13) Sheebani Bhadra. Shrinu  
23/12/2020
- 14) Bipul Chakraborty Hew
- 15) Saifur Haque Hew
- 16) Dhruva Jyoti Sarna Jyoti
- 17) Sananu Barua S.
- 18) Rohit Bhattacharyya Pol
- 19) Sourick Barua Barua
20. Dipak Barman Dipak
21. Bikash K.R. Jain Bj
22. Manoj K. Kedia K.
23. Hirajyoti Sarora H.
24. Runumoni Lakshmi Das Runu
25. Sankar J. Choudhury Sankar
26. Kuldip Sarma Kuldip
27. Amit Das Amit  
23/12/20
28. Apichand Halder Apichand  
23/12/2020
29. Manami Devi Chandry Manami  
23/12/20
30. ANJITA BORA Anjita  
23.12.2020

31. Pallavi Kakati

Prabati

32. Chandra Prabha Kohra

Bohna  
23/12/2020

33. Gangi Sarma

Janma  
23/12/2020

34. Rashmi Tiwari

Prab  
23/12/2020

35. Sudipta Karmakar

Sh  
23/12/2020

36. Jayashree Patra

Prab  
23/12/2020

### PROCEEDINGS OF THE MEETINGS :

1. The draft AQAR for 2019-20 was placed in the meeting where it was reviewed by the members.

Some minor changes, specially in criteria V was made and the AQAR was finally submitted.

Prab

(Dr. Runjun Prodhun)  
: Coordinator, IQAC

MEETING OF THE IQAC WITH THE  
HODs AND IQAC CORE COMMITTEE

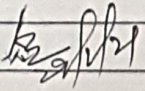
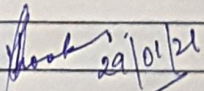
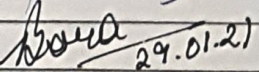
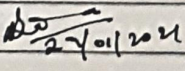
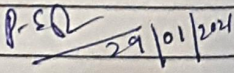
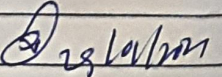
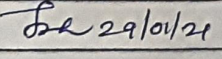
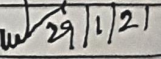
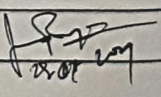
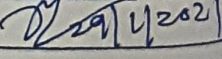
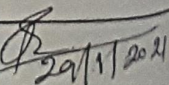
Date : 29-01-2021

Time : 1:00 PM

A meeting of the IQAC Core Committee with the HODs was held on 29.01.2021 at 1:00 PM in the Conference Hall to discuss the following agenda.

① Reconstitution of the IQAC Committee for preparation of SSR.

Members Present :-

<u>Name</u>	<u>Signature</u>
1. Dr. Hrishikesh Bawa, Principal	
2. Dr. Ranjuna Phookun, IQAC Coordinator	
3. ANJITA BORJA	
4. Parvati Bawa	
5. Punima Singh	
6. Tabiruddin Khan	
7. Titumoni Borah	
8. Muralikrishna Sarma	
9. Pomy Bagan	
10. Deepak Bannar	
11. Apurba Hales	



12. Bhababhuti Sarma — 29/01/2021
13. Dr. Bijoy Kalita 29/01/2021
14. Anil Pasana Chelmeranjy Chitra 29/01/21
15. Shrabani Bhadra. Bhadra 29/01/2021
16. Pallavi Kalali. Kalali
17. Chandra Prabha Bebra. Bebra 29/01/2021
18. Rashmi Tiwari. Tiwari 29/01/2021
19. Pranab Sarma. Sarma 29/01/2021
20. Kukul Borah. Borah 29/01/2021

### PROCEEDINGS OF THE MEETING:-

1. The IQAC Committee for preparation of the SSR was prepared for with immediate effect.

The committee formed is as follows:—

An Emergent meeting of IQAC Core Committee

A meeting of the IQAC <sup>core committee</sup> was held on 02/03/21 at 1:00 pm in the Conference Hall.

The members present in the meeting.

1. Dr. Hrushikesh Baruah. 13/3/21
2. Dr. Kunjun Phookun. Phookun 2/3/21.
3. Dr. Shrabani Bhadra. Shrabani 02/03/2021
4. Dr. Bhababhuti Sarma. Bhababhuti 2/3/21
5. Dr. Kukul Basak. Kukul 02/3/21.
6. Dr. Bijoy Kalita. Bijoy 2/3/21
7. Dr. Ananta Pezu. Pezu 2/3/21
8. Dr. Murali Krishna Sarma. Murali 2/3/21
9. Mrs. Purnima Singh. Purnima 02/3/21
10. Dr. Prapomta Kumar Deka. Deka 02/03/2021
11. Dr. Prarthana Baeu. Prarthana 02/03/2021
12. Dr. Swapna Smriti Mahanti. Mahanti 2/3/21

## PROCEEDINGS OF THE EMERGENT IQAC MEETING

Date: 02/03/2021

Time: 1:00 p.m.

