



# **GOLAGHAT COMMERCE COLLEGE**

**Jyoti Nagar, Golaghat, Assam 785621**

<https://golaghatcommercecollege.org>

**THIRD CYCLE NAAC ACCREDITATION 2022**

## **Criterion 6**

**6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management**

*Submitted to*



**NATIONAL ASSESSMENT AND  
ACCREDITATION COUNCIL**

## ***CRITERION 6***

### **Governance, Leadership and Management**

#### **Indicator- 6.1 Institutional Vision and Leadership**

<b>Metric No</b>	<b>Sl. No</b>	<b>Content</b>
<b>6.1.2- The effective leadership is visible in various institutional practices such as decentralization and participative management</b>	1.	Different Committees and Cells
	2.	Staff Meeting Proceedings
	3.	Departmental Meeting Proceedings
	4.	IQAC Meeting Proceedings
	5.	Grievance Redressal Cell Meeting Proceedings
	6.	Anti Ragging Committee Meeting Proceedings
	7.	Library Meeting Proceedings
	8.	Snapshots

## Committees & Cells of Golaghat Commerce College

<b><i>Internal Quality Assurance Cell</i></b>		
<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Dr. Utpal Sarma, Principal	Chairperson
2.	Dr. Pranjal Pratim Dutta, Department of Accountancy	Coordinator
Teachers to represent at all level		
3. 4.	Mrs. Anamika Hazarika Mr. Manash Pratim Sarmah	Criterion – 1 Members
5. 6.	Mrs. Moonmoni Baruah Mr. Shankar Jyoti Doley	Criterion – 2 Members
7. 8.	Dr. Jiban Jyoti Kakoti Mr. Harmeet Singh	Criterion – 3 Members
9. 10.	Mr. Rajesh Jaiswal Dr. Rinki Das	Criterion – 4 Members
11. 12.	Dr. Karabi Devi Mr. BhaskarKakati	Criterion – 5 Members
13. 14.	Mr. Biswajyoti Doley Ms. Sonashree Das	Criterion – 6 Members
15. 16.	Dr. Nabami Gogoi Ms. Himadri Gogoi	Criterion – 7 Members
17.	Dr. Sovarani Sarmah (Retd. Principal, Joya Gogoi College, Golaghat)	Member from the management
18.	Dr. Putul Saikia (Retd. Principal, D.R. College, Golaghat)	Senior administrative officers
19.	Dr. Ranjit Bordoloi (Principal, DKD College, Dergaon, Golaghat)	Senior administrative officers
20	Dr. Bibekananda Sarmah (Retd. Principal, JDSG College, Bokakhat)	Nominee from local society

21.	Mr. Basab Gogoi (Student nominee, General Secretary of the College)	Nominee from Students
22.	Mr. Amrit Hazarika (Alumni, Retd. Branch Manager, AGVB)	Nominee from Alumni
23.	Mr. Sunil Jalan (An Employer)	Nominee from Employers
24.	Mr. Manoj Jalan (An Industrialist)	Nominee from Industrialists
25.	Mr. Kula Bora (Stakeholder, Guardian Nominee)	Nominee from Stakeholders

***Academic Development Committee***

<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Vice – Principal	Convener
2.	IQAC Coordinator	Member
3.	All Head of the Departments	Member

***Research and Development Cell***

<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Dr. Pranjal Pratim Dutta	Convener
2.	Mrs. Moonmoni Baruah	Member
3.	Mrs. Rimarekha Buragohain	Member
4.	Mr. Bhaskar Kakati	Member
5.	Dr. Dipali Gogoi	Member

6.	Ms. Himadri Gogoi	Member
7.	Ms. Swadhinata Gogoi	Member
8.	Mr. Shankar Jyoti Doley	Member
9.	Dr. Prodip Borah	Member

<i>College Development Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Mrs. Anamika Hazarika, Vice -Principal	Convener
2.	Dr. Pranjal Pratim Dutta, IQAC Co-ordinator	Member
3.	Mrs. Moonmoni Baruah	Member
4.	Mrs. Neetima Sarmah	Member
5.	Dr. Devajit Dutta	Member
6.	Mrs. Jyotirupa Bora	Member
7.	Mr. Bhaskar Kakati	Member
8.	Anushwari Maheshwari (B.com 4 <sup>th</sup> Semester)	Member
9.	Prostuti Sarma (B.A. 4 <sup>th</sup> Semester)	Member

<i>Website Management Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Mr. Harmeet Singh	Convener
2.	Dr. Priyanka Bharali	Member
3.	Dr. Papari Nayak	Member
4.	Subir Paul (B.Com 4 <sup>th</sup> semester)	Member

<b><i>Library Monitoring Committee</i></b>		
<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Co-ordinator IQAC	Convener
2.	Dr. Jibanjyoti Kakoti	Member
3.	Mr. Rajesh Jaiswal	Member
4.	Dr. Nabami Gogoi	Member
5.	Mr. Arindam Bora	Member
6.	Mrs. Nandini Baruah	Member
7.	Ms. Himadri Gogoi	Member
8.	Mr. Shankar Jyoti Doley	Member
9.	Ms. Maloti Bangthai	Member
10.	Nilanjan Singha (student union)	Member
11.	Anushwari Maheshwari (B.com 4 <sup>th</sup> Semester)	Member

<b><i>Grievance Redressal Cell</i></b>		
<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Mrs. Anamika Hazarika (Vice-Principal)	Convener
2.	Mrs. Neetima Sarmah	Member
3.	Mr. Dibeyndu Palit	Member
4.	Dr. Junti Duarah	Member
5.	Mr. Manash Pratim Sarmah	Member
6.	Dr. Rinki Das	Member
7.	Mrs. Hamin Sultana	Member
8.	Mr. Manash Pratim Hazarika	Member
9.	Mr. Ankur Bora	Member
10.	Basab Gogoi (student union)	Member
11.	Silpa Dam (student union)	Member
<b><i>Advisory Board</i></b>		
1.	Vice-Principal	Member
2.	Dr. Jiban Jyoti Kakoti	Member
3.	Mr. Arindam Bora	Member
4.	Mrs. Meghali Saikia	Member
5.	Dr. Chinzakhum Vaiphei	Member

<i>Examination Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Mrs. Anamika Hazarika ( Vice-Principal)	Convener
2.	Mrs. Moonmoni Baruah	Member
3.	Mr. Rajesh Jaiswal	Member
4.	Mrs. Neetima Sarma	Member
5.	Dr. Pranjal Pratim Dutta	Member
6.	Mr. Biswajyoti Doley	Member
7.	Mr. Bhaskar Kakati	Member
8.	Mr. Biren Bora (Office Staff)	Member

<i>Admission Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Mrs. Anamika Hazarika ( Vice-Principal)	Convener
2.	Mrs. Moonmoni Baruah	Member
3.	Mrs. Neetima Sarma	Member
4.	Dr. Devajit Dutta	Member
5.	Mr. Arindom Bora	Member
6.	Dr. Dipali Gogoi	Member
7.	Mrs. Archana Nath	Member
8.	Mrs. Nandini Baruah	Member
9.	Mr. Parash Pratim Saikia	Member
10.	Ms. Swadhinata Gogoi	Member



***Anti-Ragging Committee***

<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Principal	Chairperson
2.	Mrs. Nandini Baruah	Convener
3.	Mr. Pronab Pathori	Faculty Member
4.	Mrs. Sarmila Dutta Tamuli	Faculty Member
5.	Dr. Karabi Devi	Faculty Member
6.	Mr. Sasanka Saikia	Faculty Member
7.	Ms. Reema Baruah	Faculty Member
8.	Dr. Rinki Das	Faculty Member
9.	Ms. Sonashree Das	Faculty Member
10.	Dr. Papari Nayak	Faculty Member
11.	Mr. Amrit Nagori	Representative of Local Media ( Member)
12.	Ms. Nayanmoni Doley	Representative of Non teaching Staff ( Member)
13.	Mr. Kula Bora	Representative of Parents ( Member)
14.	Nilanjan Singha	Student Representative (Member)
15.	Ruprekha Saikia	Student Representative (Member)

<b><i>Prevention against Sexual Harassment Committee</i></b>		
<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Mrs. Anamika Hazarika	Convener
2.	Ms. Mandira Bora	Member
3.	Mrs. Neetima Sarmah	Member
4.	Mrs. Jyotirupa Bora	Member
5.	Dr. Nabami Gogoi	Member
6.	Mrs. Bonti Kalita	Member
7.	Mrs. Julee Dutta	Member
8.	Ms. Reema Baruah	Member
9.	Ms. Swadhinata Gogoi	Member
10.	Mrs. Sneha Hazarika	Member
11.	Mrs. Nayanmoni Doley	Member

<b><i>Disaster Management Committee</i></b>		
<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Mrs. Moonmoni Baruah	Convener
2.	Mr. Rajesh Jaiswal	Member
3.	Dr. Karabi Devi	Member
4.	Mr. Manash Pratim Sarma	Member
5.	Mr. Basab Gogoi	Member (student)
6.	Miss. Shilpa Dam	Member(student)

<i>Purchase Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Dr. Utpal Sarma, Principal	Chairperson
2.	Mrs. Anamika Hazarika Vice-Principal	Vice Chairperson
3.	Dr. Devajit Dutta	Member
4.	Mr. Arindam Bora	Member
5.	Mr. Bhaskar Kakati	Member
6.	Dr. Pranjal Pratim Dutta	Member
7.	Mr. Harmeet Singh	Member

<i>Sports Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Mr. Biswajyoti Doley	Convener
2.	Dr. Devajit Dutta	Member
3.	Dr. Chinzakhum Vaiphei	Member
4.	Mr. Manash Pratim Sarma	Member
5.	Mr. Srimanta Prasad Hazarika	Member
6.	Mr. Manash Pratim Hazarika	Member
7.	Mr. Shankar Jyoti Doley	Member
8.	Biplav Kumar (B.Com. 4 <sup>th</sup> Semester)	Member
9.	Nilanjan Saikia(B.A. 4 <sup>th</sup> Semester)	Member

<b><i>Entrepreneurship Career Guidance and Placement Cell</i></b>		
<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Mr. Bhaskar Kakati	Coordinator
2.	Mrs. Rimarekha Buragohain	Member
3.	Mr. Pranab Pathori	Member
4.	Mr. Biswajyoti Doley	Member
5.	Dr.Junti Duarah	Member
6.	Ms. Himadri Gogoi	Member
7.	Mr. Harmeet Singh	Member
8.	Dr. Prodip Borah	Member
<b><i>Advisory ECGPC</i></b>		
1.	Principal	Chairperson
2.	Vice-Principal	Member
3.	Dr. Jiban Jyoti Kakoti	Member
4.	Mr. Arindam Bora	Member

<b><i>Construction Committee</i></b>		
<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Dr. Utpal Sarma, Principal	Chairperson
2.	Mrs. Anamika Hazarika, Vice-Principal	Member
3.	Mr. Prasanta Bora, G.B. President	
4.	Dr. Devajit Dutta	Member
5.	Dr. Pranjal Pratim Dutta	Member
6.	Mrs. Meghali Saikia	Member
7.	Dr. Biman Arandhara	Member
8.	Mr. Manash Pratim Sarma	Member
9.	Mr. Harmeet Singh	Member

<i>Women's Cell</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Principal	Advisor
2.	Dr. Nabami Gogoi	President
3.	Ms. Himadri Gogoi	Secretary
4.	Ms. Swadhinata Gogoi	Asstt. Secretary
5.	Ms. Sonashree Das	Zonal Executive Representative
6.	Mrs. Anamika Hazarika	Member
7.	Mrs. Moonmoni Baruah	Member
8.	Mrs. Mandira Bora	Member
9.	Msr. Sabita Saikia	Member
10.	Dr. Karabi Devi	Member
11.	Dr. Junti Duarah	Member
12.	Dr. Dipali Gogoi	Member
13.	Mrs. Nandini Baruah	Member
14.	Dr. Rinki Das	Member
15.	Mrs. Sneha Hazarika	Member
16.	Ms. Maloti Bangthai	Member
17.	Mrs. Sharmila Dutta Tamuly	Member
18.	Mrs. Bonti Kalita	Member
19.	Mrs. Jyoti Rekha Bora	Member
20.	Dr. Priyanka Bharali	Member
21.	Dr. Papari Nayak	Member
22.	Ms. Sangita Das	Member
23.	Mrs. Tulumoni Gogoi	Member
24.	Mrs. Manorama Saikia	Member
25.	Mrs. Julee Dutta	Member
26.	Mrs. Arundhati Phatowali	Member
27.	Mrs. Hamin Sultana	Member
28.	Ms. Reema Baruah	Member
29.	Ms. Liza Mahanta( Library Staff)	Member
30.	Ms. Shyamali Barpatra Gohain( Library Staff)	Member
31.	Mrs. Nayanmoni Doley ( office staff)	Member
32.	Mrs. Namita Dutta (Office staff)	Member

<i>Media Cell</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Dr. Dipali Gogoi	Convener
2.	Mr. Rajesh Jaiswal	Member
3.	Mrs. Julfiquera Begum	Member
4.	Mrs. Sabita Saikia	Member
5.	Mrs. Jyotirupa Bora	Member
6.	Dr. Karabi Devi	Member
7.	Dr. Chinzakhum Vaiphei	Member
8.	Mr. Ankur Bora	Member
9.	Ms. Maloti Bangthai	Member

<i>Waste Management Project Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Dr. Karabi Devi	Convener
2.	Dr. Nabami Gogoi	Member
3.	Mrs. Himadri Gogoi	Member
4.	Ms. Sonashree Das	Member

<i>Canteen Supervising Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Dr. Biman Arandhara	Convener
2.	Ms. Mandira Bora	Member
3.	Mrs. Meghali Saikia	Member
4.	Mrs. Nandini Baruah	Member
5.	Mrs. Archana Nath	Member
6.	Mr. Atul Kumar Das	Member
7.	Mr. Manash Pratim Hazarika	Member
8.	Silpa Dam (students union)	Member
9.	Sourav Saikia (B.A. 4 <sup>th</sup> Semester)	Member

<i>Incubation Centre Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Dr. Pranjal Pratim Dutta	Convener
2.	Mr. Arindam Bora	Member
3.	Dr. Dipali Gogoi	Member
4.	Dr. Karabi Devi	Member
5.	Ms. Sonashree Das	Member
6.	Mr. Mousum Gogoi (Students union)	Member
7.	Mr. Ankumoni Bora ( Students union)	Member

<b><i>Hostel Management Committee</i></b>		
<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Dr. Utpal Sarma, Principal	Chairperson
2.	Mrs. Sabita Saikia	Girls Hostel Warden
3.	Mrs. Julfiquera Begum	Girls Hostel Members
4.	Mrs. Nandini Baruah	Girls Hostel Member
5.	Dr. Devajit Dutta	Boys Hostel Warden
6.	Dr. Biman Arandhara	Boys Hostel Member
7.	Mr. Srimanta Hazarika	Boys Hostel Member
8.	Mr. Aftabor Rahman	Boys Hostel Member

<b><i>Intellectual Property Rights Committee</i></b>		
<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Dr. Pranjal Pratim Dutta	Convener
2.	Ms. Himadri Gogoi	Member
3.	Mr. Harmeet Singh	Member
4.	Ms. SimaSaikia (students union)	Member
5.	Mr. Nilanjan Singha (students union)	Member



<b><i>Prospectus Preparation Committee</i></b>		
<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Mrs. Moonmoni Baruah	Convener
2.	Mr. Rajesh Jaiswal	Member
3.	Mr. Arindom Borah	Member
4.	Mr. Bhaskar Kakoti	Member
5.	Dr. Pranjal Pratim Dutta	Member
6.	Ms. Reema Baruah	Member
7.	Mr. Deepmoni Borgohain ( Office Staff)	Member

<b><i>Medical Cell</i></b>		
<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Dr. Chinzakhum Vaiphei	Convener
2.	Dr. Junti Duarah	Member
3.	Mr. Pronab Pathori	Member
4.	Silpa Dam (students union)	Member
5.	Mousum Gogoi (students union)	Member

<b><i>Mental Health and wellness Cell</i></b>		
<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Ms. Reemarekha Buragohain	Convener
2.	Dr. Biman Arandhara	Member
3.	Mrs. Jyotirekha Bora	Member
4.	Mrs. Arundhati Phatowali	Member
5.	Basab Gogoi (students union)	Member

<i>Cultural Cell</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Mrs. Mandira Bora	Convener
2.	Mrs. Neetima Sarma	Member
3.	Dr. Devajit Dutta	Member
4.	Dr. Rinki Das	Member
5.	Ms. Sonashree das	Member
6.	Mr. Srimanta Hazarika	Member
7.	Sima Saikia (students union)	Member
8.	Nayan Pegu (students union)	Member

<i>NEP Task force Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Dr. Utpal Sarma, Principal	Chairperson
2.	Dr. Nabami Gogoi	Convener
3.	Dr. Pranjal Pratim Dutta	Member
4.	Mr. Arindom Bora	Member
NEP Task force Assisting members		
6.	Mrs. Nandini Baruah	Member
7.	Dr. Biman Arandhara	Member
8.	Dr. Chinzakhum Vaiphei	Member

