



GOLAGHAT COMMERCE COLLEGE

Jyoti Nagar, Golaghat, Assam 785621

<https://golaghatcommercecollege.org>

THIRD CYCLE NAAC ACCREDITATION 2022

Criterion 6

6.5.3 Quality assurance initiatives of the institution

Submitted to



**NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL**

CRITERION 6

Governance, Leadership and Management

Indicator- 6.5 Internal Quality Assurance System

Metric No	Sl. No	Content
6.5.3- Quality assurance initiatives of the Institution	1.	IQAC composition for the last 5 years
	2.	IQAC meeting proceedings and action taken reports for the last 5 years
	3.	Collaborations Click here
	4.	AQAR's Click here



GOLAGHAT COMMERCE COLLEGE

JYOTI NAGAR, GOLAGHAT - 785 621, ASSAM
(NAAC B)

No. _____

Date 01/08/16

Composition of the IQAC (2016-17) Golaghat Commerce College

The existing member of IQAC consists of the following members:

1. Chairperson: Dr. Jatindra Nath Saikia (Principal of the College)

2. Teachers to represent all level:

- (i) Mr. Rajesh Jaiswal
- (ii) Dr. Pranjal Pratim Dutta
- (iii) Mr. Arindom Borah
- (iv) Mrs. Meghali Saikia
- (v) Mr. Manash Pratim Sarmah

3. Member from the management

Mr. Apurba Ballav Goswami

4. Senior administrative officers:

- (i) Dr. Putul Saikia (principal, D.R. College, Golaghat)
- (ii) Dr. Bonti Rani Gogoi (Principal, H.P.B. Girls' College, Golaghat)

5. One nominee each from local society, Students and Alumni:

- (i) Dr. Sovarani Sarmah (Member of local society, Principal, Joya Gogoi College, Golaghat)
- (ii) Mr. Debashis Saha (Student nominee, General Secretary)
- (iii) Mr. Bedanta Bora (Student nominee of the College)
- (iv) Mr. Amrit Hazarika (Alumni, Branch Manager, AGVB)

6. One nominee each from Employers/ Industrialists/ Stakeholders:

- (i) Mr Sunil Jalan (An Employer)
- (ii) Mr. Manoj Jalan (An Industrialist)
- (iii) Mrs. Roopjyoti Hazarika (Stakeholder, Guardian Nominee)

7. The coordinator of IQAC: Dr. Jiban Jyoti Kakoti (Head, Department of English)


Principal
Golaghat Commerce College
Golaghat, Assam, India



(03774) 285065(O)
Email : pcomm_glt@bsnl.in
principalgcc1972@gmail.com

GOLAGHAT COMMERCE COLLEGE

JYOTI NAGAR, GOLAGHAT - 785 621, ASSAM
(NAAC B)

No. _____

Date 03/08/17

Composition of the IQAC (2017-18) Golaghat Commerce College

The existing member of IQAC consists of the following members:

1. Chairperson: Dr. Jatindra Nath Saikia (Principal of the College)

2. Teachers to represent all level:

- (i) Mr. Rajesh Jaiswal
- (ii) Dr. Pranjal Pratim Dutta
- (iii) Mr. Arindom Borah
- (iv) Mrs. Megha li Saikia
- (v) Mr. Manash Pratim Sarmah

3. Member from the management

Mr. Apurba Ballav Goswami

4. Senior administrative officers:

- (i) Dr. Putul Saikia (principal, D.R. College, Golaghat)
- (ii) Dr. Bonti Rani Gogoi (Principal, H.P.B. Girls' College, Golaghat)

5. One nominee each from local society, Students and Alumni:

(i) Dr. Sovarani Sarmah (Member of local society, Principal, Joya Gogoi College, Golaghat)

(ii) Mr. Debashis Saha (Student nominee, Ex-General Secretary)

(iii) Mr. Bedanta Bora (Student nominee, General Secretary)

(iv) Mr. Amrit Hazarika (Alumni, Branch Manager, AGVB)


6. One nominee each from Employers/ Industrialists/ Stake holders:

(i) Mr Sunil Jalan (An Employer)

(ii) Mr. Manoj Jalan (An Industrialist)

(iii) Mrs. Roopjyoti Hazarika (Stakeholder, Guardian Nominee)

7. The coordinator of IQAC: Dr. Jiban Jyoti Kakoti (Head, Department of English)


Principal
Golaghat Commerce College
Golaghat, Assam, India



(03774) 285065(O)
Email : pcomm_glt@bsnl.in
principalgcc1972@gmail.com

GOLAGHAT COMMERCE COLLEGE

JYOTI NAGAR, GOLAGHAT - 785 621, ASSAM
(NAAC B)

No. GCC/IQAC/12/2017

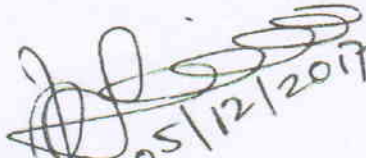
Date 05/12/2017

Composition of the IQAC (2018-19)

Golaghat Commerce College

The existing members of IQAC consists of the following members:

1. Chairperson: Dr. Jatindra Nath Saikia (Principal of the College)
2. Teachers to represent all level: (i) Mr. Rajesh Jaiswal
(ii) Dr. Pranjal Pratim Dutta
(iii) Mr. Arindom Borah
(iv) Mrs. Meghali Saikia
(v) Mr. Manash Pratim Sarmah
3. Member from the management: Mr. Apurba Ballav Goswami
4. Senior administrative officers:
(i) Dr. Putul Saikia (Principal, D.R. College, Golaghat)
(ii) Dr. Bonti Rani Gogoi (Principal, H.P.B. Girls' College, Golaghat)
5. One nominee each from local society, Students and Alumni:
(i) Dr. Sovarani Sarmah (Member of local society, Principal, Joya Gogoi College, Golaghat)
(ii) Mr. Debashis Saha (Student nominee, Ex- General Secretary)
(iii) Mr. Debojit Bora (Student nominee, General Secretary of the College)
(iv) Mr. Amrit Hazarika (Alumni, Branch Manager, AGVB)
6. One nominee each from Employers/ Industrialists/ Stakeholders:
(i) Mr. Sunil Jalan (An Employer)
(ii) Mr. Manoj Jalan (An Industrialist)
(iii) Mrs. Roopjyoti Hazarika (Stakeholder, Guardian Nominee)
7. The coordinator of IQAC:
Dr. Jiban Jyoti Kakoti (Head, Department of English)


Principal
05/12/2017

Golaghat Commerce College
Golaghat, Assam, India



(03774) 285065(O)
Email : pcomm_glt@bsnl.in
principalgcc1972@gmail.com

GOLAGHAT COMMERCE COLLEGE

JYOTI NAGAR, GOLAGHAT - 785 621, ASSAM
(NAAC B)