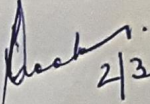
In the emergent IQAC, Core Committee meeting the discussion was held regarding the progress of SSR writing.

As the progress of SSR writing was not up to the mark, the meeting directed to reconstitute the IQAC Committee and set a deadline for submitting the same.

The following resolution was adopted in the meeting unanimously:

**Resolution I:** As per the decision of the Core Committee meeting of IQAC held on 2<sup>nd</sup> March, 2021, the IQAC Committee has been reconstituted as follows:

1. Dr. Hrishikesh Baruah- Chairperson
2. Dr. Runjun Phookun- Coordinator
3. Dr. Bijoy Kalita- Assistant Coordinator
4. Mr. Tony Bayan- Technical Support
5. Mr. Apurba Haloi- Technical Support
6. Dr. Bhababhuti Sarma- Member
7. Dr. Prarthana Barua- Member
8. Dr. Shrabani Bhadra- Member
9. Dr. Swapna Smriti Mahanta- Member
10. Dr. Prasanta Kr. Deka- Member
11. Dr. Upasana Chakravarty- Member
12. Ms. Anjita Bora- Member
13. Dr. Ananta Pegu- Member
14. Dr. Kukil Borah- Member
15. Ms. Pallavi Kakati- Member
16. Mr. Dipankar Hazarika- Member

  
2/3/21

Dr. Runjun Phookun

Coordinator, IQAC,

K. C. Das Commerce College.

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

# MEETING OF THE IQAC COMMITTEE

DATE: 08.04.2021

TIME: 11:30 AM.

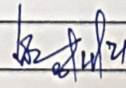
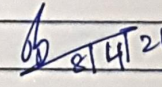
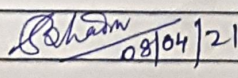
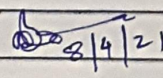
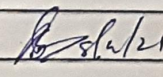
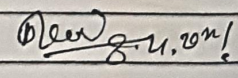
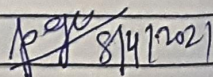
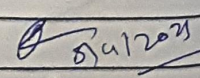
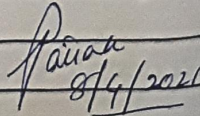
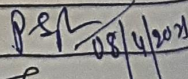
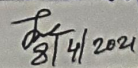
A meeting of the IQAC committee was held on 8<sup>th</sup> April 2021 at 11:30 AM in the IQAC to discuss the following agenda:-

## AGENDA:-

1. Stock taking of the activities of the IQAC regarding NAAC visit and other related activities.
2. Any other matter.

## MEMBERS PRESENT:-

## SIGNATURE

- |                                        |                                                                                       |
|----------------------------------------|---------------------------------------------------------------------------------------|
| 1. Dr. Hrishikesh Barua, Principal.    |     |
| 2. Dr. Bijoy Kalita, A&H. Coordinator. |    |
| 3. Dr. Shrabani Bhadra, Member         |   |
| 4. Dr. Parthana Barua "                |   |
| 5. Dr. Bhakabhusk Sami                 |   |
| 6. Dr. Prasoanta Kumar Deka.           |   |
| 7. Dr. Ananta Pegu                     |  |
| 8. Kunal Prach                         |  |
| 9. Jayashree Patwak                    |  |
| 10. Punim Singh                        |  |
| 11. Titumoni Barah.                    |  |

12. Dr. Upasema Chelaraswaty

Chennai 8/4/2021

13. Dr. Swapna Smtziti Mahanta

Kolkata 8/4/21

14. Dipankar Hazarika

~~8/4/21~~ 8.4.21.

15. Pallavi Kahata

Phakali.

16. Tony Bayan

~~8/4/21~~  
BHU

17. Dr. Bipul Ch. Kalita.

**PROCEEDINGS OF THE MEETING OF THE IQAC**

**DATED: 08.04.2021**

**TIME: 11:30 AM**

A meeting of the IQAC of the college was held on 8<sup>th</sup> April, 2021 at 11:30 AM in the IQAC office.

A discussion was held regarding the progress of the Self Study Report. Certain issues were addressed and solutions were arrived at accordingly.