<b><i>Campus Beautification Committee</i></b>		
<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Mrs. Rimarekha Buragohain	Convener
2.	Ms. Mandira Bora	Member
3.	Mrs. Diparani Boruah	Member
4.	Mrs. Monurama Saikia	Member
5.	Mrs. Nandini Baruah	Member
6.	Mrs. Archana Nath	Member
7.	Mr. Pronab Pathori	Member
8.	Mrs. Tulumoni Gogoi	Member
9.	Dr.Junti Duarah	Member
10.	Mrs. Arundhuti Phatuwali	Member
11.	Ms. Swadhinata Gogoi	Member
12.	Ms. Sangita Das	Member
13.	Dr. Priyanka Bharali	Member
14.	Mausum Saikia (students union)	Member
<b>Advisory Bo-ard</b>		
1.	MrsAnamika Hazarika	Member
2.	Dr. Devajit Dutta	Member
3.	Mrs. Jyotirupa Bora	Member
4.	Mr. Bhaskar Kakati	Member
5.	Mr. Parash Pratim Saikia	Member

<i>OBC Cell</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Dr. Nabami Gogoi	Convener
2.	Mrs. Rimarekha Buragohain	Member
3.	Mrs. Nandini Baruah	Member
4.	Ms. Himadri Gogoi	Member
5.	Dr. Prodip Bora	Member

<i>SC/ST Cell</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Mrs. Moonmoni Baruah	Convener
2.	Dr. Chinzakhum Vaiphei	Member
3.	Mr. Atul Das	Member
4.	Dr. Priyanka Bharali	Member
5.	Ms. Sangita Das	Member

<i>Minority Cell</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Mrs. Julfiquera Begum	Convener
2.	Dr. Chinzakhum Vaiphei	Member
3.	Mr. Harmeet Singh	Member
4.	Mr. Aftaboor Rahman	Member

<b><i>Internal Complaint Committee</i></b>		
<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Mrs. Anamika Haarika (Vice-Principal)	Convener
2.	Mr. Rajesh Jaiswal	Member
3.	Dr. Biman Arandhara	Member
4.	Dr. Karabi Devi	Member
5.	Mr. Manash Protim Sarma	Member
6.	Mrs. Nayanmoni Doley	Member
7.	Simpi Bora (B.A. 2 <sup>nd</sup> Semester)	Member
8.	Ajay Sharma (B.Com 2 <sup>nd</sup> Semester)	Member

<b><i>Green Audit Committee</i></b>		
<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Dr. Nabami Gogoi	Convener
2.	Mr. Arindom Bora	Member
3.	Dr. Priyanka Bharali	Member
4.	Dr. Prodip Borah	Member
5.	Ms. Sangita Das	Member

<b><i>Gender Audit Committee</i></b>		
<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Ms. Himadri Gogoi	Convener
2.	Dr. Nabami Gogoi	Member
3.	Mr. Atul Das	Member
4.	Dr. Biman Arandhara	Member
5.	Dr. Rinki Das	Member
6.	Ms. Sonashree Das	Member
7.	Dr. Priyanka Bharali	Member
8.	Dr. Papari Nayak	Member
9.	Ms. Sangita Das	Member
10.	Ms. Swadhinata Gogoi	Member

<b><i>Skill Development Committee</i></b>		
<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Dr. Karabi Devi	Convener
2.	Mr. Biswajyoti Doley	Member
3.	Dr. Nabami Gogoi	Member
4.	Dr. Junti Duarah	Member
5.	Mr. Manash Pratim Sarmah	Member
6.	Ms. Sonashree Das	Member
7.	Mr. Pranab Pathori	Member

<i>Yoga Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Mr. Srimanta Prasad Hazarika	Convener
2.	Mr. Biswajyoti Doley	Member
3.	Mr. Manash Pratim Sarma	Member
4.	Mrs. Sarmila Dutta Tamuly	Member

<i>Equal Opportunity Cell Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Mr. Biswajyoti Doley	Convener
2.	Dr. Karabi Devi	Member
3.	Ms. Himadri Gogoi	Member
4.	Ms. Sonashree Das	Member
5.	Ms. Malati Bangthai	Member
6.	Dr. Pradip Bora	Member
7.	Dr. Papari Nayak	Member

<b><i>Vermi-Compost Project Committee</i></b>		
<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Mr. Sasanka Saikia	Convener
2.	Mr. Srimanta Hazarika	Member
3.	Mr. Parash Pratim Saikia	Member

<b><i>Water Harvesting Project Committee</i></b>		
<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Dr. Priyanka Bharali	Convener
2.	Dr. Prodip Borah	Member
3.	Dr. Papari Nayak	Member
4.	Ms. Sangita Das	Member

<b><i>Red Ribbon Club</i></b>		
<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Dr. Chinzakum Vaipei	Convener
2.	Dr. Papari Nayak	Member
3.	Dr. Priyanka Bharali	Member
4.	Mr. Srimanta Prasad Hazarika	Member

**Note: In every Committee and Cell the Principal of the College shall act as Chairperson.**

Principal  
Golaghat Commerce College  
Golaghat, Assam, India



## Minutes of the Meeting

Below are the minutes for the meeting held on **05-01-2016** at **2pm** at Rana Tamuly Auditorium.

### **Teachers present:**

Dr. Jiban Jyoti Kakoti  
Mr. Rajesh Jaiswal  
Dr. Karabi Devi  
Moonmoni Baruah  
Manash Pratim Sarmah  
Biswajyoti Doley  
Ms. Rinki Das  
Mrs. Rimarekha Buragohain  
Mrs. Neetima Sarma  
Mrs. Jyotirupa Bora  
Mr. Bhaskar Kakoti  
Ms. Nazia Rahman  
Mr. Aftabur Rahman  
Biman Arandhara  
Arundhati Phatowali

### **Agenda:**

- Acceptance of the Chair by the Principal
- Objective of the meeting
- Discussion on record keeping of Departmental activities
- Preparation and submission of the Internal Assessment

### **Resolutions:**

1. The meeting resolved that all the departments will keep proper record of each and every departmental activity.
2. The meeting resolved that the Internal Assessment would be prepared and submitted at the earliest.

  
Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## Minutes of the Meeting

Below are the minutes for the meeting held on **10-06-16** at **2:30pm** at Milijuli Chora.

### **Teachers present:**

Mr. Jiban Jyoti Kakoti  
Mr. Paresh Saikia  
Mr. Devajit Dutta  
Mrs. Mandira Bora  
Mr. Anup Kr. Das  
Dr. Karabi Devi  
Moonmoni Baruah  
Manash Pratim Sarmah  
Biswajyoti Doley  
Dr. Rinki Das  
Dr. Prodip Borthakur  
Mrs. Rimarekha Buragohain  
Mrs. Bonti Kalita  
Mrs. Nandini Baruah  
Mrs. Neetima Sarma  
Mrs. Jyotirupa Bora  
Mr. Bhaskar Kakoti  
Ms. Nazia Rahman  
Mrs. Sharmila Tamuly

### **Agenda:**

- Acceptance of the Chair by the Principal
- Objective of the meeting
- Preparation of the class routine for the upcoming semester
- Starting the classes for the new session.

### **Resolutions:**

1. The meeting resolved that the routine committee must prepare the class routine as soon as possible for the upcoming session.
2. The meeting resolved that the classes for the new session would be started immediately after the reopening of the college.

  
Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## Minutes of the Meeting

Below are the minutes for the meeting held on **08-08-2016** at **1pm** at Rana Tamuly Auditorium.

### **Teachers present:**

Moonmoni Baruah  
Mrs. Rimarekha Buragohain  
Mrs. Neetima Sarma  
Mrs. Mandira Bora  
Mr. Anup Kr. Das  
Dr. Prodip Borthakur  
Mr. Paresh Saikia  
Mr. Devajit Dutta  
Manash Pratim Sarmah  
Biswajyoti Doley  
Mrs. Rinki Das  
Mrs. Anamika Hazarika  
Dr. Jiban Jyoti Kakoti  
Mr. Rajesh Jaiswal  
Dr. Karabi Devi  
Mrs. Jyotirupa Bora  
Mr. Bhaskar Kakoti

### **Agenda:**

- Acceptance of the Chair by the Principal
- Objective of the meeting
- Finalizing the dates for the sessional exams.
- Preparation of the routine for the upcoming sessional exams.
- Discussion over the conduction of the Students' Union Body Elections.

### **Resolutions:**

1. The meeting resolved that the dates for both the sessional exams would be finalized after consulting all the Head of the departments.
2. The meeting resolved that the routine committee must prepare the routine for both the first and sessional exams accordingly.
3. The meeting resolved that the dates and details of the Students' Body Elections would be finalized after a meeting with the current Students' Body Union.



Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## Minutes of the Meeting

Below are the minutes for the meeting held on **15-09-2016** at **2pm** at Rana Tamuly Auditorium.

### **Teachers present:**

Mrs. Anamika Hazarika  
Moonmoni Baruah  
Dr. Dipali Gogoi  
Bhaskar Kakati  
Biswajyoti Doley  
Mandira Bora  
Mr. Rajesh Jaiswal  
Dibyendu Palit  
Junti Duarah  
Sabita Saikia  
Reemarekha Buragohain  
Mr. Jiban Jyoti Kakoti  
Dr. Karabi Devi  
Neetima Sarmah  
Arindam Bora  
Mrs. Rinki Das  
Jyotirupa Bora  
Paresh Saikia

### **Agenda:**

- Acceptance of the Chair by the Principal
- Objective of the meeting
- Installation of CCTV cameras in the institution
- Maintenance of college hours

### **Resolutions:**

1. The meeting resolved that CCTV cameras will be installed in all the classrooms and in around the college premises.
2. The meeting resolved that all the faculty members must maintain the required college hours on a regular basis.

  
Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## Minutes of the Meeting

Below are the minutes for the meeting held on **11-01-2017** at **1:30pm** at Milijuli Chora.

### **Teachers present:**

Mr. Anup Kr. Das  
Mr. Jiban Jyoti Kakoti  
Mrs. Anamika Hazarika  
Mr. Paresh Saikia  
Mr. Devajit Dutta  
Mrs. Mandira Bora  
Moonmoni Baruah  
Mrs. Rimarekha Buragohain  
Mrs. Neetima Sarma  
Mr. Rajesh Jaiswal  
Dr. Karabi Devi  
Dr. Prodip Borthakur  
Manash Pratim Sarmah  
Biswajyoti Doley  
Mrs. Rinki Das  
Mrs. Jyotirupa Bora  
Mr. Bhaskar Kakoti

### **Agenda:**

- Acceptance of the Chair by the Principal
- Objective of the meeting
- 

### **Resolutions:**

1. The meeting resolved that the annual college week would be conducted immediately after the reopening of the college after the Bihu holidays.
2. The meeting resolved that a new budget committee would be formed at the earliest for the smooth conduct of the annual college week.

  
Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## Minutes of the Meeting

Below are the minutes for the meeting held on **08-06-2017** at **2:30pm** at Milijuli Chora.

### **Teachers present:**

Manash Pratim Sarmah  
Mr. Jiban Jyoti Kakoti  
Mr. Paresh Saikia  
Mr. Devajit Dutta  
Mr. Anup Kr. Das  
Moonmoni Baruah  
Mrs. Rimarekha Buragohain  
Mrs. Neetima Sarma  
Mr. Rajesh Jaiswal  
Dr. Karabi Devi  
Dr. Prodip Borthakur  
Mrs. Jyotirupa Bora  
Mrs. Anamika Hazarika  
Mr. Bhaskar Kakoti  
Biswajyoti Doley  
Mrs. Rinki Das  
Mrs. Mandira Bora

### **Agenda:**

- Acceptance of the Chair by the Principal
- Objective of the meeting
- Intimation about perspective plan
- Advancement of the courses in each department
- Status of Feedback from the students
- Remedial Measures to be taken
- Others

### **Resolutions:**

1. Steps to implement the Perspective/ Strategic plan of the college should be taken at all levels
2. The meeting resolved that all the Head of the departments must equally divide the allotted course among the faculty members and keep track of the advancement and completion of the syllabus on time.
3. The meeting resolved that the departments must take feedbacks from the students at regular intervals.
4. The meeting resolved that Departments shall individually take initiatives for remedial measures in relevance to feedback obtained from the students.

  
Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## Minutes of the Members

Below are the minutes for the meeting held on **10-08-2017** at **2pm** at Milijuli Chora.

### **Teachers present:**

Mr. Anup Kr. Das  
Moonmoni Baruah  
Mrs. Rimarekha Buragohain  
Mrs. Neetima Sarma  
Mr. Rajesh Jaiswal  
Dr. Karabi Devi  
Dr. Prodip Borthakur  
Manash Pratim Sarmah  
Mr. Jiban Jyoti Kakoti  
Mr. Paresh Saikia  
Mr. Devajit Dutta  
Mrs. Mandira Bora  
Mrs. Jyotirupa Bora  
Mrs. Anamika Hazarika  
Mr. Bhaskar Kakoti  
Biswajyoti Doley  
Mrs. Rinki Das

### **Agenda:**

- Acceptance of the Chair by the Principal
- Objective of the meeting
- Discussion on
  - Organizing the Freshers' Social of the new session.
  - Conducting the Students' Union Body Elections.

### **Resolutions:**

1. The meeting resolved that the Freshers' Social for the new students would be organized before 20<sup>th</sup> August 2017.
2. The meeting resolved that the dates for the upcoming Students' Union Body Election must be finalized after a meeting with the members of the Students' Union.

  
Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## Minutes of the Meeting

Below are the minutes for the meeting held on **20-10-2017** at **2pm** at Milijuli Chora.

### **Teachers present:**

Mr. Anup Kr. Das  
Biswajyoti Doley  
Moonmoni Baruah  
Mrs. Rimarekha Buragohain  
Mr. Paresh Saikia  
Mrs. Anamika Hazarika  
Mr. Bhaskar Kakoti  
Mrs. Rinki Das  
Mr. Jiban Jyoti Kakoti  
Mr. Rajesh Jaiswal  
Dr. Karabi Devi  
Dr. Prodip Borthakur  
Mr. Devajit Dutta  
Mrs. Mandira Bora  
Mrs. Neetima Sarma  
Manash Pratim Sarmah  
Mrs. Jyotirupa Bora  
Ms. Swadhinata Gogoi  
Ms. Reema Baruah  
Aftabur Rahman

### **Agenda:**

- Acceptance of the Chair by the Principal
- Objective of the meeting
- Discussion on
  - Progression and Completion of the Higher Secondary Classes
  - Conducting of the Test exams for the Higher Second Year.

### **Resolutions:**

1. The meeting resolved that the teachers must see to the fact that all the higher secondary classes must be advanced and completed on time.
2. The meeting resolved that the Test examinations of the Higher Secondary Second Year must be conducted by December and arrangements should be made accordingly.

  
Principal  
Golaghat Commerce College  
Golaghat, Assam, India



## Minutes of the Meeting

Below are the minutes for the meeting held on **01-01-2018** at **1:30pm** at Rana Tamuly Auditorium.

### **Teachers present:**

Mr. Paresh Saikia  
Mrs. Anamika Hazarika  
Mr. Bhaskar Kakoti  
Biswajyoti Doley  
Moonmoni Baruah  
Mrs. Rimarekha Buragohain  
Mr. Rajesh Jaiswal  
Dr. Karabi Devi  
Dr. Prodip Borthakur  
Mrs. Rinki Das  
Dr. Jiban Jyoti Kakoti  
Mr. Devajit Dutta  
Ms. Swadhinata Gogoi  
Ms. Reema Baruah  
Aftabur Rahman  
Mr. Srimanta Hazarika  
Mrs. Mandira Bora  
Mrs. Neetima Sarma  
Manash Pratim Sarmah  
Mrs. Jyotirupa Bora

### **Agenda:**

- Acceptance of the Chair by the Principal
- Objective of the meeting
- Discussion on
  - Restarting of the even semester classes
  - Allotment of classes and routine
  - Tutorial classes
- **Resolutions:**
  1. The meeting resolved that the even semester classes must be started from the next week.
  2. The meeting resolved that the new routine must be prepared by the academic development committee and the classes must be allotted accordingly.
  3. The meeting resolved to administer regular tutorial classes for all the subjects in both the streams.

  
Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## Minutes of the Meeting

Below are the minutes for the meeting held on **29-01-2018** at **1:30pm** at Rana Tamuly Auditorium.

### **Teachers present:**

Mr. Paresh Saikia  
Mrs. Anamika Hazarika  
Mr. Bhaskar Kakoti  
Biswajyoti Doley  
Moonmoni Baruah  
Mrs. Rimarekha Buragohain  
Mr. Rajesh Jaiswal  
Dr. Karabi Devi  
Dr. Prodip Borthakur  
Mrs. Rinki Das  
Dr. Jiban Jyoti Kakoti  
Mr. Devajit Dutta  
Ms. Swadhinata Gogoi  
Ms. Reema Baruah  
Aftabur Rahman  
Mr. Srimanta Hazarika  
Mrs. Mandira Bora  
Mrs. Neetima Sarma  
Manash Pratim Sarmah  
Mrs. Jyotirupa Bora

### **Agenda:**

- Acceptance of the Chair by the Principal
- Objective of the meeting
- Discussion on
  - Library visits by students
  - Orientation about the new upgradation in the college Library
- **Resolutions:**
  1. The meeting resolved that the teachers must ensure that each of the departments take initiative in taking the students for library visits at regular intervals.
  2. The meeting resolved that the faculty members must initiate in introducing the students to the facilities available in the college library and make certain of the fact that most of that is utilized.