No. GCC/IQAC/08/2019

Date 05/08/2019


Composition of the IQAC (2019-20) Golaghat Commerce College

The existing members of IQAC consists of the following:

1. Chairperson: Dr. Jagot Chandra Saikia (Principal of the College)
2. Teachers to represent all level: (i) Mr. Rajesh Jaiswal
(ii) Dr. Pranjal Pratim Dutta
(iii) Mr. Arindom Borah
(iv) Mrs. Meghali Saikia
(v) Mr. Manash Pratim Sarmah
(vi) Mrs. Munmoni Baruah
(vii) Mrs. Himadri Gogoi

Member from the management: Dr. Bipul Bhuyan (Principal, HPB Girls' College)

3. Senior administrative officers:
 - (i) Dr. Putul Saikia (Principal, D.R. College, Golaghat)
 - (ii) Dr. Ranjit Bordoloi (Principal, DKD College, Dergaon, Golaghat)
4. One nominee each from local society, Students and Alumni:
 - (i) Dr. Sovarani Sarmah (Member of local society, Principal, Joya Gogoi College, Golaghat)
 - (ii) Mr. Debashis Saha (Student nominee, Ex- General Secretary)
 - (iii) Mr. Biswajit Agarwala (Student nominee, General Secretary of the College)
 - (iv) Mr. Amrit Hazarika (Alumni, Branch Manager, AGVB)
5. One nominee each from Employers/ Industrialists/ Stakeholders:
 - (i) Mr. Sunil Jalan (An Employer)
 - (ii) Mr. Manoj Jalan (An Industrialist)
 - (iii) Mrs. Roopjyoti Hazarika (Stakeholder, Guardian Nominee)
6. The coordinator of IQAC:
Dr. Jiban Jyoti Kakoti (Head, Department of English)


05/08/2019
Principal,
Golaghat Commerce College
Golaghat, Assam



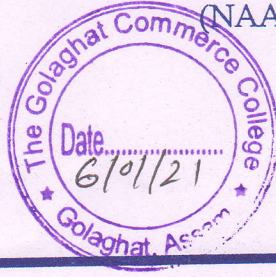
GOLAGHAT COMMERCE COLLEGE

Jyoti Nagar, Golaghat, Assam, Pin -785621

(NAAC - B)

Dr. Utpal Sarma

M.Sc., Ph. D.
Principal



☎ 03774 285065(O)

Mob. : 94359 35234

Email : utpalsarmagic@rediffmail.com

pcomm_glt@bsnl.in

principalgcc1972@gmail.com

No. acc/IQAC/01/2021

Date 06/01/2021

Composition of the IQAC (2020-21)

The existing members of IQAC consist of the following:

1. Chairperson: Dr. Utpal Sarma (Principal of the College)
2. Teachers to represent all levels:
 - i. Dr. Prodig Borthakur
 - ii. Mr. Bhaskar Kakati
 - iii. Mr. Biswajyoti Doley
 - iv. Dr. Rinki Das
 - v. Mr. Manash Pratim Sarmah
 - vi. Ms. Himadri Gogoi
 - vii. Mr. Harmeet Singh
 - viii. Mr. Shankar Jyoti Doley
3. Member from the management: Dr. Bipul Bhuyan (Principal, HPB Girls' College)
4. Senior administrative officers:
 - (i) Dr. Putul Saikia (Principal, D.R. College, Golaghat)
 - (ii) Dr. Ranjit Bordoloi (Principal, DKD College, Dergaon, Golaghat)
5. One nominee each from local society, Students and Alumni:
 - (i) Dr. Sovarani Sarmah (Member of local society, Ex-Principal, Joya Gogoi College, Golaghat)
 - (ii) Mr. Debashis Saha (Student nominee, Ex- General Secretary)
 - (iii) Mr. Biswajit Agarwala (Student nominee, General Secretary of the College)
 - (iv) Mr. Amrit Hazarika (Alumni, Ex-Branch Manager, Assam Gramin Vikash Bank)
6. One nominee each from Employers/Industrialists/Stakeholders:
 - (i) Mr. Sunil Jalan (An Employer)
 - (ii) Mr. Manoj Jalan (An Industrialist)
 - (iii) Mr. Chandan Kumar Bailung (Stakeholder, Guardian Nominee)
7. The coordinator of IQAC:
Dr. Pranjal Pratim Dutta (Department of Accountancy)

Principal,
Golaghat Commerce College
Golaghat, Assam



PROCEEDING OF THE MEETING OF IQAC GOLAGHAT COMMERCE COLLEGE

Session: 2016-17

Date: 02/08/2016

A meeting was convened at the IQAC room at 10.00 AM. The meeting is chaired by Dr. Jatindra Nath Saikia, Principal cum Chairperson, IQAC.

Members present:

Dr. Jatindra Nath Saikia (Principal of the College)
Dr. Jiban Jyoti Kakoti, Co-ordinator, IQAC (Head, Department of English)
Mr. Rajesh Jaiswal
Dr. Pranjal Pratim Dutta
Mr. Arindom Borah
Mrs. Meghali Saikia
Mr. Manash Pratim Sarma
Dr. Putul Saikia

Agenda

- Taking of chair by the chairperson
- Objective of the meeting
- Discussion on action plan for the session
- UGC sponsored National Seminar on Rural Financing
- Others

Resolutions taken

- It has been unanimously resolved that, at least two programmes to be organized before December, 2016 aiming the development of the Teachers as well as the students.
- The meeting resolved that all the necessary preparation regarding the UGC sponsored National Seminar on Rural Financing in North Eastern Region of India: Issues and Challenges to be started by the Department of Accountancy and all other Departments to be intimated about co-ordinating with the Organising Committee.
- Orientation Programme is to be organized centrally for both the streams, however Departments should also take initiatives to orient the students individually.
- NSS and NCC units to initiate extension activity.


Principal
Golaghat Commerce College
Golaghat, Assam, India



ACTION TAKEN REPORT Session: 2016-17

Meeting of IQAC held on 02/08/2016

Sl. No.	Resolution/ Suggestions	Action Taken
1.	Organising Faculty Development Programmes/ Workshops	Programmes/ Events organized: <ul style="list-style-type: none">• Position of Women in Indian Society: A Historical Perspective organized on 29.08. 2016 by Department of Assamese in collaboration with Women's Cell.• Departmental Seminar on State Budget of Assam, 2016-17 and Analysis organized on 10.09.2016 by Department of Economics.
2.	UGC sponsored National Seminar on Rural Financing in North Eastern Region of India: Issues and Challenges	National Seminar organized successfully on 27 th – 28 th Sept, 2016
3.	Orientation Programme for newly admitted students	Orientation Programme organized for B.Com 1 st semester and B. A 1 st Semester on 22.08.2016
4.	Extention and Outreach Programme undertaken	Programmes organized: <ul style="list-style-type: none">• SWACCH BHARAT ABHIYAN organised 12.08. 2016 by NCC• Awareness on Organic Cultivation organised on 07.09.2016 by NSS• Earth Quake and Fire Safety Mock Drill organized 24.09.2016 by NSS

Principal
Golaghat Commerce College
Golaghat, Assam, India



PROCEEDING OF THE MEETING OF IQAC GOLAGHAT COMMERCE COLLEGE

Session: 20116-17

Date: 20/09/2016

A meeting was convened at the IQAC room at 2.00 PM. The meeting is chaired by Dr. Jatindra Nath Saikia, Principal cum Chairperson, IQAC.