The Principal, Dr. Hrishikesh Baruah asked the members to set up a time limit for all the activities to be undertaken in the process of NAAC visit. According to him, the progress of the activities of the college had not been satisfactory as per NAAC requirements.

Regarding the Departmental Profile, the Assistant Coordinator, IQAC, Dr. Bijoy Kalita informed that the HODs of all the departments have been asked to deposit the same latest by 12<sup>th</sup> of April.


A discussion was held at length regarding the finalization of the first draft of the Self Study Report. It was decided to complete the First Draft of the SSR latest by 10<sup>th</sup> of May, 2021.

The Principal was also of the opinion that along with the drafting of the SSR, the physical verification of the documents needs to be done simultaneously.

Dr. Bijoy Kalita suggested that a workshop on Office Management needs to be conducted for the Non teaching staff of the college. It was decided to conduct the same with a representative from the DHE in the month of April, 2021.

It was also suggested in the meeting to put up certain signages in strategic locations like classrooms, corridors etc. for energy conservation. Moreover, college map, committee in charges needs to be displayed in the campus too.

The Principal in a discussion also asked Jayshree Pathak, in charge, Red Ribbon Club and Health and Hygiene Cell to activate the Virtual Blood Bank at the earliest.

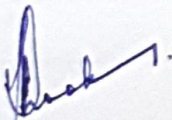
  
[ DR BIJOY KALITA ]  
ASSTT. COORDINATOR  
IQAC  
Asstt. COORDINATOR IQAC  
K.C.DAS COMMERCE COLLEGE  
CHATRIBARI, GUWAHATI-8

## NOTICE

This is for the information of all concerned that an IQAC meeting will be held on 12/08/2021 at 11:00 AM in the Conference Hall to discuss the following agenda:

1. Discussion related to Academic & Green Audit of the College.
2. ISO Certificate.
3. Any other matter(s).

All are requested to attend the same positively.



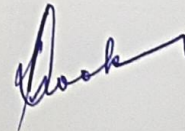
Dr. Runjun Phookun,

Coordinator, IQAC,

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

**PROCEEDINGS: IQAC Core Committee Meetings, Dated 12<sup>th</sup> August, 2021**

1. Academic Audit: External experts to be invited for Academic Audit. The meeting decided to invite Prof M.P. Bezbaruah, Prof. Nayan Baruah and Prof. Saibal Sengupta for conducting the Academic Audit.
2. Green Audit: Green Audit to be done by an external agency.
3. ISO Certification: Dr. Ananta Pegu and Dr. Safiqul Haque will undertake the necessary arrangements for ISO certification.
4. For Divyangjan Students: Two toilets (one for boys and one for girls) to be constructed and an application will be submitted by the IQAC Coordinator, Dr. Runjun Phookun to the Principal for implementation of the work.
5. Discussed that preparation for Academic Audit be undertaken immediately as per the format of the Academic Audit.



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

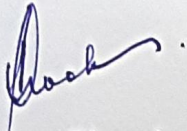


## NOTICE

Date: 4. 9. 2021

This is for the information of all concerned that an IQAC meeting will be held on 6/09/2021 at 11:00 AM in Room No. 1 & 2 to discuss how to go about an Academic Audit of the College. The Resource persons: Prof. Madhurjya Prasad Bezbaruah, Deptt. of Economics, GU, And Prof. Nayan Barua, Deptt. of Commerce, GU have consented to come and guide us in this matter.

Therefore all are requested to attend the meeting positively.



Dr. Runjun Phookun,

Coordinator, IQAC,

KCDCC.

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

Meeting on Academic Audit

Dtd: 6/09/2021

11A.M

Room no. 172:

Signature

Names of the Resource Persons:

- (1) Prof. Madhujya Prasad Bejbarua
- (2) Prof. Nayana Barua

Members Present:

- 1/ Dr. Hrishikesh Baruah
- 2/ Dr. Ranjan Phookun
- 3/ Dr. Prateena Barua
- 4/ Aradhana Borra
- 5/ Sheebani Bhadra.
- 6/ Swapna Smriti Mahanta
- 7/ Runumoni Lakkar Das
- 8/ Jayashree Palak
- 9/ Chandana Goswami.
- 10/ Punima Singh
- 11/ Ranjan Bead.
- 12/ Hirajyoti Sarma
- 13/ ANJITA BORA
- 14/ Pallavi Khatki

6/9/21  
Shankar  
6/9/21.

6/9/21  
Rohini  
06/09/21  
Rohini  
6/9/21

6/9/21  
Rab  
6/9/21.