  
Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## Minutes of the Meeting

Below are the minutes for the meeting held on **28-03-2018** at **1:30pm** at Rana Tamuly Auditorium.

### **Teachers present:**

Mrs. Anamika Hazarika  
Mr. Bhaskar Kakoti  
Mr. Rajesh Jaiswal  
Dr. Karabi Devi  
Dr. Prodip Borthakur  
Mr. Srimanta Hazarika  
Mrs. Mandira Bora  
Mrs. Neetima Sarma  
Manash Pratim Sarmah  
Mrs. Jyotirupa Bora  
Mrs. Rinki Das  
Mr. Devajit Dutta  
Ms. Swadhinata Gogoi  
Dr. Jiban Jyoti Kakoty  
Biswajyoti Doley  
Moonmoni Baruah  
Mrs. Rimarekha Buragohain  
Mr. Paresh Saikia  
Ms. Reema Baruah  
Aftabur Rahman  
Ms. Sonashree Das

### **Agenda:**

- Acceptance of the Chair by the Principal
- Objective of the meeting
- Discussion about
  - Use of ICT in class
  - Departmental Meetings

### **Resolutions:**

1. The meeting resolved that all the faculty members must use ICT in their classes and encourage the students as well to use the same as much as possible.
2. The meeting resolved that all the departments must hold at least one departmental meeting per month to ensure proper functioning of the department.

  
Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## Minutes of the Meeting

Below are the minutes for the meeting held on **03-05-2018** at **2:30pm** at Milijuli Chora.

### **Teachers present:**

Dr. Dipali Gogoi  
Bhaskar Kakati  
Biswajyoti Doley  
Mrs. Anamika Hazarika  
Moonmoni Baruah  
Mrs. Junti Duarah  
Mrs. Sabita Saikia  
Mrs. Mandira Bora  
Mr. Rajesh Jaiswal  
Mr. Dibyendu Palit  
Reemarekha Buragohain  
Arindam Bora  
Ms. Swadhinata Gogoi  
Mrs. Rinki Das  
Jyotirupa Bora  
Paresh Saikia  
Mr. Jiban Jyoti Kakoti  
Dr. Karabi Devi  
Neetima Sarmah  
Ms. Sonashree Das  
Ms. Himadri Gogoi

### **Agenda:**

- Acceptance of the Chair by the Principal
- Objective of the meeting
- Progression and Completion of the courses on time
- Providing a proper academic environment in the institution

### **Resolutions:**

1. The meeting resolved that all the HOD's as well as the faculty members must keep track of the courses and complete the same on time.
2. Academic diary maintained individually by the faculty members are subjected to periodical reviews by the Vice Principal, through the Heads of Department.
3. The meeting resolved that all the faculty members must contribute on their individual front to develop a proper student friendly academic environment in the institution.

  
Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## Minutes of the Meeting

Below are the minutes for the meeting held on **18-01-2019** at **2:30pm** at Milijuli Chora.

### **Teachers present:**

Mr. Rajesh Jaiswal  
Mr. Dibyendu Palit  
Reemarekha Buragohain  
Arindam Bora  
Ms. Swadhinata Gogoi  
Mrs. Rinki Das  
Jyotirupa Bora  
Dr. Dipali Gogoi  
Bhaskar Kakati  
Biswajyoti Doley  
Mrs. Anamika Hazarika  
Moonmoni Baruah  
Mrs. Junti Duarah  
Mrs. Sabita Saikia  
Mrs. Mandira Bora  
Paresh Saikia  
Mr. Jiban Jyoti Kakoti  
Dr. Karabi Devi  
Neetima Sarmah  
Ms. Sonashree Das  
Ms. Himadri Gogoi

### **Agenda:**

- Acceptance of the Chair by the Principal
- Objective of the meeting
- Upgradation of the college gymnasium
- Maintenance of the indoor stadium

### **Resolutions:**

1. The meeting resolved that the college gymnasium should be utilized by the faculty members as the facilities had been upgraded.
2. The meeting resolved that the indoor stadium and all the equipment available in there must be properly used and maintained.

  
Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## Minutes of the Meeting

Below are the minutes for the meeting held on **12-08-2019** at **2:30pm** at Rana Tamuly Auditorium.

### **Teachers present:**

Mrs. Anamika Hazarika  
Moonmoni Baruah  
Mr. Rajesh Jaiswal  
Mr. Dibyendu Palit  
Reemarekha Buragohain  
Arindam Bora  
Ms. Swadhinata Gogoi  
Dr. Rinki Das  
Jyotirupa Bora  
Dr. Dipali Gogoi  
Bhaskar Kakati  
Biswajyoti Doley  
Mr. Partha Protim Biswasi  
Mrs. Junti Duarah  
Dr. Karabi Devi  
Neetima Sarmah  
Ms. Sonashree Das  
Ms. Himadri Gogoi  
Mrs. Sabita Saikia  
Mrs. Mandira Bora  
Paresh Saikia  
Mr. Jiban Jyoti Kakoti

### **Agenda:**

- Acceptance of the Chair by the Principal
- Objective of the meeting
- Discussion over
  - Departmental Teaching Plan
  - Mentor and Mentee Record

### **Resolutions:**

1. The meeting resolved that all the departments must maintain an appropriate teaching plan for effective delivery of the course content.
2. The meeting resolved that the Head of the departments must ensure that proper mentor-mentee records are kept in the departments.

  
Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## Minutes of the Meeting

Below are the minutes for the meeting held on **01-10-2019** at **2pm** at Rana Tamuly Auditorium.

### **Teachers present:**

Dr.Rinki Das  
Jyotirupa Bora  
Dr.Dipali Gogoi  
Bhaskar Kakati  
Mrs. Anamika Hazarika  
Moonmoni Baruah  
Mr. Rajesh Jaiswal  
Mr. Dibyendu Palit  
Reemarekha Buragohain  
Arindam Bora  
Ms. Himadri Gogoi  
Mrs. Sabita Saikia  
Mrs. Mandira Bora  
Paresh Saikia  
Mr. Jiban Jyoti Kakoti  
Ms. Swadhinata Gogoi  
Biswajyoti Doley  
Mr. Partha Protim Biswasi  
Mrs. Junti Duarah  
Dr.Karabi Devi  
Neetima Sarmah  
Ms. Sonashree Das

### **Agenda:**

- Acceptance of the Chair by the Principal
- Objective of the meeting
- Departmental research work
- Introduction of Green Parking facility

### **Resolutions:**

1. The meeting resolved that all the Head of the departments as well as the faculty members should engage themselves in more research-oriented works like FDPs, Workshops, etc.
2. The meeting resolved that an environmentally more sustainable Green Parking lot would be introduced in the college campus.
3. The meeting resolved that all the faculty members as well employees must ensure proper utilization of the Green Parking space.

  
Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## Minutes of the Meeting

Below are the minutes for the meeting held on **03-12-2019** at **2pm** at Milijuli Chora.

### **Teachers present:**

Mrs. Anamika Hazarika  
Mrs. Sabita Saikia  
Mrs. Mandira Bora  
Paresh Saikia  
Mr. Dibyendu Palit  
Reemarekha Buragohain  
Arindam Bora  
Moonmoni Baruah  
Mr. Rajesh Jaiswal  
Dr. Rinki Das  
Jyotirupa Bora  
Dr. Dipali Gogoi  
Bhaskar Kakati  
Ms. Himadri Gogoi  
Mr. Jiban Jyoti Kakoti  
Arindam Bora  
Biswajyoti Doley  
Mr. Partha Protim Biswasi  
Mrs. Junti Duarah  
Dr. Karabi Devi

### **Agenda:**

- Acceptance of the Chair by the Principal
- Objective of the meeting
- Research among students

### **Resolutions:**

1. The meeting resolved that all the faculty members must encourage and channel the students into a more research-oriented teaching setup.
2. Preparation and presentation of Wall magazines must be carried on by the students of specific departments annually and the same must be done under the guidance of the Departmental teachers.

  
Principal  
Golaghat Commerce College  
Golaghat, Assam, India



## Minutes of the Meeting

Below are the minutes for the HODs meeting held on **05-08-2020** at **2:30pm** at Milijuli Chora.

### **Teachers present:**

Mrs. Anamika Hazarika  
Mr. Dibyendu Palit  
Moonmoni Baruah  
Mr. Rajesh Jaiswal  
Manash Pratim Sarma  
Mrs. Rinki Das  
Dr. Jiban Jyoti Kakoti  
Biswajyoti Doley  
Mrs. Junti Duarah  
Dr. Karabi Devi

### **Agenda:**

- Acceptance of the Chair by the Principal
- Objective of the meeting
- Initiation of the online classes
- Opening of WhatsApp groups
- Preparation of Routine
- Others

### **Resolutions:**

1. The meeting resolved that the online classes must be started as soon possible looking at the current situation.
2. The meeting resolved that departmental WhatsApp groups must be opened for appropriate communication and the students must be added accordingly.
3. The meeting resolved that the routine should be prepared at the earliest for proper conduct of the online classes.
4. Teachers might use applications as per their convenience and accessibility.



Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## Minutes of the Meeting

Below are the minutes for the meeting held on **01-10-2020** at **2pm** at Milijuli Chora.

### **Teachers present:**

Mrs. Anamika Hazarika  
Mr. Rajesh Jaiswal  
Manash Pratim Sarma  
Dr.ChinzakhumVaiphei  
Mrs. Sabita Saikia  
Mrs. Mandira Bora  
Mr. DibyenduPalit  
Reemarekha Buragohain  
Arindam Bora  
Moonmoni Baruah  
Dr.Rinki Das  
Biswajyoti Doley  
Mr. ParthaProtimBiswasi  
Mrs. Junti Duarah  
Dr.Karabi Devi  
Jyotirupa Bora  
Dr.Dipali Gogoi  
Bhaskar Kakati  
Ms. Himadri Gogoi  
Mr. Jiban Jyoti Kakoti  
Arindam Bora

### **Agenda:**

- Acceptance of the Chair by the Principal
- Objective of the meeting
- Organizing B.A./B. Com examinations
- Discussion on details of invigilation duties

### **Resolutions:**

1. The meeting resolved that the upcoming B.A./B. Com final examinations must be held in both online and offline mode.
2. The meeting resolved that the invigilation duties must be distributed accordingly.
3. The meeting resolved that the invigilators must bring their own laptops and use their own internet connections.

  
Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## Minutes of the Meeting

Below are the minutes for the HODs meeting held on **31-10-2020** at **2pm** at Milijuli Chora.

### **Teachers present:**

Mrs. Anamika Hazarika  
Mr. Dibyendu Palit  
Moonmoni Baruah  
Mr. Rajesh Jaiswal  
Manas Pratim Sarma  
Mrs. Rinki Das  
Dr. Jiban Jyoti Kakoti  
Biswajyoti Doley  
Mrs. Junti Duarah  
Dr. Karabi Devi

### **Agenda:**

- Acceptance of the Chair by the Principal
- Objective of the meeting
- Reopening of the classes
- Preparation Routine

### **Resolutions:**

1. The meeting resolved that as per the decision taken by the government, the college would be reopened on 2<sup>nd</sup> November, 2020.
2. The meeting resolved that proper SOP would be followed by the institution.
3. The meeting resolved that the routine committee must prepare the routine for the upcoming classes according at the earliest.



Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## Minutes of the Meeting

Below are the minutes for the HODs meeting held on **01-01-2021** at **2pm** at Milijuli Chora.

### **Teachers present:**

Mrs. Anamika Hazarika  
Dr. Jiban Jyoti Kkaoti  
Mr. Rajesh Jaiswal  
Dr. Karabi Devi  
Moonmoni Baruah  
Manash Pratim Sarmah  
Biswajyoti Doley  
Reema Baruah  
Dibyendu Palit  
Dr. Rinki Das  
Dr. Prodip Borthakur  
Mrs. Rimarekha Buragohain  
Mrs. Neetima Sarma  
Mrs. Jyotirupa Bora  
Mr. Bhaskar Kakoti

### **Agenda:**

- Acceptance of the Chair by the Principal
- Objectives of the meeting
- Discussion on Academic matters
- Continuation of Higher Secondary classes during the winter vacation

### **Resolutions:**

1. The meeting resolved that more focus would be given to improve the academic records of the institution.
2. The meeting resolved to continue classes during the winter vacation in the period from 5<sup>th</sup> January to 16<sup>th</sup> January, 2021.



Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## Minutes of the Meeting

Below are the minutes for the meeting held on **20-01-2021** at **2pm** at Milijuli Chora

### **Teachers Present:**

Dr.Utpal Sarma  
Mr. Rajesh Jaiswal  
Dr.Dipali Gogoi  
Biswajyoti Doley  
Diparani Boruah  
Meghali Saikia  
Srimanta Prasad Hazarika  
Dr.Karabi Devi  
Parash Pratim Saikia  
Aftabur Rahman  
Manash Pratim Hazarika  
Arindom Bora  
Atul Kumar Das  
Swadhinata Gogoi  
Bonti Kalita  
Himadri Gogoi  
Sonashree Das  
Ankur Bora  
Maloti Bangthai  
Sabita Saikia  
Mandira Bora  
Dr.Nabami Gogoi  
Dr.Devajit Dutta

### **Agenda:**

- Acceptance of the Chair by the Principal
- Objectives of the meeting
- Students' Union Body Elections
- Committee formation for the upcoming Students' Union Body Elections.
- Any other matter

### **Resolutions:**

1. The meeting resolved that the Students' Union Body Elections would be held at the earliest.
2. The meeting resolved that a committee would be formed for the smooth running of the Students' Union Body Elections.

  
Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## Minutes of the Meeting

Below are the minutes for the meeting held on **21-01-2021** at **2:00pm** at Milijuli Chora.

### **Teachers' Present:**

Dr. Utpal Sarma  
Mrs. Anamika Hazarika  
Moonmoni Baruah  
Bhaskar Kakati  
Biman Arandhara  
Biswajyoti Doley  
Mandira Bora  
Archana Nath  
Junti Duarah  
Neetima Sarmah  
Arindam Bora  
Jiban Jyoti Kakoti  
Paresh Saikia

### **Agenda:**

- Acceptance of the Chair by the Principal
- Objectives of the meeting
- Students' Union Body Elections
- Date finalization of the upcoming Students' Union Body Elections.
- Any other matter

### **Resolutions:**

1. The meeting resolved that the Students' Union Body Election must be held.
2. The meeting resolved to finalized the date for the upcoming Students' Union Body Elections as 6<sup>th</sup> February, 2021



Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## Minutes of the Meeting

Below are the minutes for the HODs meeting held on **02-07-2021** at **2:30pm** at Milijuli Chora.

### **Teachers' Present:**

Mrs. Anamika Hazarika  
Moonmoni Baruah  
Bhaskar Kakati  
Biswajyoti Doley  
Mandira Bora  
Mr. Rajesh Jaiswal  
Archana Nath  
Dr. Jiban Jyoti Kakoti  
Dr. Karabi Devi  
Neetima Sarmah  
Arindam Bora  
Dr. Rinki Das  
Jyotirupa Bora  
Paresh Saikia

### **Agenda:**

- Acceptance of the Chair by the Principal
- Objectives of the meeting
- Discussion with in charges
  - a. AHSEC guidelines
  - b. Dibrugarh University Backlog Examinations
  - c. H.S. Final year marking system
  - d. Conduction of OBE Examinations
  - e. Any other matter

### **Resolutions:**

1. The meeting resolved to finalized the dates for the OBE as on 07/07/21, 08/07/2021 and 09/07/2021.
2. The meeting instructed the teachers to take necessary responsibilities for the smooth conduction of the examinations.
3. The meeting resolved that the H.S. marks shall be submitted by all the respective departments within 06/07/2021.
4. The meeting resolved to submit the marks to the Office of the Principal on 13/07/2021.
5. The meeting resolved to cancel the online classes from 05/07/2021 to 9/07/2021.

  
Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## Minutes of the Meeting

Below are the minutes for the HODs meeting held on **04-08-2021** at **2:00pm** at Milijuli Chora.

### **Teachers Present:**

Mrs. Anamika Hazarika  
Moonmoni Baruah  
Dr. Dipali Gogoi  
Bhaskar Kakati  
Biswajyoti Doley  
Mandira Bora  
Mr. Rajesh Jaiswal  
Dibyendu Palit  
Junti Duarah  
Sabita Saikia  
Reemarekha Buragohain  
Dr. Jiban Jyoti Kakoti  
Dr. Karabi Devi  
Neetima Sarmah  
Arindam Bora  
Dr. Rinki Das  
Jyotirupa Bora  
Paresh Saikia

### **Agenda:**

- Acceptance of the Chair by the Principal
- Objectives of the meeting
- Discussion on
  - a) Online and offline mode of Examination
  - b) Guidelines by Dibrugarh University
  - c) Uploading of answer scripts
  - d) WhatsApp Groups for conduction of Online Examination
- Any other matter

### **Resolutions:**

1. The meeting resolved that the answer scripts would be reupload on Google Classroom rather than WhatsApp.
2. The meeting resolved to inform the students about the formation of WhatsApp groups for Online Examinations.
3. The meeting resolved that the students must inform the concerned authority if they are willing to appear offline.