Members present:

Dr. Jatindra Nath Saikia (Principal of the College)
Dr. Jiban Jyoti Kakoti, Co-ordinator, IQAC (Head, Department of English)
Mr. Rajesh Jaiswal
Dr. Pranjal Pratim Dutta
Mr. Arindom Borah
Mrs. Meghali Saikia
Mr. Manash Pratim Sarma

Agenda

- Taking of chair by the chairperson
- Objective of the meeting
- Discussion on Add- on courses
- Progress of preparations for National Seminar on Rural Financing
- Others

Resolutions taken

- At least 5 Add-on courses to be introduced in this session.
- It has been unanimously resolved that teachers should be encouraged to use ICT facilities in teaching learning.
- Departments and Cells to be intimated on conducting events focusing on burning topics.


Principal
Golaghat Commerce College
Golaghat, Assam, India



ACTION TAKEN REPORT Session: 2016-17

Meeting of IQAC held on 20/09/2016

Sl. No.	Resolution/ Suggestions	Action Taken
2.	Add-on Courses to be introduced	Six Add- On Courses introduced <ul style="list-style-type: none">• Fundamentals of Indian Stock market• Cutting and Tailoring• Course in Embroidery• Geography in Tourism• Self Defense• Soft Skill
3.	Conducting Programmes on burning topics and significant days	Programmes/ Events organized: <ul style="list-style-type: none">• On the Spot Essay Writing & Slogan Contest• A Discussion on the “Demonitisation Policy of the Government of India and its effect”


Principal
Golaghat Commerce College
Golaghat, Assam, India



PROCEEDING OF THE MEETING OF IQAC GOLAGHAT COMMERCE COLLEGE

Session: 2016-17

Date: 17/01/2017

A meeting was convened at the IQAC room at 11.00 AM. The meeting is chaired by Dr. Jatindra Nath Saikia, Principal cum Chairperson, IQAC.

Members present:

Dr. Jatindra Nath Saikia (Principal of the College)
Dr. Jiban Jyoti Kakoti, Co-ordinator, IQAC (Head, Department of English)
Mr. Rajesh Jaiswal
Mrs. Meghali Saikia
Mr. Manash Pratim Sarma
Mrs. Roopjyoti Hazarika (Stakeholder, Guardian Nominee)

Agenda

- Taking of chair by the chairperson
- Objective of the meeting
- Discussion on Programmes
- Mentor- Mentee system and records
- Others

Resolutions taken

- The meeting resolved that a Workshop on Lesson Plan for teachers needs to be organized and the same shall be done in association with Department of Education.
- The meeting also resolved that another workshop on implementation of CBCS has to be organized.
- Departments / Cells and Committees to be encouraged to undertake extension activities.
- Departments following mentor- mentee system should keep proper records of the same. Other departments to be encouraged to adopt mentor mentee system.


Golaghat Commerce College
Golaghat, Assam, India



ACTION TAKEN REPORT Session: 2016-17

Meeting of IQAC held on 17/01/2017

Sl. No.	Resolution/ Suggestions	Action Taken
1.	Organising Various Programmes/ Events	Programmes Organised: <ul style="list-style-type: none">• Workshop on Lesson Plan organized on 28-01-17 in association with Dept. of Education• A Talk on Act East Policy organized on 25-01-2017• Workshop on Implementation of CBCS in Undergraduate Colleges of Dibrugarh University organized on 11-02-17 in association with the Dept. of Mathematics.
2.	Mentor – mentee record keeping	Departments intimated to keep proper records of Mentor – mentee especially in soft form.
3.	Community outreach and extension programmes to be organized	Programmes Organised: <ul style="list-style-type: none">• Jyoti Sangeet Competition on 27.01.2017• Workshop on Career Counseling on 28-02-17• Financial Awareness Camp - Amongst Self-Help Groups on 15.03.2017

**Principal
Golaghat Commerce College
Golaghat, Assam, India**



PROCEEDING OF THE MEETING OF IQAC GOLAGHAT COMMERCE COLLEGE

Session: 2016-17

Date: 02/05/2017

A meeting was convened at the IQAC room at 1.30 PM. The meeting is chaired by Dr. Jatindra Nath Saikia, Principal cum Chairperson, IQAC.

Members present:

Dr. Jatindra Nath Saikia (Principal of the College)
Dr. Jiban Jyoti Kakoti, Co-ordinator, IQAC (Head, Department of English)
Mr. Rajesh Jaiswal
Dr. Pranjal Pratim Dutta
Mr. Arindom Borah
Mrs. Meghali Saikia
Mr. Manash Pratim Sarmah
Dr. Putul Saikia

Agenda

- Taking of chair by the chairperson
- Objective of the meeting
- Faculty Development Programme
- Discussion on Strategic Plan
- NAAC
- Others

Resolutions taken

- The Co-ordinator, IQAC intimated about a Faculty Development Programme initiated by Assam College Teachers Unit, GCC. The meeting resolved that the same shall be organized by ACTA, GCC in association with IQAC.
- The meeting resolved that the strategic plan to be prepared by the end of May, 2017. All the members shall co-ordinate accordingly.
- The meeting resolved that preparation for NAAC peer team visit is to be undertaken after finalization of strategic plan.
- Departments should conduct regular departmental meetings for effective and timely delivery of course content.


Principal
Golaghat Commerce College
Golaghat, Assam, India



ACTION TAKEN REPORT Session: 2016-17

Meeting of IQAC held on 02/05/2017

Sl. No.	Resolution/ Suggestions	Action Taken
1.	Organising Faculty Development Programme	Programmes/ Events organized: <ul style="list-style-type: none">FDP on Application of ICT in Teaching organized from 06-06-2017 to 12-06-2017 in association with Assam College Teachers Unit, GCC
2.	Strategic Plan and preparation for NAAC	Strategic Plan prepared as well as information disseminated to Departments/ Cells/ Units/ Committees
3.	Other programmes	Programmes/ Events organized: <ul style="list-style-type: none">Workshop on Goods and Service Tax organized on 26-05-2017Workshop on Dealing with Phonetics: A Journey to the Speech Sounds of English organized on 23.06.2017Awareness Programme on Eradication of Social Evils and Legal Awareness in Rural Society on 29.06.2017


Principal
Golaghat Commerce College
Golaghat, Assam, India



PROCEEDING OF THE MEETING OF IQAC GOLAGHAT COMMERCE COLLEGE

Session: 2017-18

Date: 04/08/2017

A meeting was convened at the IQAC room at 10.00 AM. The meeting is chaired by Dr. Jatindra Nath Saikia, Principal cum Chairperson, IQAC.