6/9/2021  
Pallavi  
6/9/2021.

6/9/21  
Gouri  
6/9/21

6/9/21  
Pratibha  
6/9/21

06/09/21  
Rohini  
06/09/21.

6/9/21  
Rohini  
06.9.21

6/9/21  
Prabhati  
6/9/21.

15) Gangi Sanna

Ganna  
06/9/2021

16) Tabiruddin Shind

06/9/2021

17) Jayanta Kr Dn

Jayanta  
06/9/21

18) Jayshree Jalukdar

J. Jalukdar  
6/9/2021

19) Indira Karmakar

Indira  
06/09/2021

20) Pomy Bayan

~~Pomy Bayan~~  
06/09/2021

21) Sourick Basuak

Sourick  
6/9/21

22) Pishma Baruah

Pishma  
6/9/21

23) Dhruva Tyoti Seema

Dhruva  
6/9/21

24) Kukul Borah

Kukul  
6.9.21

25) Safiqul Haque

Safiqul  
6/8/21

26) Rohit Bhattacharya

Rohit  
6.9.21

27) Harjyoti Kalita

Harjyoti  
6/9/2021

28) Bikash Kumar Jain

Bikash  
6/9/2021

29) Apurba Haloi

Apurba  
6/9/21

30) Titumoni Borah

Titumoni  
6/9/21

31) Himanku Sarma

Himanku  
6/9/21

32) Sanjani Borah

Sanjani  
6/9/21

33. Sankar J. Choudhury

Sankar  
06.09.2021

34) Chaitan Das

da-  
06/09/2021

35) Manoj kr. Kedar

MB  
6/9/21

34) Bipul ch. Kalita

\_\_\_\_\_ Bipul  
6/9/21

35/ Kalpana Dutta Dhar

\_\_\_\_\_ Dan  
06/09/21

36) Chinmayi Das

\_\_\_\_\_ Chinmayi Das

37) Bhebbhuti Sarma

\_\_\_\_\_ B  
6/9/21

38. Nitu Moni Bora.

\_\_\_\_\_ Nitu

39. Barenali Saikia

\_\_\_\_\_ Saikia

40 Bijoy Kalita

\_\_\_\_\_ B  
6/9/21

41. Dipankar Hazarika.

\_\_\_\_\_ D  
6.9.21.

42. Amit Das

\_\_\_\_\_ Amit Das  
06/09/21

43. Kuldip Sarma.

\_\_\_\_\_ Kuldip Sarma  
06/09/21.

44. Deani Kantā Kaiti

\_\_\_\_\_ Deani  
6/9/21

45. Murali Krishna Sarma

\_\_\_\_\_ Sarmah  
6/9/21

46. Satyajit Sarmah

\_\_\_\_\_ Sar.  
6/9/21

47. Rastmi Tiwari

\_\_\_\_\_ Mur  
6/9/2021

48. Meruani Mani Choudhary.

49 ~~15~~ Dr. Upasana Chaturvedi

Dr. Upasana  
06/09/21

50 ~~16~~ Dr. Prasanna Lal Sarda

Dr. Prasanna  
06/09/21

## Proceedings of the IQAC meeting with faculty members.

Date: 06/09/2021, Time: 11 AM, Venue: Room no 2

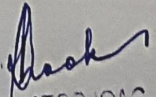
A meeting of the IQAC with the faculty member were held on 06/09/2021 in room no 2 at 11 AM to discuss about the Academic Audit of the College. The meeting was inaugurated by Dr. Runjun Phookun, Vice-Principal & IQAC Co-ordinator of the College and proceeded with the welcome address delivered by Dr. Hrishikesh Baruah, Principal of the College.

The resource persons Prof. Madhurjya Prasad Bezbaruah, Department of Economics, Gauhati University and Prof. Nayan Barua, Department of Commerce, Gauhati University were invited to guide us how to prepare the Academic Audit of the College.

Prof. Bezbaruah in his speech stated precisely that academic audit enables the college to gather structured knowledge about their strength and weaknesses. To be specific it incorporates different components of academic activities e.g., the mode of teaching, courses, class record, results, workload etc. as well as visualizing the institution in the near future based on the historical perspective and present status of the institution. Prof. Bezbaruah suggested some probable parameters to capture these, such as (i) overall demand of the college (how many applications received), (ii) How many activities are organized by the college, (iii) Participation of the students, (iii) How many students are representing the college in different activities, (iv) different meaningful extension activities with practical relevance. The perception of the public and the students towards the college is of utmost importance. Stressing on the utilization of the human resource of the institution he said that work satisfaction of the faculty members is crucial.