  
Principal  
Golaghat Commerce College  
Golaghat, Assam, India



## Minutes of the Meeting

Below are the minutes for the HODs meeting held on **01-01-2021** at **2pm** at Milijuli Chora.

### **Teachers present:**

Mrs. Anamika Hazarika  
Dr. Jiban Jyoti Kkaoti  
Mr. Rajesh Jaiswal  
Dr. Karabi Devi  
Moonmoni Baruah  
Manash Pratim Sarmah  
Biswajyoti Doley  
Reema Baruah  
Dibyendu Palit  
Dr. Rinki Das  
Dr. Prodip Bporthakur  
Mrs. Rimarekha Buragohain  
Mrs. Neetima Sarma  
Mrs. Jyotirupa Bora  
Mr. Bhaskar Kakoti

### **Agenda:**

- Acceptance of the Chair by the Principal
- Objectives of the meeting
- Discussion on Academic matters
- Continuation of Higher Secondary classes during the winter vacation

### **Resolutions:**

1. The meeting resolved that more focus would be given to improve the academic records of the institution.
2. The meeting resolved to continue classes during the winter vacation in the period from 5<sup>th</sup> January to 16<sup>th</sup> January, 2021.



Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## Minutes of the Meeting

Below are the minutes for the meeting held on **20-01-2021** at **2pm** at Milijuli Chora

### **Teachers Present:**

Dr. Utpal Sarma  
Mr. Rajesh Jaiswal  
Dr. Dipali Gogoi  
Biswajyoti Doley  
Diparani Boruah  
Meghali Saikia  
Srimanta Prasad Hazarika  
Dr. Karabi Devi  
Paras Pratim Saikia  
Aftabur Rahman  
Manash Pratim Hazarika  
Arindom Bora  
Dr. Chinzakhum Vaipha i  
Tulumoni Gogoi  
Moomoni Baruah  
Jiban Jyoti Kakoti  
Dr. Rinki Das  
Shankar Jyoti Doley  
Manash Pratim Sarmah  
Harmeet Singh  
Atul Kumar Das  
Swadhinata Gogoi  
Bonti Kalita  
Himadri Gogoi  
Sonashree Das  
Partha Protim Biswashi  
Sneha Hazarika  
Ankur Bora  
Maloti Bangthai  
Reema Baruah  
Pranob Pathori  
Junti Duarah  
Sabita Saikia  
Mandira Bora  
Dr. Nabami Gogoi  
Dr. Devajit Dutta

**Agenda:**

- Acceptance of the Chair by the Principal
- Objectives of the meeting
- Students' Union Body Elections
- Committee formation for the upcoming Students' Union Body Elections.
- Any other matter

**Resolutions:**

1. The meeting resolved that the Students' Union Body Elections would be held at the earliest.
2. The meeting resolved that a committee would be formed for the smooth running of the Students' Union Body Elections.



Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## Minutes of the Meeting

Below are the minutes for the meeting held on **21-01-2021** at **2:00pm** at Milijuli Chora.

### **Teachers' Present:**

Dr. Utpal Sarma  
Mrs. Anamika Hazarika  
Moonmoni Baruah  
Bhaskar Kakati  
Biman Arandhara  
Biswajyoti Doley  
Mandira Bora  
Archana Nath  
Junti Duarah  
Neetima Sarmah  
Arindam Bora  
Jiban Jyoti Kakoti  
Paresh Saikia

### **Agenda:**

- Acceptance of the Chair by the Principal
- Objectives of the meeting
- Students' Union Body Elections
- Date finalization of the upcoming Students' Union Body Elections.
- Any other matter

### **Resolutions:**

1. The meeting resolved that the Students' Union Body Election must be held.
2. The meeting resolved to finalize the date for the upcoming Students' Union Body Elections as 6<sup>th</sup> February, 2021



Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## Minutes of the Meeting

Below are the minutes for the HODs meeting held on 02-07-2021 at 2:30pm at Milijuli Chora.

### **Teachers' Present:**

Mrs. Anamika Hazarika  
Moonmoni Baruah  
Bhaskar Kakati  
Biswajyoti Doley  
Mandira Bora  
Mr. Rajesh Jaiswal  
Archana Nath  
Dr. Jiban Jyoti Kakoti  
Dr. Karabi Devi  
Neetima Sarmah  
Arindam Bora  
Dr. Rinki Das  
Jyotirupa Bora  
Paresh Saikia

### **Agenda:**

- Acceptance of the Chair by the Principal
- Objectives of the meeting
- Discussion with in charges
  - a. AHSEC guidelines
  - b. Dibrugarh University Backlog Examinations
  - c. H.S. Final year marking system
  - d. Conduction of OBE Examinations
  - e. Any other matter

### **Resolutions:**

1. The meeting resolved to finalized the dates for the OBE as on 07/07/21, 08/07/2021 and 09/07/2021.
2. The meeting instructed the teachers to take necessary responsibilities for the smooth conduction of the examinations.
3. The meeting resolved that the H.S. marks shall be submitted by all the respective departments within 06/07/2021.
4. The meeting resolved to submit the marks to the Office of the Principal on 13/07/2021.
5. The meeting resolved to cancel the online classes from 05/07/2021 to 9/07/2021 for smooth conduct of examinations.

  
Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## Minutes of the Meeting

Below are the minutes for the HODs meeting held on **04-08-2021** at **2:00pm** at Milijuli Chora.

### **Teachers Present:**

Mrs. Anamika Hazarika  
Moonmoni Baruah  
Dr. Dipali Gogoi  
Bhaskar Kakati  
Biswajyoti Doley  
Mandira Bora  
Mr. Rajesh Jaiswal  
Dibyendu Palit  
Junti Duarah  
Sabita Saikia  
Reemarekha Buragohain  
Dr. Jiban Jyoti Kakoti  
Dr. Karabi Devi  
Neetima Sarmah  
Arindam Bora  
Dr. Rinki Das  
Jyotirupa Bora  
Paresh Saikia  
Dr. Utpal Sarma

### **Agenda:**

- Acceptance of the Chair by the Principal
- Objectives of the meeting
- Discussion on
  - a) Online and offline mode of Examination
  - b) Guidelines by Dibrugarh University
  - c) Uploading of answer scripts
  - d) Whats App Groups for conduction of Online Examination
- Any other matter

### **Resolutions:**

1. The meeting resolved that the answer scripts would be upload on Google Classroom rather than WhatsApp.
2. The meeting resolved to inform the students about the formation of Whats App groups for Online Examinations.
3. The meeting resolved that the students must inform the concerned authority if they are willing to appear offline.



Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## ACTION TAKEN REPORT

### STAFF MEETINGS

Date of Meeting	Decisions Taken	Action Taken
01-01-2021	Classes to be continued during the winter vacation.	Classes were continued during the winter vacation in the period from 5 <sup>th</sup> January to 16 <sup>th</sup> January, 2021.
20-01-2021	A committee would be formed for the smooth running of the Students' Union Body Elections.	A committee was formed for the smooth running of the Students' Union Body Elections.
21-01-2021	The date for the upcoming Students' Union Body Elections would be finalized.	The date for the upcoming Students' Union Body Elections was finalized as 6 <sup>th</sup> February, 2021.
02-07-2021	The dates for the Online Backlog Examinations (OBE) would be finalized.	The dates for the OBE were finalized as on 07/07/21, 08/07/2021 and 09/07/2021.
02-07-2021	The classes online classes from 05/07/2021 to 9/07/2021 would be cancelled.	The classes online classes from 05/07/2021 to 9/07/2021 were cancelled.
04-08-2021	The students would be informed about the formation of WhatsApp groups for the Online Examinations.	The students were informed about the formation of WhatsApp groups for the Online Examinations.



Principal  
Golaghat Commerce College  
Golaghat, Assam, India

DEPARTMENT OF HRM

DEPARTMENTAL MEETING  
PROCEEDINGS

File No (4) +  
(25)

No.



Year: 2016

Date: 04/01/16

Time: 10.30 AM

Venue: H.R.M

Department

- Meeting Agenda:
- 1) Allotment of classes among the teachers as per the class routine.
  - 2) Distribution of syllabus/chapters of the speciality papers of H.R.M
  - 3) Discussion on Title & supervision of Project Report of B.Com 6<sup>th</sup> Semester.

### Proceedings:-

A departmental meeting was conducted for the session of 2016, from Jan-June to discuss the departmental course of actions. As, Dr. Jalindrea Nath Sainia, former Associate Prof. of the dept. have joined as the Principal of the college in September, 2015, this meeting was conducted between the two faculties of the dept. After an elaborate discussion between the H.O.D, Mr. Anup K. Das & Ms. Rinzi Das, it has been decided that the six speciality H.R.M papers with 403 & 404 (4<sup>th</sup> Sem) & 601, 602, 603 & 604 (6<sup>th</sup> Sem) shall be equally distributed, where 03 papers will be undertaken by an individual teacher respectively. Allotment of classes has also been done equally as per the session routine, with 03 numbers of classes per teacher per day. Flexible options, were also decided to be maintained, to adjust some classes as per circumstances, between the two teachers. From the (604) Project Report/Work of 6<sup>th</sup> Sem, it was decided <sup>that</sup> the honourable Principal of the college, Dr. J. Nath Sainia, should be requested to take the charge of supervision of Project report of some students, and the rest should be supervised equally by the H.O.D & Mrs. Rinzi Das. The title & other aspects of project work, shall be finalised in discussion with students in due course of time. Moreover, both the teachers decided to organise a Parents Teachers meet for specially considering the final sem. students.

Name/Signature  
Head of the Department  
Dept. of H.R.M  
Golaghat College  
Anup K. Das (H.O.D)

Year: 2016

Date: 11/06/16  
Time: 10:30 AM  
Venue: HRM  
Department.

- Meeting Agenda:
- 1) Distribution of syllabus/chapters of the Papers for the session (June-Dec)
  - 2) Allotment of classes between the teachers as per class routine, 2016.
  - 3) Selection Criteria for H.R.M speciality Students.

Proceedings :-

A departmental meeting was conducted between the two faculties to discuss the plan of action for the session. As per discussion between the faculties, the classes have been equally distributed between the two teachers with 02 classes per teacher averagely per day. Mr. Rajesh Jaiswal, Associate Prof. Dept. of Commerce, has been decided to be requested & invited to share a few numbers of classes of B. Environment papers (B. Com 1<sup>st</sup> Sem). The speciality papers of 5<sup>th</sup> Sem were decided to be individually taken by each teacher & the core & general papers of 1<sup>st</sup> & 3<sup>rd</sup> Semester should be chapter wise distributed between the two teachers. With respect to the selection criteria of H.R.M speciality, it was decided to select the students with 55% or above only, and a viva-voce should also be conducted for final selection of applicants/students for H.R.M speciality. It was also decided to conduct/arrange various academic activities, motivational talks, counselling sessions for students for better learning outcomes. The meeting ended with a concluding remarks by the H.O.D, Mr. Anup Kumar Das.

Name of the Teacher

Head of the Department  
Dept. of H R M  
Goa  
Anup K. Das (H.O.D)  
Rini Das.

Year: 2017

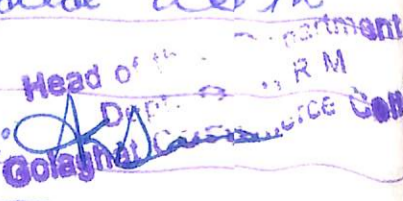
Time: 12/01/17  
Date: 10.30 AM  
Venue: Dept. of H.R.M

Meeting Agenda: 1) To discuss on the paper/subject distribution among the teachers of the department for the session. (Even Semester)

2) Distribution of classes as per the routine

3) Other course of actions for the session

Proceedings: A departmental meeting was conducted between the two faculties of the dept. to discuss on the action plan for the session from Jan 2017 to June 2017. The meeting initiated by the H.O.D Shree Anup Kumar Das, with a formal gesture and mentioning the objectives of the meet. He then mentioned about the number and subject matters of the papers for the session for the 4th & 6th Semesters respectively. He in consultation with the other teachers Mrs. Rinki Das distributed the papers/subjects along with the number of classes as per the class routine for the session. It was decided that Industrial Relations (4th Sem) & Trade Unionism (6th Sem), Comp. & Mangl. (6th Sem) will be dealt & taught by the H.O.D & the H.R.M (4th Sem) & [LILW & Basics of Academic Project Report Preparation] (6th Sem) will be taught by Rinki Das. They also planned & mentioned to organise class paper presentations & assignments to be compulsory criterias for evaluating students' progress. They also decided to conduct a parent's teacher's Meet for the final year students of HRM Speciality before the end of the session to provide students' progression reports to their respective parents. The meeting ended with an encouraging remarks by the H.O.D.

Signatures:   
Head of the Department  
Dept. of H.R.M  
Golghat Commerce College

Rinki Das

Year: 2017

Date: 07/06/2017  
Time: 10.00 AM  
Venue: Dept. of HRM

Meeting Agenda: 1) Distribution of papers (Speciality) & classes as per the routine of the Odd Session.   
July 2017 - Dec. 2017.

2) To decide on the criteria for selection of H.R.M Speciality students.

Proceedings: A departmental meeting for the session July 2017 to Dec 2017 has been organised in the department to discuss & decide the criterias for selection of H.R.M Speciality students. The H.O.D initiated the discussion & pointed out that the students of B.Com 1st Sem. applying for H.R.M Speciality will be selected on the basis of their respective H.S percentage (to be more than 55%). Moreover, a Viva-Voce will be taken for the final selection of the students. The papers/subjects of B.Com 1st Sem (B. Env.), B.Com 3rd Sem (Gen.) (H.R.M) & 5th Sem Speciality (G. H.R.M & H.R.D) were individually distributed between the teachers as per the class routine for the session. The meeting ended with a motivating words by the H.O.D Shree Anup K. Das.

Signature of the Department  
Dept. of H.R.M  
Golghat Commerce College

Rinki Das

### Special Meeting (Get Together)

Date: 04/11/2017  
Time: 3.00 P.M

An informal gettogether (Special meet) was organised by the faculties of the department to have a brief introduction (as induction) with the newly appointed Assistant Prof. of H.R.M Dept. Ms. Sneha Hazarika. The faculties discussed about the background & work culture of the dept. & college. They discussed about the number of classes, existing status & future courses of actions to be collectively taken.

2018

Agenda :- Progress of the course syllabus  
29 January 2018. 2pm - 2:30pm

A meeting was held in the Department of Human Resource Management among the faculty members to discuss on the progress of syllabus for the subjects Trade Unionism, Labour and Industrial Law and Compensation Management of B. Com 6<sup>th</sup> Semester.

Also, the faculties discussed on the progress of syllabus of B. Com 4<sup>th</sup> Semester i.e. Global Human Resource Management and Industrial Relations.

The progress of syllabus of all the faculties for all the papers were found satisfactory.

Signatures: ① Anup Kumar Das  
② Rinki Das  
③ Sneha Hazarika

Head of the Department  
Dept. of H R M  
Golghai Commerce College

AGENDA :- Syllabus for 1<sup>st</sup> Sessional Examination  
12 February 2018 2:30 - 2:45pm

A meeting was held in the HRM Department to discuss the syllabus for the first sessional Examination of B. Com 4<sup>th</sup> and 6<sup>th</sup> Semester, among the faculty of the HRM Department. It was also decided in the meeting to organise a parents-teacher meet.

Signatures: ① Anup Kumar Das  
② Rinki Das  
③ Sneha Hazarika

Head of the Department  
Dept. of H R M  
Golghai Commerce College

AGENDA :- Progress of the course syllabus  
28<sup>th</sup> March 2018 2pm - 2:15pm

A discussion was held among the faculty members of the HRM Department, in the Department itself on the progress of the syllabus for B. Com 4<sup>th</sup> semester and B. Com 6<sup>th</sup> Semester. The progress of all the faculties for all the subjects were found to be satisfactory and timely.

Signatures: ① Anup Kumar Das  
② Rinki Das  
③ Sneha Hazarika

Head of the Department  
Dept. of H R M  
Golghai Commerce College

AGENDA :- Performance of the students in the sessional  
25<sup>th</sup> April 2018 3pm - 3:30pm

A joint meeting was called among all the faculty members to discuss about the performance of the students in the first sessional Examination. The overall performance of the students were found good of B. Com 4<sup>th</sup> and 6<sup>th</sup> Sem. Although the faculties decided to give some extra attention to the average performing students.