Members present:

Dr. Jatindra Nath Saikia (Principal of the College)
Dr. Jiban Jyoti Kakoti, Co-ordinator, IQAC (Head, Department of English)
Mr. Rajesh Jaiswal
Dr. Pranjal Pratim Dutta
Mr. Arindom Borah
Mrs. Meghali Saikia
Mr. Manash Pratim Sarmah
Mrs. Roopjyoti Hazarika (Stakeholder, Guardian Nominee)

Agenda

- Taking of chair by the chairperson
- Objective of the meeting
- Discussion on plan of action
- Orientation Programme
- Discussion on involvement of Alumni
- Others

Resolutions taken

- The action plan for the session was discussed and the meeting resolved that at least seven programmes/event would be organised during the session in association with various Departments/ Cell/ Units/ Committees.
- The meeting resolved that programmes and events to be organised shall be student as well as teacher oriented.
- Organising orientation programme within the second week of August, 2017.
- It was resolved that alumni meeting would be called and organized by the authority.
- Action plan of various Departments/ Cells reviewed and it was resolved that IQAC shall be involved in organizing all the events with the Departments and Cells.

Principal
Golaghat Commerce College
Golaghat, Assam, India

**ACTION TAKEN REPORT
GOLAGHAT COMMERCE COLLEGE**

Session: 2017-18

Meeting of IQAC held on 04/08/2017



Sl. No.	Resolution/ Suggestions	Action Taken
1.	At least seven programmes/ events to be organized	Six programmes/events have been organized.
2.	Orientation Programme	An orientation programme for both B.Com and B. A 1 st semester students was organized on 09.08.2017 in the college auditorium.

A handwritten signature in black ink, appearing to be 'J. B. S.' or similar, written in a cursive style.

**Principal
Golaghat Commerce College
Golaghat, Assam, India**



PROCEEDING OF THE MEETING OF IQAC GOLAGHAT COMMERCE COLLEGE

Session: 2017-18

Date: 11/10/2017

A meeting was convened at the IQAC room at 10.30 AM. The meeting is chaired by Dr. Jatindra Nath Saikia, Principal cum Chairperson, IQAC.

Members present:

Dr. Jatindra Nath Saikia (Principal of the College)
Dr. Jiban Jyoti Kakoti, Co-ordinator, IQAC (Head, Department of English)
Mr. Rajesh Jaiswal
Dr. Pranjal Pratim Dutta
Mr. Arindom Borah
Mrs. Meghali Saikia
Mr. Manash Pratim Sarma

Agenda

- Taking of chair by the chairperson
- Objective of the meeting
- Research Initiatives
- Committees and Cells
- Academic Matters

Resolutions taken

- Research and Development Cell constituted and approved.
- The meeting resolved that the constitution of various Committees and Cells should be reviewed and reconstituted as per UGC guidelines.
- The meeting resolved that all the Departments have to submit a report on departmental activities for the last session to the IQAC before 30th September.

Principal
Golaghat Commerce College
Golaghat, Assam, India

ACTION TAKEN REPORT
GOLAGHAT COMMERCE COLLEGE

Session: 2017-18

Meeting of IQAC held on 11/10/2017



Sl. No.	Resolution/ Suggestions	Action Taken
1.	Constituting Research and Development Cell	Research and Development Cell constituted and approved.
2.	Reconstitution of Committees and Cells as per UGC guidelines	Completed
3.	Report on departmental activities	Reports received from various departments

A handwritten signature in black ink, appearing to be 'J. S. S.' or similar, written over a light blue rectangular stamp.

Principal
Golaghat Commerce College
Golaghat, Assam, India



PROCEEDING OF THE MEETING OF IQAC GOLAGHAT COMMERCE COLLEGE

Session: 2017-18

Date: 16/01/2018

A meeting was convened at the IQAC room at 2.00 PM. The meeting is chaired by Dr. Jatindra Nath Saikia, Principal cum Chairperson, IQAC.

Members present:

Dr. Jatindra Nath Saikia (Principal of the College)
Dr. Jiban Jyoti Kakoti, Co-ordinator, IQAC (Head, Department of English)
Mr. Rajesh Jaiswal
Dr. Pranjal Pratim Dutta
Mrs. Meghali Saikia
Mr. Manash Pratim Sarmah

Agenda

- Taking of chair by the chairperson
- Objective of the meeting
- Upgradation of Infrastructures
- New courses introduced
- Others

Resolutions taken

- The meeting resolved that the infrastructural facilities should be upgraded and facilities for Divyanjan be immediately introduced.
- Installation of Water filter specifically for teachers was decided to be done within the session.
- The meeting resolved that Departments are needed to be notified of the newly introduced add-on courses and their suggestion regarding introduction of new courses for the next academic session would be considered.
- Departments should submit quarterly report of their activities to IQAC.
- Rangoli Competition and Poster making competition shall be included in Youth Voters Festival to be organized by the college.

Principal
Golaghat Commerce College
Golaghat, Assam, India



**ACTION TAKEN REPORT
GOLAGHAT COMMERCE COLLEGE
Session: 2017-18**

Meeting of IQAC held on 16/01/2018

Sl. No.	Resolution/ Suggestions	Action Taken
1.	Installing facilities for Divyanjan	Ramps constructed
2.	Installation of Water filter	Water filter specifically for teachers installed
3.	Organising Youth Voters Festival	Youth Voters Festival-2018 A Journey Towards Accessible Elections organized on 20.01.2018

**Principal
Golaghat Commerce College
Golaghat, Assam, India**



PROCEEDING OF THE MEETING OF IQAC GOLAGHAT COMMERCE COLLEGE

Session: 2017-18

Date: 04/05/2018

A meeting was convened at the IQAC room at 10.00 PM. The meeting is chaired by Dr. Jatindra Nath Saikia, Principal cum Chairperson, IQAC.

