

Proceedings of the Monitoring Committee

**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

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

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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

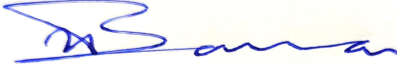

29/12/2020
(Dr. Pranjal Pratim Dutta)
Coordinator, IQAC
Golaghat Commerce College
Coordinator
IQAC
Golaghat Commerce College

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Principal
Golaghat Commerce College
Golaghat, Assam, India

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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. Pranjali Pratim Dutta, Coordinator, IQAC to present the action taken report of the last meeting. Dr. Pranjali 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. Pranjali Pratim Dutta, Coordinator, IQAC

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

Ms. Junti Duwara, Assistant Professor, Department of Hindi

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



A handwritten signature in blue ink, appearing to read "Utpal Sarma".

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

**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

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Coordinator
IQAC
Golaghat Commerce College


22/01/2021

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

Coordinator
IQAC
Golaghat Commerce College





Principal
Golaghat Commerce College
Golaghat, Assam, India

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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



A handwritten signature in blue ink, appearing to read "Utpal Sarma".


Principal
Golaghat Commerce College
Golaghat, Assam, India

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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) 22/09/2021
Coordinator, IQAC
Golaghat Commerce College

Coordinator
IQAC
Golaghat Commerce College

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(Dr. Pranjal Pratim Dutta) 28/09/2021
Coordinator, IQAC
Golaghat Commerce College

Coordinator
IQAC
Golaghat Commerce College





Principal
Golaghat Commerce College
Golaghat, Assam, India