Signatures: ① Anup Kumar Das  
② Rinki Das  
③ Sneha Hazarika

Head of the Department  
Dept. of H R M  
Golghai Commerce College

AGENDA :- Discussion on the final exam question papers  
30 May 2018 12-12:30 PM

A meeting was held among the faculty members of the Department of HRM to discuss the question papers of all the subjects of the B. Com 4<sup>th</sup> and B. Com 6<sup>th</sup> Semester for the Session 2018. The faculty found that the question paper covered all the topics of the syllabus that was discussed in the class.

Head of the Department  
Dept. of HRM  
Golaghat College

Signatures :- ① Anup Kumar Das  
② Rinki Das 30/05/18  
③ Sneha Hazarika 30/05/2018

AGENDA:- To discuss about class routine and subjects  
to be taken by faculties respectively  
6<sup>th</sup> August 2018 2:30 pm - 3 pm

A meeting was convened among the faculty members of the HRM Department in the Department to discuss about the class routine for the new academic session of August-December, 2018. Subjects to be taken by the faculties for B.Com 5<sup>th</sup> Sem was allotted and portions to be completed in B.Com 1<sup>st</sup> Sem and B.Com 3<sup>rd</sup> Sem, by the faculties were also allotted in the meeting.

Head of the Department  
Dept. of H R M  
Golaghat Commerce College

Signatures :- ① Anup Kumar Das  
② Rinki Das 06/08/18  
③ Sneha Hazarika 06/08/2018

AGENDA :- Discussion on progress of syllabus  
20 September, 2018 3:pm - 3:30 pm

A meeting was called among the faculty members of the HRM Department to discuss on the progress of the syllabus for B.Com 1<sup>st</sup> Sem, 3<sup>rd</sup> Sem and 5<sup>th</sup> Sem. It was found that 50% of the syllabus for all semesters have been completed, and thus progress was found satisfactory.

Head of the Department  
Dept. of H R M  
Golaghat Commerce College

Signatures ① Anup Kumar Das  
② Rinki Das 20/09/18  
③ Sneha Hazarika 20/09/2018

# Agenda of the meeting

Date :- 31<sup>st</sup> Oct, 2018

3:15 - 3:45 PM

Venue :- HRM Department

① Taking of chair by the head of the Department of HRM, Mr. Anup Kr. Das.

② Objectives of the meeting were placed by Mrs. Rinki Das.

- to discuss the performance of the students in the last sessional exam

- to discuss the criteria for internal assessment of B. Com 1<sup>st</sup> Sem, 3<sup>rd</sup> Sem and B. Com 5<sup>th</sup> Sem.

- other issues

③ Reading of the proceeding of the last departmental meeting.

P105

P108 3:15 pm - 3:45 pm

31<sup>st</sup> October, 2018

A meeting was held in the HRM Department among the faculty members to discuss on the performance of the students in the last sessional examination. The performance of the students in the exam was found good.

In the meeting the criteria for students internal assessment were discussed. The criteria considered for internal assessment were exam marks of 1<sup>st</sup> sessional exam, marks of 2<sup>nd</sup> sessional exam and attendance. 4 marks were to be assigned to each of the criteria and internal assessment is to be calculated out of 20 marks.

Signatures

- ①
- ②
- ③

Anup Kumar Das  
Rinki Das

Sneha Hazanka

Head of the Department  
Dept. of H R M  
Ranchi Commerce College

31/10/2018

31/10/2018



7<sup>th</sup> January, 2019  
Meeting Agenda :-

10:00 - 10:45 am

- ① Taking chair by head of the Department of HRM and other faculties
- ② Objectives of the meeting were placed by Ms. Sneha Hazarika which were as follows -
  - to discuss about course of action for the session (Jan-June, 2019)
  - to discuss the class routine
  - to discuss the distribution of classes among the teachers
  - to discuss the distribution of subjects to be taken by the teachers respectively.
  - other issues
- ③ Reading of the proceedings of the last Departmental meeting.  
Venue :- Human Resource Management Department.

completion of syllabus of the subject that they are taking. The progress of syllabus completion was found to be satisfactory for all the subjects. Also it was discussed in the meeting the attendance and performance of the students academically. It was found that some of the students need to be taken special care in terms of their academics. It was decided in the meeting to give special attention to the average academically performing students by all the faculties of the HRM Department. A parents teachers meeting was also decided to be held.

Signatures :- ① Rinki Das

② Sneha Hazarika

Head of the Department  
Dept. of HRM  
22/02/2019

AGENDA :- Discussion on syllabus for 1<sup>st</sup> semester examination on 14<sup>th</sup> March, 2019  
2pm - 3pm

The faculties of HRM Department gathered in the department to discuss the syllabus for the sessional exam. Also the syllabus question papers to be printed for the sessional exam was also finalised for the meeting.

Signatures

① Rinki Das

② Sneha Hazarika

Head of the Department  
Dept. of HRM  
14/03/2019

completion of syllabus of the subjects that they are taking. The progress of syllabus completion was found to be satisfactory for all the subjects. Also it was discussed in the meeting the attendance and performance of the students academically. It was found that some of the students need to be taken special care in terms of their academics. It was decided in the meeting to give special attention to the average academically performing HRM students by all the faculties of the HRM Department. A parents teachers meeting was also decided to be held on 22/02/2019.

Signatures :- ① Rinki Das  
 ② Sneha Hazarika

Head of the Department  
 Dept. of H.R.M.  
 College  
 22/02/2019

AGENDA :- Discussion on syllabus for 1st sessional examination  
 14<sup>th</sup> March, 2019  
 2pm - 3pm

The faculties of HRM Department gathered in the department to discuss the syllabus for the sessional exam. Also the question papers to be printed for the sessional exam was also finalised in the meeting.

Signatures ① Rinki Das  
 ② Sneha Hazarika

Head of the Department  
 Dept. of H.R.M.  
 College  
 14/03/2019

AGENDA OF THE MEETING :- To discuss completion of syllabus of HRM students by the faculties.

22<sup>nd</sup> April 2019

1PM - 1:30PM

The faculties of the HRM Department held a meeting among themselves in the Department to discuss on completion of syllabus for the subjects of HRM major of B. Com 4<sup>th</sup> Sem and B. Com 6<sup>th</sup> Sem. In the discussion it was found that the syllabus of B. Com 4<sup>th</sup> Sem, for the subjects Human Resource Management and Industrial Relations are complete. For B. Com 6<sup>th</sup> Sem, the syllabus of Labour and Industrial Law will be completed in two days, Trade Unionism and Compensation Management syllabus is completed and the syllabus of Basics of Academic Project Preparation will also be completed in two days.

Signatures :- ① Rinki Das

② Sneha Hazarika

Head of the Department  
Dept. of HRM  
B. Com. Centre - 101

Ras 22/04/19

SH  
22/04/2019

AGENDA :- To discuss the final question papers of HRM held in May, 2019

31<sup>st</sup> May, 2019

11 am - 11:30 am

A meeting was called among the faculty members of HRM Department to discuss the question papers of B. Com 4<sup>th</sup> Sem, Human Resource Management Subject and Industrial Relations subject, and also to discuss the question papers of B. Com 6<sup>th</sup> Sem, Labour and Industrial Law, Trade Unionism, Compensation Management and Basics of Academic Project Preparation. The question papers discussed are from the last session (Jan-June, 2019), final examination.

Signatures :- ① Rinki Das

② Sneha Hazarika

Head of the Department  
Dept. of HRM  
B. Com. Centre - 101

Ras 31/05/19

SH  
31/05/2019

AGENDA :- To discuss the new class routine and division of syllabus and subjects.

14<sup>th</sup> June, 2019

11 am - 11:30 am

The faculties of HRM department held a meeting to discuss on commencement of classes for B. Com 3<sup>rd</sup> Sem and 5<sup>th</sup> Sem for the next academic session. In the meeting, the new class routine was discussed and it was decided that the paper Human Resource Management of B. Com 3<sup>rd</sup> Sem will be conducted by Mrs. Rinki

Das and Ms. Sneha Hazarika and Mr Anup K. Das. The syllabus of the paper <sup>to be taught</sup> was divided among the three faculties, in the meeting.

For B. Com 5<sup>th</sup> sem, the paper Global Human Resource Management will be taken by Mrs. Rinki Das and the paper Human Resource Development will be taken by Ms. Sneha Hazarika

Signatures ① Rinki Das

② Sneha Hazarika

Head of the Department  
Dept. of H R M  
Gourang Commerce College  
14/06/19

14/06/2019

AGENDA :- To discuss the syllabus for the upcoming sessional exam.

19<sup>th</sup> August 2019

2pm - 2:30pm

A meeting was held among the faculty members of the HRM Department to discuss the syllabus for the upcoming sessional exam. In the meeting, the syllabus to be included in the sessional exam for the subject HRM of B Com 3<sup>rd</sup> sem and the subjects Global HRM and Human Resource Development was finalised.

Signatures ① Rinki Das

② Sneha Hazarika

Head of the Department  
Dept. of H R M  
Gourang Commerce College  
19/08/2019

Agenda of the meeting

2pm - 2:30pm

Date :- 19<sup>th</sup> September, 2019

Venue :- HRM Department

① Taking of chair by the HOD of HRM Department, Mrs. Rinki Das

② Reading of the proceedings of the last departmental meeting by Ms. Sneha Hazarika

③ Objectives of the meeting was placed by Ms. Sneha Hazarika

- to discuss on the progress of syllabus of the HRM subjects of B. Com 3<sup>rd</sup> Sem and 5<sup>th</sup> sem

- to discuss the syllabus of HRM subjects of B Com 3<sup>rd</sup> sem and 5<sup>th</sup> Sem for the upcoming second sessional exam

- to take redressal measures of student's grievances, if any.

- to take measures for academic development of the students

- other issues.

19<sup>th</sup> September, 2019 2pm-2:30pm

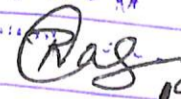
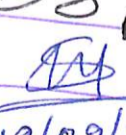
A meeting was conducted by the faculties of HRM Department in the Department to discuss the progress of syllabus of HRM subject of B Com 3<sup>rd</sup> Sem and Global HRM and HRD of B Com 5<sup>th</sup> Sem. The progress of syllabus was found satisfactory.

In the meeting, the syllabus for the upcoming second sessional exam was also finalised for the subject HRM of B Com 3<sup>rd</sup> Sem and GHRM and HRD of B Com 5<sup>th</sup> Sem.

It was decided in the meeting to settle down students' queries and redressals, if any, regarding their attendance and other issues.

It was also decided in the meeting to take extra care of the students of HRM Major of B Com 3<sup>rd</sup> Sem and 5<sup>th</sup> Sem who are leading behind academically, by taking extra classes and helping them with extra care.

Head of the Department  
Dept of HRM

Signatures :- ① Rinki Das  19/9/19  
② Sneha Hazarika  19/09/2019

AGENDA :- To discuss the final question papers of the exam held in Nov, 2019.

10<sup>th</sup> December, 2019

10:30 am - 11 am

A meeting was organised by the faculties of HRM in the department to discuss the final question papers of the recent exam held in Nov-Dec, 2019 of B. Com. The question papers discussed in the meeting were HRM paper of B. Com 3<sup>rd</sup> Sem and Global HRM and HRD paper of B. Com 5<sup>th</sup> Sem.

It was found in the meeting that all the questions of in the question papers were taught in the class and so all the topics that came in the question paper have been discussed during the classes.

Signatures :- ① Rinki Das

② Sneha Hazarika

Head of the Department

Dept. of H R M

Golas College

10/12/19

10/12/2019

## Agenda of the meeting

Date :- 21<sup>st</sup> January, 2020

Time :- 10 am - 10:30 am

Venue :- HRM Department

- ① Taking of chairs by the HOD of HRM Department, Mrs Rinki Das.
- ② Reading of the proceedings of the last Departmental meeting.
- ③ Objectives of the meeting placed by Mrs Sneha Hazarika
  - to discuss about the course of action for the next coming session i.e. (Jan - June, 2020)
  - to discuss about the new class routine and allot subjects and classes to be taken by the Teachers respectively.
  - and other issues

AGENDA :- To discuss about the wall Magazine of the HRM Department with the students

22<sup>nd</sup> January 2020

2 pm - 2:30 pm

A discussion was held among the students of HRM Department and the teachers for the wall Magazine to be in HRM Department, to be inaugurated during the college week 2020.

The topic for the wall Magazine "Inquisitive" of the HRM Department was chosen to be "CAA - Citizenship Amendment Act" in the meeting. The students were asked to give articles on the topic and prepare the wall magazine. The editor for the wall magazine was chosen to be Padma Kumari, student of B. Com 6<sup>th</sup> semester.

Signatures :- ① Rinki Das

② Sneha Hazarika

Head of the Department

22/01/20

22/01/2020

AGENDA :- To discuss the progress of syllabus by the faculty members

20 February, 2020

2:45 - 3:30 PM

A Departmental meeting was organised among the faculty members of HRM Department to discuss the progress of syllabus for each of the faculty members of HRM, for B.com 4<sup>th</sup> sem and 6<sup>th</sup> sem. The progress of the syllabus for all the subjects of B.com 4<sup>th</sup> and 6<sup>th</sup> sem, of all the faculty members were found to be satisfactory.

In the meeting the faculty members also discussed the previous years question papers for the subjects of HRM Major of B.com 4<sup>th</sup> sem and 6<sup>th</sup> sem. In the meeting a resolution was taken among the faculty members to discuss last five years question papers of HRM Major subjects with the students after full completion of the syllabus.

Signatures :- ① Rinki Das  
② Sneha Hazarika

Head of the Department  
Dept. of H R M  
Golaghat Commerce College  
20/02/2020

1525  
March 21<sup>st</sup> 2020 - September 21<sup>st</sup> 2020

Lockdown due to COVID-19!  
\* B.com 6<sup>th</sup> sem exam was held in October-Nov 2020  
\* B.com 4<sup>th</sup> sem exam was not held, students were just promoted.  
9<sup>th</sup> December 2020

AGENDA :- To discuss progress of syllabus  
11 AM - 12 PM  
A meeting was organised among the faculty members of HRM Department in the Department to discuss about the classes for B.com 5<sup>th</sup> sem (Major) and B.com 3<sup>rd</sup> sem (CBCS).

In the meeting progress of the syllabus for the papers, Global Human Resource Management and Human Resource Development of B.com 5<sup>th</sup> semester and for the paper, Human Resource Management of B.com 3<sup>rd</sup> Semester was discussed. The coverage of the syllabus was found satisfactory in the meeting.

Signatures :- ① Dr. Rinki Das  
② Sneha Hazarika

Head of the Department  
Dept. of H R M  
Golaghat Commerce College  
09/12/2020



AGENDA :- To discuss on completion of syllabus by the faculties  
16<sup>th</sup>, March, 2021 3pm - 3:30pm

A departmental meeting was held among the faculty members of the HRM Department to discuss the completion of syllabus for the subjects HRM and HRD of B.com 5<sup>th</sup> sem and HRM paper of B.com 3<sup>rd</sup> sem (CBCS). It was found that 90% of the syllabus of all the subjects have been completed and the progress was found to be quite satisfactory.

Signatures :- (1) Dr. Rinki Das  
(2) Sneha Hazarika

Head of the Department  
Dept. of HRM  
16/3/21  
16/03/2021

AGENDA :- To discuss on commencement of classes through virtual mode.

15<sup>th</sup> May 2021

11 AM - 11:30 AM

A virtual meeting was held among the faculty members of the HRM Department over Google Meet to discuss on commencement of classes of B.com 6<sup>th</sup> sem. In the meeting it was decided that the papers Basics of Academic Project Preparation and Labour and Industrial Law will be taken by Dr. Rinki Das over Google Meet and the papers Compensation Management and Trade Unionism will be taken by Mrs. Sneha Hazarika.

It was decided in the virtual meeting that online classes of B.com 6<sup>th</sup> semester will start from immediate effect.

Signatures :- (1) Dr. Rinki Das  
(2) Sneha Hazarika

Head of the Department  
Dept. of HRM  
15/5/21  
15/05/2021

AGENDA :- To discuss assignments to be given to students through virtual mode.

2nd June, 2021

1pm - 1:30pm

A virtual meet was held by the Teachers of HRM Department, over Google meet to discuss on giving assignments to the B. Com 6<sup>th</sup> Semester students over online mode.

In the meeting, it was decided that regular assignments will be given to the students of B Com 6<sup>th</sup> Sem for the 4 Major HRM subjects, which they have to submit within the stipulated time over Google Classroom. For this purpose, the teachers decided to open a class room for the 4 subjects of HRM Major and allot the students assignments from time to time.

Head of the Department

Signatures :- ① Dr. Rinke Das  
② Sneha Hazarika

02/06/2021

## AGENDA OF THE MEETING

Date :- 9<sup>th</sup> July 2021

Time :- 11 am - 11:30 am

Venue :- Google Meet

- ① Taking chair by HOD of the HRM Department and initiating the meeting
- ② Objectives of the meeting to be placed by Mrs Sneha Hazarika which are as follows :-
  - To discuss the progress of syllabus the four major subjects of HRM for B. Com 6<sup>th</sup> Sem.
  - To discuss the criteria for evaluation of internal assessment for B. Com 6<sup>th</sup> HRM major subjects.