Members present:

Dr. Jatindra Nath Saikia (Principal of the College)
Dr. Jiban Jyoti Kakoti, Co-ordinator, IQAC (Head, Department of English)
Mr. Rajesh Jaiswal
Dr. Pranjal Pratim Dutta
Mr. Arindom Borah
Mrs. Meghali Saikia
Mr. Manash Pratim Sarma
Dr. Putul Saikia

Agenda

- Taking of chair by the chairperson
- Objective of the meeting
- Maintenance of Academic dairies
- Discussion on Feedback
- Others

Resolutions taken

- The meeting resolved that academic dairies maintained by the teaching staff members are subject to reviews by the concerned Departmental Heads as well as the Vice Principal at regular intervals.
- Feedback of students analysed and areas of development identified. The most significant being increase in the use of ICT and use of bilingual teaching method.
- Extension activities should be focused in the next session.
- The meeting resolved that an Action Taken report on programmes undertaken by IQAC should be immediately prepared

Principal
Golaghat Commerce College
Golaghat, Assam, India

**ACTION TAKEN REPORT
GOLAGHAT COMMERCE COLLEGE**

Session: 2017-18

Meeting of IQAC held on 04/05/2018



Sl. No.	Resolution/ Suggestions	Action Taken
1.	Promoting Use of ICT	Departments intimated about the same.
2.	Use of bilingual teaching method	Departments intimated about the same.
3.	Action taken report on programmes/ events	<p>Programmes/ Events organized:</p> <ul style="list-style-type: none"> • Talk on “Impact of Regionalism on Indian Politics” organized on 28.08.2017 by Department of Political Science, Golaghat Commerce College • A Discussion on Modi’s Economic Reform organized on 14.09.2017 by Dept. of Economics, Golaghat Commerce College • Career Seminar on GST & Student’s Employability organized on 23.10.2017 by ICA Eduskills Pvt. Ltd and IQAC, Golaghat Commerce College • Talk on Gender Issues, Gender Sensitization, Sexual Harassment and Women Empowerment organized on 06.02.2018 by Women’s Cell , Golaghat Commerce College • Talk on Union Budget, 2018-19 organised on 24.02.2018 by Department of Economics, Golaghat Commerce College • International Seminar on Small Tea Growers: Its Impact on

		<p>Tea Industry and The Way Forward Organized on 07.04.2018 by Golaghat Commerce College and Small Tea Growers Association</p> <ul style="list-style-type: none">• Flood Relief materials distributed in Sarupathar Revenue Circle Golaghat by NSS unit• Street Play on Swachh Bharat Abhiyan by NCC unit
--	--	--



Principal
Golaghat Commerce College
Golaghat, Assam, India



IQAC QUARTERLY MEETING HELD ON 7th August, 2018

Members present:

Chairperson: Dr. Jatindra Nath Saikia


Coordinator: Dr. Jiban Jyoti Kakati

Members:

- 1. Mr. Rajesh Jaiswal**
- 2. Dr. Pranjal Pratim Dutta**
- 3. Mr. Arindam Borah**
- 4. Mrs. Meghali Saikia**
- 5. Mr. Manash Pratim Sarmah**

A quarterly meeting was convened on 7th August, 2018 in the IQAC chamber at 1 PM. Dr. Jatindra Nath Saikia Principal of Golaghat Commerce College chaired the meeting. Addressing the IQAC coordinator and the members present, Dr. Saikia stated that as an institute of higher education, the college is responsible towards the community and the greater society. Further, in compliance with the order of UGC, the college should take initiative to adopt a neighbouring village to promote community encouragement and contribute towards village development. He directed the members take a resolution to adopt a village at the earliest. All the members agreed to the proposal of Dr. Saikia and unanimously took the following resolution:

- It is resolved that the college will adopt the nearby village 'Marangi' of Golaghat district.
- It is resolved that the college will conduct various academic programmes, awareness drives in the village for the holistic development of the villagers


Principal, 07/08/2018
Golaghat Commerce College
Golaghat, Assam



IQAC QUARTERLY MEETING HELD ON 3rd NOVEMBER, 2018

Members present:

Chairperson: Dr. Jatindra Nath Saikia


Coordinator: Dr. Jiban Jyoti Kakati

Members:

- 1. Mr. Rajesh Jaiswal**
- 2. Dr. Pranjal Pratim Dutta**
- 3. Mr. Arindam Borah**
- 4. Mrs. Meghali Saikia**
- 5. Mr. Manash Pratim Sarmah**

A quarterly meeting was convened on 3rd November, 2018 in the IQAC chamber at 3 PM under the chairmanship of Dr. Jatindra Nath Saikia, Principal of Golaghat Commerce College. At the beginning of the meeting, Dr. Saikia stated that as a higher education institute, the college is responsible towards the college students and their career. He also stated that with the demand of present education system, we should take an initiative of mentoring system to establish better and effective student-teacher relationship with the aim of academic guidance. All the present members agreed to the proposal of Dr. Saikia and unanimously took the following resolution:

- The meeting resolved that the college will introduce a student mentoring
- It is resolved that the mentoring committee will consist of the HoDs of all the departments of the college.
- It is resolved that the committee shall prepare a set of guidelines to be followed by all mentors to maintain uniformity in the system.


03/11/2018
Principal,
Golaghat Commerce College
Golaghat, Assam



IQAC QUARTERLY MEETING HELD ON 21st February, 2019

Members present:

Chairperson: Mr. Anup Kr. Das

Coordinator: Dr. Jiban Jyoti Kakati


Members:

1. Mr. Rajesh Jaiswal
2. Dr. Pranjal Pratim Dutta
4. Mrs. Moonmoni Baruah
5. Mr. Arindam Borah
6. Mr. Manash Pratim Sarmah
7. Ms. Himadri Gogoi

A quarterly meeting was convened on 21st February, 2019 in the IQAC chamber at 1 PM under the chairmanship of Mr. Anup Kr. Das, Principal i/c of Golaghat Commerce College. Addressing the members in the meeting, Mr. Das stated that the IQAC should actively cooperate with the Women's Cell to organise various women related programmes. Mrs. Moonmoni Baruah, suggested that the Women's Cell may be recommended to organise a programme on women's health.

All the present members agreed to the proposal of Mrs. Moonmoni Baruah and unanimously took the following resolution:

- It is resolved that the IQAC will organise a programme on women's health in association with Women's Cell of the college.


Principal,
Golaghat Commerce College
Golaghat, Assam
21/02/2019



IQAC QUARTERLY MEETING HELD ON 8th May, 2019

Members present:

Chairperson: Mr. Anup Kr. Das

Coordinator: Dr. Jiban Jyoti Kakoti


Members:

- 1. Mr. Rajesh Jaiswal**
- 2. Dr. Pranjal Pratim Dutta**
- 3. Mr. Arindam Borah**
- 4. Mrs. Meghali Saikia**
- 5. Mr. Manash Pratim Sarmah**

A meeting was convened on 8th May, 2019 in the IQAC chamber at 11 AM under the chairmanship of Mr. Anup Kr. Das, Principal I/C of Golaghat Commerce College. At the beginning of the meeting, Mr. Das stated that teacher's promotion is a vital event in career advancement and financial benefit of teachers. In order to provide their timely promotion, the college authority and IQAC should discuss the rules and procedures of promotion with the teachers, so that they are timely benefitted. He also stated that the IQAC should organise a meeting among the teachers related to this matter.

All the present members agreed to the proposal of the chairperson and unanimously took the following resolution:

- The IQAC will organize a promotion related meeting in the college among the teachers
- It is resolved that the IQAC will inform the teachers the requisite documents before their individual promotion is due.