Prof. Nayan Barua emphasized on the significance of proper documentation of all academic and non-academic activities of the institution. Along with traditional teaching methods engaging students in the procedures of practical activities is important. Prof. Barua suggested that for the development of the institution, coordination and effective collaboration among students, faculty, parents and alumni should be maintained.

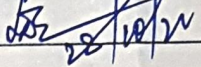
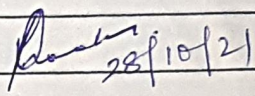
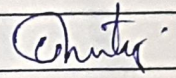
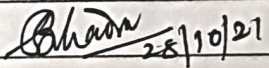
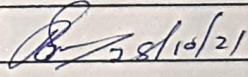
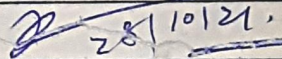
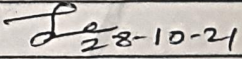
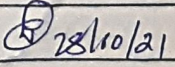
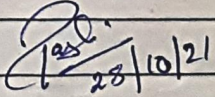
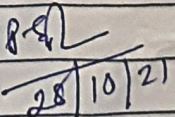
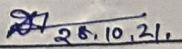
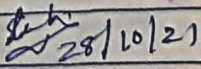

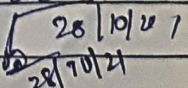
The meeting was concluded with vote of thanks delivered by Dr. Runjun Phookun, Vice-Principal & IQAC Co-ordinator of the College and afterwards, the resource persons went to visit the individual departments.

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

# IQAC meeting.

Date: 28/10/21 Time 2:00 pm Venue: Conference Hall.

Members present in the meeting.

1. Dr. Hrishikesh Baruah. 
2. Dr. Runjun Phookun. 
3. Dr. Upasana Choudhury. 
4. Dr. Shrabani Bhadra. 
5. Dr. Bhababhuti Sarma. 
6. Dr. Kukul Borah. 
7. MR. Jitumoni Borah. 
8. Mr. Tabimuddin Ahmed. 
9. Rashmi Tiwari. 
10. Purnima Singh. 
11. Dipankar Hazarika. 
12. Swapna Smriti Mahanta. 
13. Dr. Pransavita K. Deka. 
14. Dr. Bijoy Kalita. 

## Agenda:

- 1) Reconstitution of IQAC committee.
- 2) Any other matter -



# Proceedings of IQAC meeting held on 28/10/21

A meeting of the IQAC with the faculty members was held on 28/10/2021. In the IQAC meeting it was discussed that the present coordinator of the IQAC Dr. Runjun Phookun is going to retire on 31/10/2021. Therefore it was decided to reconstitute the IQAC committee as per UGC guidelines.

**Resolution 1:** It is resolved that the IQAC committee be reconstituted with the following members

A) Chairperson- Dr. Hrishikesh Baruah

B) Senior Faculty Members: (i) Dr. Bhabhabhuti Sarma

(ii) Dr. Prarthana Barua

(iii) Dr. Swapna Smriti Mahanta

(iv) Dr. Malamoni Dutta

(v) Dr. Shrabani Bhadra

(vi) Dr. Upasana Chakravarty

(vii) Dr. Safiqul Haque

(viii) Dr. Kukil Borah

(ix) Dr. Ananta Pegu

C) Nominee from Management : Prof Nissar Ahmed Baruah( Deptt. of Economics, GU)

D) Senior Administrative Officer : Dr. Prasanta Kr. Deka

E) Nominee from local society: Dr. Mousumi Borah( Associate Professor, Deptt. of Economics, Aryavidya Peeth College)

F) Nominee from Students and Alumini: (i) General Secretary of the Student Union

(ii) Mr Shailendra Sharma, Advocate, Guwahati High Court

(iii) Mr. Jitesh Jalan (Business)

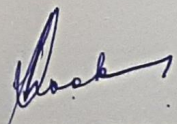
G) Nominee among employees/Industrialist/Stake holders: Mr. Ruben Ramesh Chaudhury(Guwahati)

H) Coordinator: Dr. Bijoy Kalita

I) Assistant Coordinator: Mr. Dipankar Hazarika

The Principal apprised the members in the meeting that in the last GB meeting held on 21/10/2021 it was resolved to keep Dr. Runjun Phookun as the Advisor of the IQAC committee till the completion of the NAAC assessment of 2022.

**Resolution 2:** It is resolved that Dr. Runjun Phookun will act as the Advisor in the IQAC committee till the completion the NAAC assessment of 2022

  
COORDINATOR IQAC  
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