9<sup>th</sup> July, 2021

11 am - 11:30 am

A virtual meet was organised by the teachers of HRM Department among themselves over Google meet to discuss on the progress of syllabus of the 4 major subjects of B Com 6<sup>th</sup> Sem, i.e. Trade Unionism, Labour and Industrial Law, Compensation Management, and Basics of Academic Project Preparation. The progress of syllabus of all the four subjects were found to be satisfactory and timely.

In the meeting the criteria for internal assessment was discussed and it was decided that the criteria for internal assessment will be considered as online assignments given to students through google classroom, online exams taken over google meet and various assignments taken through the platform of google classroom.

Signatures - ① Dr. Rinki Das  
② Sneha Hazarika

Head of the Department  
Dept. of HRM  
Golghat Commerce Co.

09/07/2021

14<sup>th</sup> September, 2021

1pm - 1:30pm

A departmental meeting was held among the faculty members of HRM Department to discuss about the new classes to be commenced in this session. The syllabus of Industrial Relations and Human Resource Development of B. Com 5<sup>th</sup> semester and the syllabus of B. Com 3<sup>rd</sup> semester - HRM paper was discussed and divided among the faculty members. It was decided the HRD paper of B. Com 5<sup>th</sup> Sem will be taken by Dr Rinki Das and IR paper of B. Com 5<sup>th</sup> Sem will be taken by Mrs. Sneha Hazarika. The 3<sup>rd</sup> Sem paper of HRM will be divided by both the faculties.

It was also decided in the meeting that immediate work on updating departmental records for NAAC assessment has to be undertaken. All the files and software copies of departmental records were decided to be updated with immediate effect.

  
Head of the Department  
Dept. of HRM  
Golaghat Commerce Collg.

AGENDA:- To discuss on the felicitation program of ex HOD of HRM Department, Mr. Anup Kumar Das

21<sup>st</sup> October, 2021

10am - 10:15am

A discussion was held among the faculty members on felicitating our ex departmental HOD and ex Principal, Mr. Anup Kumar Das, on his retirement, in a program to be organised on 30<sup>th</sup> October 2021. It was decided in the meeting to offer sir a Gamocha, a shawl and a Horai as a mark of respect from the Department.

Signatures - ① Dr. Rinki Das

② Sneha Hazarika

Head of the Department  
Dept. of HRM  
Golaghat Commerce Collg.  
21/10/21  
21/10/2021

AGENDA:- To discuss the syllabus for the first sessional examination.

23<sup>rd</sup> November, 2021

2pm - 2:30pm

The Department's faculty gathered to discuss on the upcoming first sessional Examination question paper and syllabus. It was decided in the meeting to include first two units of the subjects HRD and IR of B. Com 5<sup>th</sup> Semester and to include the first two units of the subject HRM of B. Com 3<sup>rd</sup> Sem.

The progress of syllabus for the three subjects were discussed in the meeting and the progress was found satisfactory and timely.

Signatures ① Dr. Rinki Das

② Sneha Hazarika

Head of the Department  
Dept. of HRM  
Golapbagi College

23/11/2021

Agenda of the meeting

Date - 16<sup>th</sup> December, 2021

Time - 9:30 am - 10: am

Venue - HRM Department

- ① Taking of chair by the HOD of HRM Department Dr. Rinki Das and initiating the meeting
- ② Reading of the proceedings of the last department meeting by Mrs Sneha Hazarika
- ③ Objectives of the meeting are to be placed by Dr Rinki Das, which are as follows
  - To discuss in organising a Teacher Exchange Programme for the students
  - To discuss in organising a Parents Teachers Meet of the students of B. 5<sup>th</sup> Sem, HRM group
  - To discuss on conducting a feedback session for the B. Com 5<sup>th</sup> Sem students
  - and other issues.

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16<sup>th</sup> December, 2021

9:30am - 10 am

A departmental meeting was held among the two faculty members of HRM Department, where it was decided to organise a Teacher Exchange Programme and a parents Teachers meet along with a feedback session for the Teacher Exchange Programme. It was decided to invite a faculty from an other Department of the college and give an one hour lecture to our students on a relevant topic which will be beneficial for the students career development.

For the Parents Teachers Meet it was decided that the Parents and Guardians of the students of B Com 5<sup>th</sup> Sem HRM Major will be invited for a mutual discussion with the Teachers for their wards better academic performance.

Also a feedback session is to be organised by the Department for giving mutual feedback between students and teachers. Teachers will provide feedback to students on their per academic performance, their attendance and assignments and their performance in the 1<sup>st</sup> sessional exam.

Signatures ① Dr. Rinki Das

② Sneha Hazarika

Head of the Department  
Dep. of HRM

Colg  
17/12/21

17/12/2021

2022

## AGENDA OF THE MEETING

Date :- 10<sup>th</sup> January 2022

Time :- 2 PM - 2:30 PM

Venue :- HRM Department

① Taking Chair by HOD of the HRM Department and starting the meeting with an introductory remark.

② Dr Rinki Das, HOD of HRM department to mention the objectives of the meeting which are as follows :-

- To discuss on organising an interdepartmental lecture for B Com 5<sup>th</sup> Sem students.

- To take steps to repair the departmental computer which is not in running condition.

- To maintain a file specifying the various seminars and presentations and field visits done by the HRM department.

- To update the alumni profile of HRM Department Passed Students.

- To discuss on other issues.

③ Reading of <sup>the proceedings of the</sup> last departmental meeting by Mrs. Sneha Hazarika.

A meeting was held in the HRM department among the faculties to discuss on Teacher Exchange Programme from within the college. The faculties decided that this programme will be organised in the next academic session, as now final exams are approaching and it will be hard to gather students for the programme.

In the meeting the faculties also discussed regarding what to do about the department computer which is not working at present. The faculties decided to approach the Principal of the college asking him to make arrangement for repair of the computer. The faculties found that repairing the computer will enable proper and timely record keeping of all the departmental activities.

In the meeting the faculties decided to maintain a physical Register mentioning all the seminars, presentations and field visits conducted by the HRM department, along with report of that programme.

The faculties also decided in the meeting that the alumni profile of students who passed from the HRM group needs to be updated and collected. The teachers decided to take immediate steps to collect more information on alumni of HRM department and keep the records in physical as well as virtual form.

signatures

① Dr. Rinke Das

② Sneha Hazarika

Head of the Department  
Dept. of HRM

*Rinke Das*  
11/01/22

*Sneha Hazarika*  
11/01/2022

MEETING AGENDA -

DATE - 21/01/22  
FRIDAY.

VIRTUAL MEETING ON GOOGLE MEET

TIME - 6.30 P.M

- 1) Welcome Address by the H.O.D, Department of HRM.
- 2) To Discuss about the upcoming final examinations & feedback of student's preparation for exams.
- 3) To discuss & decide on the preparation of Departmental Wall Magazine 'INQUISITIVE'.
- 4) Other student affairs.

Signatures of the Meeting Attendees :-

1. Dr. Rinke Das

2. Sneha Hazarika

3. Chintu Das

4. Pawanesh Jaiswal

5. Rahul Choudhury

6. Aniket Bhattacharjee

7. Depika Lakra

8. Karshvika Chikra

9. Prudish Choudhary

10. Shagyan Buragohain

11. Ashish Tanti

12. Souvik Dutta

13. Anshikesh Bora

14.

15.

16.

17.

Head of the Department  
Dept. of HRM  
Golaghat Commerce College



MEETING PROCEEDINGS:-

DATE- 21/01/22

TIME- 6:30 PM

PLATFORM- GOOGLE MEET.

A Virtual meeting was conducted through Google Meet on Friday 21/01/22, at 6:30 P.M to discuss about the upcoming final semester examinations of B. Com 5<sup>th</sup> Sem and to discuss & decide on the preparation of Departmental wall magazine 'INQUISITIVE'. The meeting link was created & initiated by the H.O.D, of HRM, DR. Rinke Das. Mrs. Sneha Hazarika, Asst. Prof., Dept. of HRM along with 15 number of students of B. Com 5<sup>th</sup> Semester, HRM group attended the meeting. The meeting started with a welcome address by the Head of the department mentioning the objectives of the meet. Dr. Rinke Das informed the students about the upcoming examinations along with the B. Com 2<sup>nd</sup> Semester backlog examination to be started from 22/01/22. She took a feedback about the student's preparation subject notes, materials, for the Discipline Specific Elective papers. Student's actively participated & shared their feedback on the same. Regarding the second objective of the meet, Dr. Rinke Das, informed the students about the upcoming college week events to be started from 24/01/22 to 28/01/22 & asked them to participate in the various events. She also mentioned that there would be a wall magazine competition in the college week & department of HRM should participate in the same. She informed & explained the students about the 'INQUISITIVE' and the various themes of the last few years. Mrs Sneha Hazarika elaborately explained about the selection of a theme for the magazine.

Types of articles, standards of article size, decoration ideas etc. to the students. Students namely- Firdush Ansari, Hansy Kaur, Kashpriya Saini, Depika Lakra, Rahul Choudhury actively participated & shared their ideas about the broad theme & different types of articles to be incorporated in the magazine. Dr. Rinke Das, suggested to take the theme in relation to COVID 19 Period, considering all the issues of 2020 & 2021, relating to work from home, education sector etc. Rahul Choudhury mentioned about the entrepreneurship shift from basic & temp structures to technology driven structures. The teachers asked him to continue with the topic by carrying out some research work on the same. The topics were divided among the students & they were asked to submit the soft copy of their write ups within Sunday evening. Dr. Rinke Das asked the students to mention & share their respective topics in the official WhatsApp group of the department. The broad theme of the wall magazine was decided to be 'LIFE & COVID'. The meeting ended by a vote of thanks offered by the H.O.D, wishing best wishes to everyone for a successful preparation of the 'INQUISITIVE'.

14 February 2022

10:30 am - 11 am

## MEETING AGENDA

- ① Welcome Address by HOD, Department of HRM
- ② Reading of the proceedings of the last departmental meeting.
- ③ To discuss the new guidelines of Govt of Assam for NAAC assessment as per the letter vide no, NO.AHG.544/2021/9 as on 11/02/2022
- ④ To discuss the record keeping of the HRM department already done and required to be done.
- ⑤ Other activities.

Signatures of the meeting attendees

① Dr. Rinki Das

② Sneha Hazarika

Head of the Department  
Dept. of HRM  
Golaghat Commerce College  
14/02/22

A meeting was held in the HRM Department among the faculties to discuss on the latest guidelines of Government of Assam for NAAC Assessment as given on 11<sup>th</sup> February, 2022. The faculties discussed the latest developments of the department regarding the record keeping for NAAC assessment.

It was informed to the faculties by the Principal of the College that, he will visit the departments to see the developments of departmental activities assigned for NAAC peer team visit. After receiving the message via whatsapp, the faculties arranged this meeting to assess the departmental developments. It was noticed that so work of some of the files have been completed by the Department like Students marks record, departmental meeting record, departmental purchase record, departmental alumni record, departmental ~~file~~ Teacher's file record and record of seminars, presentations and field visits of the students.

The faculties discussed about various other records that need to be maintained by the department for NAAC assessment.

Year: 2022

Date: 26/03/22

Time: 12:30 P.M

Venue: H.R.M  
Department

Proceedings :-

A Departmental meeting has been conducted on 26<sup>th</sup> March, Saturday at 12:30 P.M between the faculties of the department. The meeting started with reading out of objectives of the meet by Mrs. Sneha Hazarika. After a mutual discussion between the two faculties the classes for the session have been equally allotted to both shared by both the faculties & regarding the speciality papers, it was decided that the 601 (L.L.W) paper will be handed & taken by the H.O.D, Dr. Rinaki Das & the 602 (T.U) would be taken by Mrs. Sneha Hazarika, subject to the condition that after the later's maternity leave get started from the last of April month, all the classes will be supervised by the H.O.D, till the new teacher get appointment & join the department. The teachers decided to conduct a career counselling program in the second week of April for 6<sup>th</sup> Sem HRM group students, to give them insights about future prospects. Moreover, it was also decided that, the department should conduct seminar presentations, group discussions, role play, guest lecture by other dept. faculties on relevant topics, for effective learning outcomes. A Parents-Teachers meet, focusing on the 6<sup>th</sup> Sem students has been planned to be conducted in the present session of 2022. The meeting ended with a lot of hope & concluding remarks, for the betterment of the dept. by the H.O.D, Dr. Rinaki Das.

Name/Signature of Teachers:

Dr. Rinaki Das Das

Head of the Department  
Dept. of H.R.M  
Gobind, Commerce College



## 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"><li>• Position of Women in Indian Society: A Historical Perspective organized on 29.08. 2016 by Department of Assamese in collaboration with Women's Cell.</li><li>• Departmental Seminar on State Budget of Assam, 2016-17 and Analysis organized on 10.09.2016 by Department of Economics.</li></ul>
2.	UGC sponsored National Seminar on Rural Financing in North Eastern Region of India: Issues and Challenges	National Seminar organized successfully on 27 <sup>th</sup> – 28 <sup>th</sup> Sept, 2016
3.	Orientation Programme for newly admitted students	Orientation Programme organized for B.Com 1 <sup>st</sup> semester and B. A 1 <sup>st</sup> Semester on 22.08.2016
4.	Extention and Outreach Programme undertaken	Programmes organized: <ul style="list-style-type: none"><li>• SWACCH BHARAT ABHIYAN organised 12.08. 2016 by NCC</li><li>• Awareness on Organic Cultivation organised on 07.09.2016 by NSS</li><li>• Earth Quake and Fire Safety Mock Drill organized 24.09.2016 by NSS</li></ul>

**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"><li>• Fundamentals of Indian Stock market</li><li>• Cutting and Tailoring</li><li>• Course in Embroidery</li><li>• Geography in Tourism</li><li>• Self Defense</li><li>• Soft Skill</li></ul>
3.	Conducting Programmes on burning topics and significant days	Programmes/ Events organized: <ul style="list-style-type: none"><li>• On the Spot Essay Writing &amp; Slogan Contest</li><li>• A Discussion on the “Demonitisation Policy of the Government of India and its effect”</li></ul>

  
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.

  
Principal  
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"><li>• Workshop on Lesson Plan organized on 28-01-17 in association with Dept. of Education</li><li>• A Talk on Act East Policy organized on 25-01-2017</li><li>• Workshop on Implementation of CBCS in Undergraduate Colleges of Dibrugarh University organized on 11-02-17 in association with the Dept. of Mathematics.</li></ul>
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"><li>• Jyoti Sangeet Competition on 27.01.2017</li><li>• Workshop on Career Counseling on 28-02-17</li><li>• Financial Awareness Camp - Amongst Self-Help Groups on 15.03.2017</li></ul>

  
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 Sarma  
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"><li>FDP on Application of ICT in Teaching organized from 06-06-2017 to 12-06-2017 in association with Assam College Teachers Unit, GCC</li></ul>
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"><li>Workshop on Goods and Service Tax organized on <b>26-05-2017</b></li><li>Workshop on Dealing with Phonetics: A Journey to the Speech Sounds of English organized on <b>23.06.2017</b></li><li>Awareness Programme on Eradication of Social Evils and Legal Awareness in Rural Society on 29.06.2017</li></ul>

  
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 <sup>st</sup> 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 30<sup>th</sup> September.

A handwritten signature in black ink, appearing to be 'J. Saikia'.

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.

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"> <li>• Talk on “Impact of Regionalism on Indian Politics” organized on 28.08.2017 by Department of Political Science, Golaghat Commerce College</li> <li>• A Discussion on Modi’s Economic Reform organized on 14.09.2017 by Dept. of Economics, Golaghat Commerce College</li> <li>• Career Seminar on GST &amp; Student’s Employability organized on 23.10.2017 by ICA Eduskills Pvt. Ltd and IQAC, Golaghat Commerce College</li> <li>• Talk on Gender Issues, Gender Sensitization, Sexual Harassment and Women Empowerment organized on 06.02.2018 by Women’s Cell , Golaghat Commerce College</li> <li>• Talk on Union Budget, 2018-19 organised on 24.02.2018 by Department of Economics, Golaghat Commerce College</li> <li>• International Seminar on Small Tea Growers: Its Impact on</li> </ul>

		<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"><li>• Flood Relief materials distributed in Sarupathar Revenue Circle Golaghat by NSS unit</li><li>• Street Play on Swachh Bharat Abhiyan by NCC unit</li></ul>
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**Principal**  
**Golaghat Commerce College**  
**Golaghat, Assam, India**



**IQAC QUARTERLY MEETING HELD ON 7<sup>th</sup> 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 7<sup>th</sup> 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 3<sup>rd</sup> 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 21<sup>st</sup> February, 2019**

**Members present:**

**Chairperson: Mr. Anup Kr. Das**

**Coordinator: Dr. Jiban Jyoti Kakati**

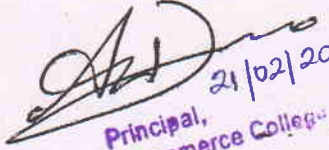
**Members:**

- 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 8<sup>th</sup> 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 8<sup>th</sup> 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 3<sup>rd</sup> 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 3<sup>rd</sup> 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 15<sup>th</sup> February, 2021. The event is being organised to mark the celebration of Productivity Week from 12<sup>th</sup> February, 2021 to 18<sup>th</sup> 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.