08/05/2019
Principal,
Golaghat Commerce College
Golaghat, Assam

ACTION TAKEN REPORT
GOLAGHAT COMMERCE COLLEGE
Session: 2018-19
Meeting of IQAC

Sl. No.	Meeting Date	Resolution/ Suggestions	Action Taken
1.	07/08/2018	Village Marangi to be adopted	Pending
2.	03/11/2018	Central mentoring to be made mandatory for each department	Applied
3.	03/11/2018	Mentoring guidelines to be set up	Mentoring policy framed
4.	21/02/2019	Organising a programme on Women Health in association with Women's Cell	Awareness Camp on Women Health and Hygiene organised on 30.06.2019
5.	08/05/2019	Promotion related meeting	Meeting organized


 Principal
 Golaghat Commerce College
 Golaghat, Assam, India



IQAC QUARTERLY MEETING HELD ON 7th August, 2019

Members present:

Chairperson: Mr. Anup Kr. Das


Coordinator: Dr. Jiban Jyoti Kakati

Members:

1. Mr. Rajesh Jaiswal
2. Dr. Pranjal Pratim Dutta
4. Mrs. Moonmoni Baruah
5. Mr. Arindam Borah
6. Mr. Manash Pratim Sarmah
7. Ms. Himadri Gogoi

A quarterly meeting was convened on 7th August, 2019 in the IQAC chamber at 3 PM under the chairmanship of Mr. Anup Kr. Das, Principal i/c of Golaghat Commerce College. Addressing the members in the meeting, Mr. Das stated that in the age of digital education, it has become imperative to acquaint students on use of ICT. He asked all the members to take initiative to orient the students on the usage of the computer lab. All the present members agreed to the proposal of Mr. Das and unanimously took the following resolution:

- The meeting resolved that the IQAC would organise an orientation programme on Computer lab and its needs in Higher Educational Institutions.


07/08/2019
Principal,
Golaghat Commerce College
Golaghat, Assam



IQAC QUARTERLY MEETING HELD ON 3rd November, 2019

Members present:

Chairperson: Mr. Anup Kr. Das

Coordinator: Dr. Jiban Jyoti Kakati

Members:

- 1. Mr. Rajesh Jaiswal**
- 2. Dr. Pranjal Pratim Dutta**
- 4. Mrs. Moonmoni Baruah**
- 5. Mr. Arindam Borah**
- 6. Mr. Manash Pratim Sarmah**
- 7. Ms. Himadri Gogoi**

A quarterly meeting was convened on 3rd November, 2019 in the IQAC chamber at 11 AM under the chairmanship of Mr. Anup Kr. Das, Principal i/c of Golaghat Commerce College. Addressing the members in the meeting, Mr. Das expressed his concern for the degradation of the environment. It has become essential to sensitize the future generation on hazards of plastic waste and importance of plastic waste management.

All the present members agreed to the proposal of Mr. Das and unanimously took the following resolution:

- It is resolved that according to the proposal of the Principal i/c, the IQAC would organize an awareness programme on plastic waste management.


Principal,
Golaghat Commerce College,
Golaghat, Assam
03/11/2019



IQAC MEETING HELD ON 4th December, 2019

Members present:

Chairperson: Mr. Anup Kr. Das

Coordinator: Dr. Jiban Jyoti Kakoti


Members:

- 1. Mr. Rajesh Jaiswal**
- 2. Dr. Pranjal Pratim Dutta**
- 3. Mrs. Moonmoni Baruah**
- 5. Mr. Manash Pratim Sarmah**
- 6. Ms. Himadri Gogoi**

A meeting was convened on 4th December, 2019 in the IQAC chamber at 1 PM under the chairmanship of Dr. Jiban Jyoti Kakoti, Coordinator of IQAC, Golaghat Commerce College. At the beginning of the meeting, Dr. Kakoti stated that keeping with the need of the hour, as a higher education institution and a premier commerce college of this district; it is our responsibility to create awareness about trade and commerce in the society. With this objective, the college take initiative. He directed the present members to organise a talk or seminar on promotion of trade and culture.

All the present members agreed to the proposal of the chairperson and unanimously took the following resolution:

- It is resolved that the college will organise a talk on trade and culture
- It is resolved that the college will invite a Resource Person to deliver talk related to the theme.


Principal,
Golaghat Commerce College
Golaghat, Assam
04/12/2019

ACTION TAKEN REPORT
GOLAGHAT COMMERCE COLLEGE
Session: 2019-20
Meeting of IQAC

Sl. No.	Meeting Date	Resolution/ Suggestions	Action Taken
1.	07/08/2019	Orientation programme on Computer lab use in Higher Education	An orientation programme held on 16.08.2019
2.	03/11/2018	Organise a programme on plastic waste management	Plastic Waste Free Campaign organised on 02.10.2019
3.	04/12/2019	Organising a Talk on Trade and Culture	Pending due to Social disruption


Principal
Golaghat Commerce College
Golaghat, Assam, India

PROCEEDING OF THE MEETING OF IQAC HELD ON 12-02-2021 AT 10.30 AM IN IQAC ROOM

A meeting was convened at the IQAC room at 10.30 AM to discuss the forthcoming event “Inter-College Poster and Slogan Competition” on the theme “Productivity and Innovation: Key to Atmanirbhar Bharat” to be organised by Golaghat Commerce College in collaboration with Assam Productivity Council on 15th February, 2021. The event is being organised to mark the celebration of Productivity Week from 12th February, 2021 to 18th February, 2021.

Members present:

1. Dr. Pranjal Pratim Dutta, Coordinator, IQAC and Chairman
2. Ms. Junti Duarah, Member
3. Mr. Biswajyoti Doley
4. Ms. Himadri Gogoi, Member
5. Mr. Harmeet Singh, Member
6. Mr. Sankar Jyoti Doley

Dr. Pranjal Dutta, Coordinator, IQAC chaired the meeting. In his speech, the Chairman mentioned that Assam Productivity Council has sanctioned Rs. 5000/- for the competition. He also suggested that six best entries should be awarded books as prize. This would cultivate a book reading culture among the students. All other members present in the meeting agreed and accepted this suggestion. Mr. Shankar Jyoti Doley said that Competitive books and books on Current Affairs will help students to prepare for different examinations. The tentative budget of the programme was decided as below:

Heads	Cost
Banner:	850
Honorarium+ Felicitation	2000
Certificate	300
Stationery	250
Books	1600
Refreshment	500
Total	5500

The chairman also suggested that the IQAC should take initiative to organise one programme every month. Ms. Himadri Gogoi said that IQAC should publish a Newsletter every month to record the activities of the cell. Mr. Harmeet Singh said that the Newsletter could be published online and made accessible through the college website. The chairman asked all the members to take initiatives to apply for seminars and conferences.

The meeting ended with a Vote of Thanks to and from the Chair.

The Chairman announced the conclusion of the meeting.