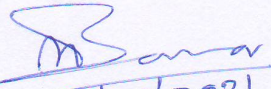
**Resolution of the *Emergency Meeting* held on 11<sup>th</sup> March, 2021 at the IQAC room,  
Golaghat Commerce College**

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 16<sup>th</sup> March, 2021 at the Rana Tamuly Memorial Auditorium of the College

  
25/03/2021  
Golaghat Commerce College  
Golaghat, Assam



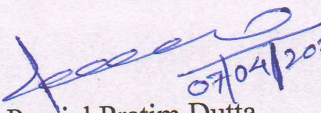


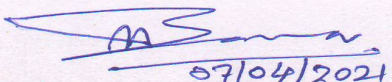
## MINUTES OF THE MEETING HELD ON 06/04/2021

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 8<sup>th</sup> 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 <sup>th</sup> 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 11<sup>TH</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> April, 2021 by the Principal, Golaghat Commerce College

Principal  
Golaghat Commerce College  
Golaghat, Assam

## Grievance Redressal Cell

The Grievance Redressal Cell of Golaghat Commerce College was constituted in the year 2015. Since then, the cell has been continuously thriving towards the creation and maintenance of a congenial environment among the students, teachers and the overall fraternity of the college.

The Cell aims to:

- To settle the grievances/ conflicts of the students at the institutional level.
- To provide a platform to address their difficulties.

<i>Grievance Redressal Cell</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Mrs. Anamika Hazarika (Vice-Principal)	Convener
2.	Mrs. Neetima Sarmah	Member
3.	Mr. Dibeyndu Palit	Member
4.	Dr. JuntiDuarah	Member
5.	Mr. Manash Pratim Sarmah	Member
6.	Dr. Rinki Das	Member
7.	Mrs. Hamin Sultana	Member
8.	Mr. Manash Pratim Hazarika	Member
9.	Mr. Ankur Bora	Member
<i>Advisory Board</i>		
1.	Vice Principal	Member
2.	Dr. Jiban Jyoti Kakoti	Member
3.	Mr. Arindam Bora	Member
4.	Mrs. Meghali Saikia	Member
5.	Dr. Chinzakhum Vaiphei	Member



## Minute Proceedings of Meetings

21.10.2017

Members present in the Meeting:

- ① Mrs Neelima Sarma.
- ② Jyoti Suvarak.
- ③ Meghali Saikia
- ④ Manash Pratim Sarma.
- ⑤ Ankur Bora
- ⑥ Manash Pratim Hazarika
- ⑦ Dibyendu Palit

মহাবিদ্যালয়ৰ Odd Semester-ৰ লৰীয়াৰ প্ৰ-লত  
লুৰনৰ অসমুঠ মোৰা 10-21 অক্টোবৰ, 2017 ছাত্ৰ-  
ছাত্ৰীসকলৰ উল্লেখিত শাৰ লৰীয়াৰ বাবে কৰ্তৃনগ্ৰহ  
বিভাগীয় সুবৰ্ণীসকলক হান্ধি অৰ্জন কৰা উল্লেখিত  
শাৰ লৰীয়াৰ লাভত দেখা মান্ধে, উল্লেখিত শাৰ  
বিদ্যালয়ৰ নিৰ্কাৰন কৰি দিয়া শাৰৰ তুলনাত  
অৰ্জন ছাত্ৰ-ছাত্ৰীৰ উল্লেখিত শাৰ নিম্ন আনত  
জিকি, এই প্ৰেত এটি উচিত অৰ্জনৰ উল্লেখ  
বিভাগীয় কৰ্তৃনগ্ৰহ অসমি Staff Meeting ৰ আহ্বান কৰে  
অৰ্জনৰ আলোচনা কৰে, আমি অৰ্জন কৰাৰ শোৰাৰ  
লগতে তেনেৰে ছাত্ৰ-ছাত্ৰীসকলক প্ৰ-লত লুৰন  
কৰাৰ অনুমতি নিদিয়াৰ সিদ্ধান্ত গ্ৰহণ কৰা এই  
বিম্মে অৰ্জনীমানে ছাত্ৰ-ছাত্ৰীসকলক অৰ্জন কৰাত  
উল্লেখিত এটি উল্লেখিত লৰীয়াৰ সুবিধা কৰ  
এনে এক লৰীয়াৰ বাবে লৈয়ক লৰীয়াৰ বিনৰ  
শোৰা লৰীয়াৰ হু। তেনে অসমুঠ, কৰ্তৃনগ্ৰহ এই  
বিম্মৰ অৰ্জনৰ হান্ধি অৰ্জন কৰ "Over Redress  
cell" ক। Over Redress cell মে যিম্মটি উল্লেখ  
অৰ্জনৰ লগ আৰু অৰ্জনীমানে অসমি অৰ্জন  
অৰ্জনৰ লগ আৰু অৰ্জনীমানে অসমি অৰ্জন

Page: ..  
Date: ..

অসমত অসমীয়া কৰ্মজীৱনৰ (আৰু কামৰূপীয়া বৃত্তৰ  
 দ্বাৰা) জাতি-ধৰ্ম বাসিন্দাৰ জটীল আৰু আত-উলনীত  
 হ'ল। অসমীয়াৰ জন্মৰ সময়ত -

১. উত্তৰ লোকৰ আনৰ আনুষ্ঠানিক - উল্লিখিত - শাৰব  
 লোক - লক্ষ্যৰ কৰি - ল - লত - লুবনৰ - বাবে অনুষ্ঠিত  
 উদ্ভাৱন কৰা হ'ল। অসমীয়া, উত্তৰ লোক - দুইটা বৰ্ষৰ  
 দুই-দুই। অৱশ্যে উত্তৰ লোক - জটীল অসমীয়া



Principal  
 Golaghat Commerce College  
 Golaghat, Assam, India

Meeting Proceedings—  
venue: 'Principal's chamber'

26.02.2019

A Meeting of Grievance and Redressal Cell members was convened on 26 February at 1:00 PM. in Principal's chamber Golaghat Commerce College to discuss about a dispute between two students, one from 6<sup>th</sup> semester and other from 4<sup>th</sup> semester of this college. The dispute took place near the Auditorium about personal issues. Teacher from department of Geography noticed that incident and brought them to the members of Grievance and Redressal Cell. Both the students appeared before members of the cell and interrogated thoroughly. After that the members of the cell suggested them that for any kind of grievances they should inform the authority or the teachers of the college and warn them not get indulged in any such conflict and not to take any unlawful action on their own in future.

Members present in the meeting

- ① Mrs Neelima Sarmah
- ② Junni Sarmah
- ③ Ankur Bora
- ④ Meghali Saikra
- ⑤ Manash Pratim Sarmah
- ⑥ Manash Pratim Das
- ⑦ Dibyendu Palit
- ⑧ Rinki Das

AWARENESS PROGRAMME ON  
"ANTI-RAGGING AWARENESS"

05.11.2020

Signature of Students :

- 1) Bobita Shrestha B.Com 2nd Sem
- 2) Akash Pradhan " "
- 3) Dipu Saikia " "
- 4) Abinash Sarmah
- 5) Binyay Khatterji class B.Com 2nd Roll No: 148
- 6) Kunal Dhar class B.Com 4th Sem Roll No. 53
- 7) Pabitra Kumar Das 4th Sem B.Com
- 8) Silpa Das "
- 9) Rupjyoti Baruah "
- 10) Anuradani Maheswari B.Com 4th Sem Roll no- 4
- 11) Risa Baidung 6th sem B.A Roll no. - 92
- 12) Gungjeet Kaur 6th sem B.A Roll no. - 49
- 13) Chaya Bara. 6th Sem B.A Roll No - 51
- 14) Smriti PukhaBara. 6th Sem BA Roll No - 53
- 15) Sangeeta Kumari Shah 4th Sem B.Com Roll no: 107
- 16) Kashmiree Borah 4th Sem B.Com Roll NO - 93.
- 17) Rahul Sharma B.Com 2nd Sem, Rollno: 213
- 18) Momota Chelry B.Com 4th Sem Roll - 30
- 19) Rita Limbu B. Com 4th sem roll no = 85
- 20) Matti Sangma B.COM 4th sem Rollno - 88
- 21) Monkrat Panaden B.Com 4th Sem Roll no - 86
- 22) Sahil Ali B. Com 4th Sem Roll no - 133
- 23) Bhaskar Jyoti Bhoreali B.COM 2nd Sem Roll No: 36
- 24) Smantu Saikia. B.Com 2nd " Roll no - 103
- 25) Payal Gohain B.com 4th Sem " Roll no - 123 "
- 26) Trishnamoni Borra B. Com 4th sem Roll NO - 74.
- 27) Ruprekha Saikia B.Com 4th Semester Roll no: - 29
- 28) Pranjit Saikia B. Com 4th Sem Roll NO = 88
- 29) Ankur Prasad Bongohain B. Com 4th sem Roll NO = 32
- 30) Rashan Bhujel B. Com 2nd Sem Roll No. = 63
- 31) Biswasjit Subba B. Com 2nd sem Roll No = 3
- 32) Rahul Mahabo B. Com 2nd Sem Roll NO =
- 33) Rahul Kumari HS 1st Year Roll No = 9



36	Anand Dubey	HS 1 <sup>st</sup> year	Roll No - 29
37	Gautam Taksar	B. Com 4 <sup>th</sup> Sem	Roll no : 58
39	Lakshpriya Saikia	B. Com 2 <sup>nd</sup> Sem	Roll no: 108
40	Saima Atia Ahmed	B. Com 2 <sup>nd</sup> Sem	Roll no : 142
41	Mousumi Gogoi	B. Com 3 <sup>rd</sup> Sem	Roll No : 180
42	Rashmi Kowtia	B. Com 2 <sup>nd</sup> Sem	Roll no : 19
43	Urmila Lakra	B. Com 2 <sup>nd</sup> Sem	" 39
44	Monika Ukeang	B. Com 2 <sup>nd</sup> Sem	" 55
45	Dominic Turkey	B. Com 2 <sup>nd</sup> Sem	" 22
46	Noorish Han	B. Com 2 <sup>nd</sup> Sem	" 75
47	D. Bahadur Gurung	B. Com 2 <sup>nd</sup> Sem	" 62
48	Sangita Chapa	B. Com 2 <sup>nd</sup> Sem	" 67
49	Mriganju Bordoloi	B. A 4 <sup>th</sup> Sem	" 207
50	Jitendra Singh	B. A 4 <sup>th</sup> Sem	" 70
51	Sumit Kohari	B. A 4 <sup>th</sup> Sem	" 112
52	Richen Lama	B. Com 2 <sup>nd</sup> Sem	" 49
53	Priyanka Lakra	B. Com 2 <sup>nd</sup> Sem	" 66
54	Fabianus Turkey	B. Com 2 <sup>nd</sup> Sem	" 115
55	Rohit Banerji	B. Com 2 <sup>nd</sup> Sem	Roll-No- 68
56	Nishirani Baruah	B. Com 2 <sup>nd</sup> Sem	Roll No 65
57	Krishna Phukan	B. Com 2 <sup>nd</sup> Sem	" 54
58	Dibyajyoti Saha	B. Com 2 <sup>nd</sup> Sem	" 28
59	Anuska Goswami	BA 2 <sup>nd</sup> Sem	Roll no 27
60	Dikshita Gogoi	BA 2 <sup>nd</sup> Sem	" 141
61	Aijyan Hussain	BA 2 <sup>nd</sup> Sem	" 38
62	Parmita Debnath	B. Com 4 <sup>th</sup> Sem	Roll no. 27
63	Ponimita Bora	B. A. 2 <sup>nd</sup> Sem	Roll no - 70
64	Poli Saikia	B. A 2 <sup>nd</sup> Sem	Roll no - 45
65	Jyoti Kurnari	B. A 2 <sup>nd</sup> Sem	Roll no - 88
66	Anchana Kochani	B. A 2 <sup>nd</sup> Sem	Roll No - 60
67	Nijesh Meecharey	B. A 2 <sup>nd</sup> Sem	Roll No - 178
68	Champak Saikia	B. A 2 <sup>nd</sup> Sem	Roll No - 05
69	Patika Pratim Phatomali	B. A 2 <sup>nd</sup> Sem	Roll No - 91
70	Naba Kanta Nath	"	Roll No - 03
71	Ankita Belwan	"	Roll No = 17

06.11.2020

72.	Divya Daslami	B.A. 2nd Sem	Roll No - 125
73	Gayatri Maji	"	" 126
74	Sandhya Dewaroh	"	374
75	Himen Bara	"	165
76	AKASH Gowala	"	102

An Awareness programme on anti ragging was organised jointly by Grievance Redressal Cell and Anti Ragging Cell of Golaghat Commerce College at 11 a.m, on 6<sup>th</sup> November 2020 at Rana Family memorial auditorium. The speaker for the programme was Miss Reema Baruah, Advocate, Golaghat Bar Association. The speaker in her speech intimated the students about the menace of ragging its consequences, the landmark judgement of the Supreme Court in the year 2001 (Vishva Jagruti Mission Vs Central Government of India) and the UGC guidelines 2009 about anti ragging. In this meeting all the members of Grievance Redressal Cell and Anti Ragging cell along with 76 numbers of students attended and made it a successful one.



Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## Anti- Ragging Committee

The college has an Anti- Ragging Committee. As per the directives of the UGC, an Anti Ragging Cell/Squad has been constituted in order to keep the ragging activities under control. The present list of the Squad/ Cell members is listed below.

A close liaison with the students' union and the squad members is maintained so that sensitivity & prevention of ragging in the new sessions can be achieved. Every year the college distributes leaflets containing the names of the entire Anti ragging squad and Anti ragging cell members along with their mobile phone numbers, among the freshmen so that for any emergency they can get helplines. In front of College premises and hostels, there are holders containing the Anti-ragging act and punishments are hanged. Also, small holders of anti-ragging are displayed in classroom areas and sensitive areas (CC Camera not covered) . Further during the admission process an undertaking in the prescribed format from each admitted students which is mandatory is collected. From 2021, as per UGC guidelines DO. No F.3-2/2021 (ARC) dated 7 October,2021, online ant ragging undertakings are taken from students through [www.antiragging.in](http://www.antiragging.in) and [www.amanmovement.org](http://www.amanmovement.org) which are uploaded in collegewebsite. The present Anti-ragging committee consists of the following members that include student's members also.

1. Link to Website: <https://golaghatcommercecollege.org/anti-ragging-committee-2/>
2. Link to online ant ragging undertakings on Websites: <https://golaghatcommercecollege.org/anti-ragging/>

## ANTI RAGGING COMMITTEE 2016-17

1 Principal: Dr. Jatindra Nath Saikia

2 Co-Ordinator : Dr Karabi Devi

3. Faculty: Dr. R. L. Bora,

Mr. L. D. Saikia,

Mr. Anup Kr. Das,

Dr. P. N. Sarma,

Mr. T. K. Saikia,

Mrs. Moonmoni Baruah

Mr. M. P. Sarmah

Mrs. Rinki Das

Mr. Sasanka Saikia

Mrs. Sharmila Dutta

Mr. Aftabor Rahman

4 Representative of Local Media : Amit Nagori

5 Representative of Non-teaching Staff : Ms. Nayanmoni Doley

6 Representative of Parents : Biren Bora

7. Student Union



Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## ANTI RAGGING COMMITTEE 2017-18

1 Principal : Dr. Jatindra Nath Saikia

2 Co-Ordinator : Dr Karabi Devi

3. Faculty: Mr. L. D. Saikia,

Mr. Anup Kr. Das,

Dr. P. N. Sarma,

Mr. T. K. Saikia,

Mrs. Moonmoni Baruah

Mr. M. P. Sarmah

Mrs. Rinki Das

Mr. Sasanka Saikia

Mrs. Sharmila Dutta

Mr. Aftabor Rahman

4 Representative of Local Media : Amit Nagori

5 Representative of Non-teaching Staff : Ms. Nayanmoni Doley

6 Representative of Parents : Biren Bora

7 Representatives of Student Union



Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## ANTI RAGGING COMMITTEE 2018-19

1 Principal : Dr. Jatindra Nath Saikia

2 Co-Ordinator : Dr Karabi Devi

3. Faculty: Mr. Anup Kr. Das,

Mrs. Moonmoni Baruah

Mr. M. P. Sarmah

Mrs. Rinki Das

Mr. Sasanka Saikia

Mrs. Sharmila Dutta

Mr. Aftabor Rahman

4 Representative of Local Media : Amit Nagori

5 Representative of Non-teaching Staff : Ms. Nayanmoni Doley

6 Representative of Parents : Biren Bora

7. Representatives of Student Union



Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## ANTI RAGGING COMMITTEE 2019-20