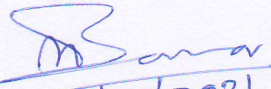
**Resolution of the *Emergency Meeting* held on 11th March, 2021 at the IQAC room,
Golaghat Commerce College**

An emergency meeting was convened by Dr. Pranjal Pratim Dutta, Coordinator, IQAC Golaghat Commerce College at the IQAC Chamber of Golaghat Commerce College to discuss the formation of a film society in the college. The meeting was chaired by Dr. Utpal Sarma, Principal, Golaghat Commerce College. The following members were also present in the meeting:

Dr. Pradip Borthakur, Associate Professor, Dept. of Accountancy
Dr. Nabami Gogoi, Assistant Professor, Dept. of Assamese
Mr. Biswajyoti Doley, Assistant Professor, Dept. of Management
Mr. Arindam Bora, Assistant Professor, Dept. of Economics
Mr. Bhaskar Kakati, Assistant Professor, Dept. of Political Science
Dr. Prodip Borah, Assistant Professor, Dept. of Assamese

After a few round of discussions, the following resolutions were unanimously taken:

- It was resolved that a film society titled “G.C.C. Film Society” will be formed immediately. Accordingly, a committee shall be formed and assigned the responsibility of the functioning of the film society.
- It was resolved that the committee shall be constituted with the following members:
President: Dr. Utpal Sarma, Principal, Golaghat Commerce College.
Secretary: Dr. Prodip Borah, Assistant Professor, Dept. of Assamese
Executive Members: Dr. Pranjal Pratim Dutta, Coordinator, IQAC
Dr. Nabami Gogoi, Assistant Professor, Dept. of Assamese
Mr. Arindam Bora, Assistant Professor, Dept. of Economics
Mr. Bhaskar Kakati, Assistant Professor, Dept. of Political Science
- It was resolved that the G.C.C. Film Society would be registered under Assam Film Society which is a part of the umbrella body of film societies in India, Federation of Film Societies of India (FFSI).
- It was resolved that the first activity of the G.C.C. Film Society would be an Inaugural Programme followed by a film screening session which would be held on 16th March, 2021 at the Rana Tamuly Memorial Auditorium of the College


25/03/2021
Golaghat Commerce College
Golaghat, Assam

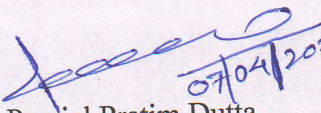


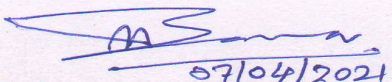
MINUTES OF THE MEETING HELD ON 06/04/2021

A meeting was convened on 06/04/2021 at 2 PM at the IQAC chamber under the chairmanship of the president of IQAC and Principal of the college, Dr. Utpal Sarma. After discussion, the following decisions were unanimously taken:

- The Annual Quality Assurance Report would be prepared within May, 2021. The supporting documents to be uploaded in each criteria of the AQAR are to be countersigned by the Principal.
- Dr. Laba Handique, Assistant Professor, Department of Mathematics and Statistics and Ms. Sangita Das, Assistant Professor, Department of Banking will be entrusted the responsibility of supervising the college shop "Campus Needs". They will also assist in various activities of the IQAC.
- The new enterprise "Campus Needs" will be registered under Cooperative Society, Golaghat and Ms. Junti Duarah, Assistant Professor, Department of Hindi and Ms. Himadri Gogoi, Assistant Professor, Department of English will undertake the process of registration.
- The shop "Campus Needs" would be inaugurated on 8th April, 2021 at 11.30 AM.
- A stock register for the transactions of the shop should be maintained.
- At present the bank account of IQAC would function as the bank account of "Campus Needs".
- The following prices have been tentatively fixed for certain products and services of "Campus Needs".

Sl. No.	Product/Service	Price
1	Photocopy	Rs. 2/page
2	Photocopy	Rs. 3 for both sides
3	Colour Printout	Rs. 8/page
4	Colour Printout	Rs. 15 for both sides
5	Passport Size Photos (6 copies)	Rs. 20
6	Stamp Size Photos (10 copies)	Rs. 20


Date: 07/04/2021
Dr. Pranjal Pratim Dutta
Coordinator, IQAC
Golaghat Commerce College


Date: 07/04/2021
Dr. Utpal Sarma
Principal
Golaghat Commerce College

Coordinator
IQAC
Golaghat Commerce College

Principal
Golaghat Commerce College
Golaghat




**ACTION TAKEN REPORT
FOR THE ACADEMIC YEAR 2020-21**

MEETING OF IQAC HELD ON 12-02-2021 AT 10.30 AM IN IQAC ROOM

Sl. No	Suggestions	Action Taken
1.	Celebrate Productivity Week, 2021 in Collaboration with Assam Productivity Council	“Inter-College Poster and Slogan Competition” on the theme “Productivity and Innovation: Key to Atmanirbhar Bharat” collaboration with Assam Productivity Council was organised on 15 th February, 2021.
2.	Take initiatives to organise one programme every month.	Pending Due to Lockdown Caused by Covid 19 Second Wave
3.	Publish a Newsletter every month to record the activities of the cell.	Pending Due to Lockdown Caused by Covid 19 Second Wave
4.	Apply for seminars and conferences.	Seminar Proposal was sent to ICSSR by Department of Management.

**EMERGENCY MEETING HELD ON 11TH MARCH, 2021 AT THE IQAC ROOM,
GOLAGHAT COMMERCE COLLEGE**

Sl. No	Suggestions	Action Taken
1.	Form a Film Society in the College	A Film Society titled “G.C.C. Film Society” was formed on 11 th March, 2021
2.	Form a Committee to ensure functioning of the film society.	A six – member Committee was formed with The Principal of the College as Chairman
3.	Registration of Film Society under Assam Film Society	Application placed for approval in the Assam Film Society Executive Meeting
4.	Film Screening	Screening of Majid Majidi’s Iranian Film ‘The Song of Sparrows’ on 16 th March, 2021 at the Rana Tamuly Memorial Auditorium of the College


Principal
Golaghat Commerce College
Golaghat, Assam



MINUTES OF THE MEETING HELD ON 06/04/2021

Sl. No	Suggestions	Action Taken
1.	AQAR to be prepared within May, 2021	Pending due to Covid-19 Outbreak
2.	Registration of Campus Needs	Pending
3.	Inauguration of Campus Needs	Inaugurated on 8 th April, 2021 by the Principal, Golaghat Commerce College

Principal
Golaghat Commerce College
Golaghat, Assam

**INTERNAL QUALITY ASSURANCE CELL (IQAC)
GOLAGHAT COMMERCE COLLEGE
JYOTI NAGAR, GOLAGHAT ASSAM-785621**

Ref. No. GCC/IQAC/COC /20/01

Dated: 23/12/2020

A Meeting on the discussion of Code of Conduct Committee is scheduled on 29th December, 2020 at the Office of the Coordinator, IQAC at 1 PM. All the members are requested to make it convenient to attend the meeting.

Agenda:

1. To discuss the formulation of a Code of Conduct policy
2. To draft a Code of Conduct Handbook for the Institution.
3. Any other point with the permission of the Chairperson


(Dr. Pranjal Pratim Dutta) 23/12/2020
Coordinator, IQAC
Golaghat Commerce College
Coordinator
IQAC
Golaghat Commerce College

Copy for information to:

1. Chairman, IQAC and Principal
Golaghat Commerce College
2. Office file


(Dr. Pranjal Pratim Dutta) 23/12/2020
Coordinator, IQAC
Golaghat Commerce College
Coordinator
IQAC
Golaghat Commerce College

**INTERNAL QUALITY ASSURANCE CELL (IQAC)
GOLAGHAT COMMERCE COLLEGE
JYOTI NAGAR, GOLAGHAT ASSAM-785621**

Ref. No. GCC/IQAC/COC /20/02

Dated: 29/12/2020

:

The proceeding of the meeting held on 29th December, 2020 at the Conference Room is as follows:

Dr. Utpal Sarma, Principal and Chairperson of IQAC, Golaghat Commerce College convened a meeting to discuss the plan of action of the new committee. The meeting started with the chairperson addressing the IQAC members and stating the necessity of articulating a defined Policy and Code of Ethics handbook. He said that the IQAC should consider this activity as first priority and prepare the College Code of Conduct Handbook. All the members agreed to this suggestion and the following resolutions were unanimously taken.

1. It is resolved to prepare the first draft of the college code of conduct handbook within 20th January, 2021
2. It is resolved that the following members will be responsible for preparing the first draft of the college code of conduct handbook

Dr. Pranjal Pratim Dutta, Coordinator, IQAC

Mr. Bimal Chandra Pathak, Librarian

Ms. Himadri Gogoi, Assistant Professor, Department of English



(Dr. Pranjal Pratim Dutta)

Coordinator, IQAC

Golaghat Commerce College

Coordinator

IQAC

Golaghat Commerce College

Copy for information to:

1. Chairman, IQAC and Principal
Golaghat Commerce College
2. Office file

**INTERNAL QUALITY ASSURANCE CELL (IQAC)
GOLAGHAT COMMERCE COLLEGE
JYOTI NAGAR, GOLAGHAT ASSAM-785621**

Ref. No. GCC/IQAC/COC /21/01

Dated: 22/01/2021

The proceeding of the meeting held on 22nd January, 2021 at the Principal's Chamber are as follows:

The meeting started with the Chairperson of IQAC, Golaghat Commerce College addressing the members present and stating the objective of the meeting. He then asked Dr. Pranjal Pratim Dutta, Coordinator, IQAC to present the action taken report of the last meeting. Dr. Pranjal Pratim Dutta informed the committee that the first draft of the Code of Conduct Handbook has been prepared and he requested the Principal to review and approve it. The chairperson then asked the members to prepare a list of awareness programmes to be conducted by the institution to sensitize the students on ethics and values.

The following resolution was taken:

1. It is resolved that a number of awareness programme would be organized to disseminate information of ethics and moral values.

The meeting ended with the Chairperson thanking all the members for their presence and consistent support.

Members present:

Dr. Utpal Sarma, Principal, Golaghat Commerce College

Mr. Paresh Saikia, Vice Principal, Golaghat Commerce College

Dr. Pranjal Pratim Dutta, Coordinator, IQAC

Dr. Prodip Borthakur, Associate Professor, Dept. of Accountancy

Ms. Junti Duwarah, Assistant Professor, Department of Hindi

Mr. Bhaskar Kakati, Assistant Professor, Department of Political Science

**INTERNAL QUALITY ASSURANCE CELL (IQAC)
GOLAGHAT COMMERCE COLLEGE
JYOTI NAGAR, GOLAGHAT ASSAM-785621**

Mr. Biswajyoti Doley, HOD, Dept. of Business Management

Ms. Himadri Gogoi, Assistant Professor, Department of English

Mr. Harmeet Singh, Assistant Professor, Department of Commercial Law


22/01/2021

(Dr. Pranjal Pratim Dutta)
Coordinator, IQAC
Golaghat Commerce College

Copy for information to:

1. Chairman, IQAC and Principal
Golaghat Commerce College

2. Office file

Coordinator
IQAC
Golaghat Commerce College


22/01/2021

(Dr. Pranjal Pratim Dutta)
Coordinator, IQAC
Golaghat Commerce College

Coordinator
IQAC
Golaghat Commerce College

**INTERNAL QUALITY ASSURANCE CELL (IQAC)
GOLAGHAT COMMERCE COLLEGE
JYOTI NAGAR, GOLAGHAT ASSAM-785621**

Ref. No. GCC/IQAC/COC /21/02

Dated: 23/09/2021

The proceeding of the meeting held on 23rd September, 2021 at the IQAC Office is as follows:

The meeting started with the principal wishing all the members and enquiring about the students admitted to the first semester in B.A an B.Com programmes. The Principal then asked the IQAC members to organize an orientation programme for the students and inform them about the college code of conduct. The Principal suggested the following information to be disseminated among the students

1. Students should report to the class in time.
2. During leisure hours, students should use the library
3. Students should handle the college property with care. Any damage to the furniture will lead to penalty.
4. Students should not indulge in ragging activities. If any student is found guilty of ragging, it will call disciplinary action.
5. The use of mobile phones inside classrooms is strictly prohibited.

The meeting ended with the Principal thanking all the members for their presence and asked them to submit record of student's attendance

Members present:

Dr. Utpal Sarma, Principal, Golaghat Commerce College

Dr. Pranjal Pratim Dutta, Coordinator, IQAC

Dr. Prodip Borthakur, Associate Professor, Dept. of Accountancy

Mr. Biren Bora, Head Assistant


Mr. Biswajit Agarwala, General Secretary, Students Union

**INTERNAL QUALITY ASSURANCE CELL (IQAC)
GOLAGHAT COMMERCE COLLEGE
JYOTI NAGAR, GOLAGHAT ASSAM-785621**

Mr. Bimal Chandra Pathak, Librarian

Mr. Biswajyoti Doley, HOD, Dept. of Management

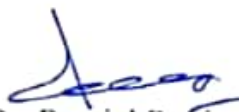
Ms. Himadri Gogoi, Assistant Professor, Dept. Of English


(Dr. Pranjal Pratim Dutta) 23/09/2021
Coordinator, IQAC
Golaghat Commerce College

**Coordinator
IQAC
Golaghat Commerce College**

Copy for information to:

1. Chairman, IQAC and Principal
Golaghat Commerce College
2. Office file


(Dr. Pranjal Pratim Dutta) 23/09/2021
Coordinator, IQAC
Golaghat Commerce College

**Coordinator
IQAC
Golaghat Commerce College**