1 Principal : Mr. Anup Kr Das

2 Co-Ordinator : Dr Karabi Devi

3. Faculty: Mrs. Moonmoni Baruah

Mr. M. P. Sarmah

Mrs. Rinki Das

Mr. Sasanka Saikia

Mrs. Sharmila Dutta

Mr. Aftabor Rahman

4.Representative of Local Media : Amit Nagori

5. Representative of Non-teaching Staff : Ms. Nayanmoni Doley

6. Representative of Parents : Biren Bora

7. Student Union



Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## ANTI RAGGING COMMITTEE 2020-21

<i>Anti-Ragging Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Principal	Chairperson
2.	Mrs. Nandini Baruah	Convenor
3.	Mr. Pronab Pathori	Faculty Member
4.	Mrs. Sarmila Dutta Tamuli	Faculty Member
5.	Dr. Karabi Devi	Faculty Member
6.	Mr. Sasanka Saikia	Faculty Member
7.	Ms. Reema Baruah	Faculty Member
8.	Dr. Rinki Das	Faculty Member
9.	Ms. Sonashree Das	Faculty Member
10.	Dr. Papari Nayak	Faculty Member
11.	Mr. Amrit Nagori	Representative of Local Media ( Member)
12.	Ms. Nayanmoni Doley	Representative of Non teaching Staff ( Member)
13.	Mr. Kula Bora	Representative of Parents ( Member)
14.	Students Union	Student Representative (Member)



Principal  
Golaghat Commerce College  
Golaghat, Assam, India



## Minute Proceedings of Antiragging Committee:

1<sup>st</sup> Meeting of Anti-Ragging Committee  
Date: 16.05.2016

Name:	Sign:
1. Principal	
2. Vice-Principal	
3. P. L. Borah	
4. L. D. Saikia	
5. Anup Kr. Das	
6. P. N. Salma	
7. T. K. Saikia	
8. Karavi Devi	
9. Rinki Das	
10. Manash Pratim Sarmah	
11. Sharmila Dutta	
12. Aftabur Rahman	
13. Shasanka Saikia	



Principal  
Golaghat Commerce College  
Golaghat, Assam, India

ANTI - RAGGING COMMITTEE  
PROCEEDINGS OF THE FIRST MEETING, 16/5/2016

The meeting has been convened by Dr. Kanabi Devi by forwarding the objective of the meeting and mentioning the name of all the members of the Anti-Ragging Committee. She started by reading out the rules and regulations as provided by U.O.C in the website, relating to Anti-Ragging measures to be adopted by the educational institutes. Dr. Rajib L. Bora asked some questions like what type of activities will be regarded as a ragging, activities should be properly judged. Manas Pralim Sarmah asked can we put all the measures in the poster, then all opined that it will be too long to mention all the measures in the poster. Principal Sir mentioned about giving the details in the College prospectus. He informed that a gist of the ragging measures has already been given in the prospectus as given by the Supreme Court to put forward through U.O.C. Anup Kumar Das asked can the seniors be put in this committee. Principal replied that the guardians, seniors, & students to be put as members of the a part of this committee. Tuakanta Saikia opined to give the Union body students as members as mentioned in the measures. Principal opined that Anti-Ragging Squads have to be appointed among the members. Wardens of both the boys and girls hostel should be the members of the Anti-Ragging Committee and they are to be included among the Squads. Along with them seniors and parents should also be included. Manas P. Sarmah read out the Punishment measures of the Anti-Ragging guidelines. Dr. Rajib L. Bora said that Principal will have the discretionary power. Principal and Anup K. Das opined to give one compulsory punishment for the offensive party. Principal said to give dangerous punishments and the inclusion of Warden in this matter. Again, M. P. Sarmah and Principal



Principal  
Golaghat Commerce College  
Golaghat, Assam, India

opined that, punishments will be given depending on the gravity of the situation or incident. Dr. R. L. Bora told only fines will not do, hoardings of permanent nature to be given in all the vulnerable and sensitivity areas. Next the Anti-Ragging Squads have been appointed. The Anti-Ragging Squads consists of the following members - Dr. Kamabi Devi, Vice Principal, Dr. Kamabi Devi, Warden of the both the hostels - Parash Saikia, Moonmoni Baruah, Atabon Rahman, Sharmila D. Tamuly, Sashanka Saikia, Manas Pralim Sarma, General Rinki Das, General Secretary and Vice President of the Union body (as suggested by Dr. R. L. Bora), 2 students from girls and boys hostel each as selected by the respective Wardens. Dr. L. D. Saikia and Dr. R. L. Bora opined or suggested to make it compact & precise.

Activities to be performed under this committee.

- 1) Slogan Competition among all the students in collaboration with ECCIC.
- 2) Hoardings to be given in the following areas - Canteen, Girls Upper classrooms, Library front, Both the hostels, Commence Upper Classroom, Infront of the College and other exposed vulnerable areas.

Dr. R. L. Bora opined to give a discussion during the admission process, relating to Anti-Ragging measures. A. K. Das told to make a visual show in the auditorium during the admission process. Moonmoni Baruah told to give an awareness among the students and parents regarding the



Anti-Ragging measures. A.K. Das and Sasanka Saitia opined to prepare leaflets giving the helpline numbers, of the members of the Committee, so that victimised students can immediately ask for help. These leaflets should be given to all the newcomers or freshers. Principal mentioned that the College Prospectus contains - Supreme Court verdict, Concept of Ragging, Undertaking, Punishment - relating to Ragging and also opined that the Banners and Hoardings should be put before the admission process.

KM  
16.5.2016



Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## Anti-Ragging Committee Meeting Proceedings:

Date: 23/06/17. (1 PM)

Venue: Dept of Maths & Stats.

Members present:

K. Devi

M. Baruah.

M. P. Sarma.

Saranka Saikia

Rinki Das.

Members of Students Unit.

Sarmila Dutta Tamuli

The meeting has been convened by K. Devi in the Dept of Mathematics, GCC. The objective of the meeting is about the steps to be taken for the upcoming session 2017-18 as the new classes would be started from 27<sup>th</sup> June 2017.

It has been decided that leaflets (where helpline nos. of AntiRagging Committee <sup>has been</sup> typed) will be distributed among the fresh students and the committee members will visit them on 29<sup>th</sup> June (ie on the first day). The squad (members of Students union) will visit the campus time to time and keep sharp notice so that nobody can attempt for ragging related issues.

— X —

Dr. K. Devi  
23.6.2017.



Principal  
Golaghat Commerce College  
Golaghat, Assam, India

Anti Ragging Committee Proceedings of the Meeting, 30-5-2018

Date: 30.05.2018

Venue: Milijulee Chora

Time: 2 PM.

Members Present: Dr. Karabi Devi <sup>K/D</sup>  
Manas Pratim Sarmah <sup>M/S</sup>  
Rinki Das <sup>R/D</sup>  
Sasanka Saikia <sup>S/S</sup>  
Members of Students Union:  
Sarmila Dutta Jarmuli <sup>S/D</sup>

Proceedings: Today i.e. on 30.5.2018 at 2PM a meeting of anti-ragging committee was held at Milijulee Chora. The meeting was convened by Dr. K. Devi. The objective of the meeting was about the steps to be taken for the freshers on the issue of anti-ragging in the College Campus for the new session 2018-2019.

After discussion it was decided that the helpline no leaflets ~~will~~ would be distributed among the freshers and the members of the committee will visit the class rooms and the campus for awareness of anti-ragging. The student Union's body's members (i.e. the anti-ragging squad) will visit the campus during the class hrs and keep notice so that nobody can attempt

It was also advised to the students for making an awareness camp (like street play) for anti-ragging camp.

At the end Dr. K. Devi thanked all for their co-operation.

<sup>K/D</sup>  
30.5.2018.

*M. Sarmah*

Principal  
Golaghat Commerce College  
Golaghat, Assam, India

Anti ragging committee Proceedings of the meeting  
held on 03.06.2019:

Date: 03.06.2019.

Time: 2.30 PM.

Venue: Mikijulee Chora.

Members Present: Dr. Karabi Devi <sup>1st</sup>  
Manas Pratim Sarmah <sup>2nd</sup>  
Rinki Das <sup>3rd</sup>  
Sasanka Saikia <sup>4th</sup>  
Sarmila Dutta Jarmuli / S. Dutta  
Members of Students Union.

Proceedings: Today ie on 03.06.2019 at 2.30 PM  
a meeting of anti ragging committee was  
held at Mikijulee Chora. The meeting was convened  
by Dr Karabi Devi. The objective of the Meeting  
was to arrange for awareness of anti ragging in  
the college campus.

After discussion, it was decided that  
as earlier anti-ragging leaflets will be distributed  
among the freshers where help line nos would be  
given.

Also anti-ragging undertakings would be taken  
during admission.

The committee members would visit the class  
rooms for awareness. The students union member  
will visit the campus during the college  
hours and keep notice so that no unfair events  
can occur.

At the end, Dr K. Devi thanked all for  
their co-operation.

K.D.  
03.06.2019.



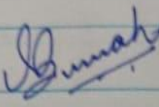

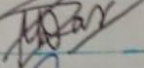
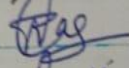
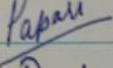

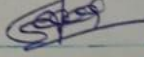
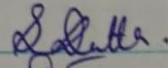

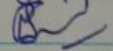
Principal  
Golaghat Commerce College  
Golaghat, Assam, India

Mili Tuli Chara

27/04/2021

Time - 1:00 p.m

Signatures :-

1. Nandini Baruah. 
2. Dr. Karabi Devi 
3. Sonashree Das. 
4. Dr. Rinki Das 
5. Dr. Papari Nayak 
6. Bonab Pattoni 
7. Lasenka Saikia 
8. Shakmela, Suttetamuli / 
9. Reema Baruah 
10. Partha Pratim Biswasli 



Principal  
Golaghat Commerce College  
Golaghat, Assam, India





**ANTI RAGGING COMMITTEE  
GOLAGHAT COMMERCE COLLEGE**

PROCEEDINGS OF THE MEETING ON 27-04-2021

The first meeting of the Anti-Ragging Committee for the session 2021 was conducted on 27/04/21, at Millijuli Chara, Golaghat Commerce College, Golaghat. The meeting was convened by the Convener of the cell/committee Mrs. Nandini Baruah.

Members present in the meeting were Dr. Karabi Devi, Mr. Sasanka Saikia, Mrs. Sarmila Dutta Tamuly, Dr. Rinki Das, Ms. Reema Baruah, Ms. Sonashree Das and Mr. Partha Pratin Biswas.

The objective of the meeting was to discuss and decide on the number of activities and initiatives to be undertaken by the committee for the session. Dr. Karabi Devi mentioned about the activities undertaken in the previous years and it was reported that no ragging issue took place among the students of the college in the previous session. Mr. Sasanka Saikia suggested demonstration of some posters mentioning anti-ragging principles and regulations; moreover, the boards which are already in display should be painted to make it more distinct. Other members suggested that the committee members should visit the senior batch classrooms and verbally made them aware about the guidelines and related punishments of Ragging.

The meeting concluded by a vote of thanks by the convener, addressing all the present members, with a goo note that our college is free from any kind of ragging issues and we need to continue the same environment in our future course of actions.

  
27/04/2021  
Principal  
Golaghat Commerce College  
Golaghat, Assam

***LIBRARY PROCEEDING REGISTER***

***GOLAGHAT COMMERCE COLLEGE***

***GOLAGHAT, 785621***

***FROM 2016 TO 2021***

## Minutes of the meeting held on 11th August, 2016

A meeting of the Library Committee was held on 11th August, 2016 in the library in presence of the Principal, Dr. Jatindra Nath Saikia. The Librarian introduced to the Committee the progress of construction of the Cabin of the Librarian. It was also decided in the meeting that some e-Journals would be subscribed for the Librarian. The Librarian suggested that a Digital Library should be set up so that the students would get benefitted. The Librarian briefed the Committee about the usefulness of the Digital Library.

One of the members Mr. Arindam Borra suggested that some new books should be purchased for the Semester Students.

### Resolutions:

1. It was resolved in the meeting that a Digital Library would set up within a short time.
2. It was decided in the meeting that some new books for the Semester Students would be purchased.

### Members Present:

Dr. Jatindra Nath Saikia,	Principal/President	
Mr. Bikram Chandra Pathak	Convener	Bikram Ch. Pathak
Mr. Arindam Borra	Member	
Dr. Pranjit Pratim Dutta	Member	
Rinki Das	Member	
Mr. Suresh Choti Doley	Member	

## Minutes of the meeting held on 15th Nov, 2016

A meeting of the library Committee was held on 15th Nov, 2016 in the library at about 3:30 P.m. in presence of the Principal, Dr. Jatindra Nath Saikia and the other Committee members. The Librarian read out the proceeding of the previous meeting and it was unanimously accepted. He then suggested that since the U.G. and P.G. classes were going regularly, some books should be purchased specially for the P.G. students. The Principal instructed to the Committee that a grant has been released by the Government of Assam for purchasing books and it would be utilized in purchasing books from the upcoming Guwahati Book Fair. It was also discussed in the meeting that the Librarian would be sent to Guwahati Book Fair along with an office employ from the library. The members also discussed about the availability of sitting arrangement for the students and the other furniture available in the library.

### Resolutions:

1. It was decided in the meeting that the Principal along with the Librarian and few employees of the library would go to the Book Fair to purchase books.
2. It was also resolved in the meeting that some new furniture would be purchased for the library.

Members Present:

Dr. Jatindra Nath Saikia, Principal / President

Mr. Binod Chandra Pathak, Convener Bimal ch. Pathak

Mr. Arindam Borra

Member

Dr. Preeti Pratiha Dutta

Member

Rinki Das

Member

Mr. Biswa Jyoti Doley

Member



## Minutes of the meeting held on 27<sup>th</sup> January 2017

A meeting of the Library committee was held in the library on 27<sup>th</sup> January '2017' in presence of the Principal Dr. Jatindra Nath Saikia and other committee members. At the outset the Librarian expressed his gratitude for setting up a Digital Library. He also hoped that it would be full-fill the need of the students. Principal Dr. Jatindra Nath Saikia opined that it is the duty of the teaching faculty and also the Librarian to inculcate in students a habit of reading. He also hoped that the interested students would be benefited by the digital library.

### Resolution :

① It was decided in the meeting that some innovative ideas would be adopted by the library in order to develop the reading habit of the students.

② It was also decided in the meeting that OPAC system would be set-up in the library in order to search books.

## Members Present °

Dr. Jatindra Nath Seikia, Principal/President

Mr. Bimal Chandra Pathak, convener Bimal ch. Pathak

Ms. Arindom Bona Member

Dr. Praanjal Pratim Duija Member

Mrs. Rinki Das Member

Mr. Biswajyoti Doley - Member.

## Minutes of the meeting held on 18th July, 2017

A meeting of the Library Committee was held on 18th July, 2017 at 3:30 P.m. in presence of the Principal Dr. Jalindra Nath Saikew and the members of the Library Committee.

The Librarian read out the Proceedings of the last meeting and it was accepted by the members unanimously. He then suggested that the sitting arrangement of students in the reading rooms should be upgraded and a proper counter, for keeping their belongings, should be made.

### Resolutions:

1. It was resolved in the meeting that the sitting arrangements in reading rooms would be upgraded soon.
2. A Property Counter would be put up at the entrance of the library in order to keep the belongings of the students.
3. Adequate number of fans and lights would be filled in the reading room of the students.

### Members Present:

Dr. Jalindra Nath Saikew, Principal/President

Mr. Bimal Ch. Pathak, Librarian / Member Bimal ch. Pathak

Mr. Anandam Bora

Member





Dr. Pramod Pradhan Dutta,  
Mrs Rishi Das  
Mr. Babwadyoti Doley

Member  
Member  
Member

~~Ar~~  
Ar  
DLS

## Minutes of the meeting held on 10th February, 2018

A meeting of the Library Committee was held in Library on 10th February, 2018 at 4 P.m. The Librarian briefed the library related works and their progress to the Committee. Then he urged to the Principal to install C.C. Cameras in library and making the Digital library air conditioned. The matter was discussed and the members opined that the final decision would be taken by the Principal in this regard.

The Principal then expressed his opinion and said that necessary arrangement would be made soon in this regard. He also said that poor internet connectivity in library would also be improved shortly.

### Resolutions:

1. It was decided in the meeting that C.C. cameras and A.C. in the Digital room would be installed soon.
2. It was resolved that the poor internet connectivity would be improved and necessary measures would be taken in this regard.

### Members Present:

Dr. Jatrotra Nath Sarkar, Principal / President

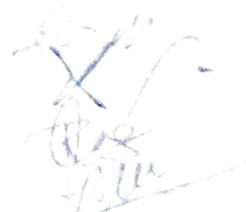
Mr. Binmal Chandee Pathak, Librarian / Convener Binmal Ch. Pathak

Mr. Anandom Borra Member

Dr. PremJal Pratim Datta Member

MS Rinki Das Member

Mr. Binwa Jyoti Doley Member



Minutes of the meeting held on 5th May, 2018.

A meeting of the Library Committee was held in Library on 5th May, 2018 at 2:30 P.m. in presence of the Principal Dr. Jatindra Nath Sahoo and a few other members of the Committee.

The Librarian, initiating the meeting, said that the surrounding of the library needed to be cleaned immediately. He also suggested that the Toilet of the library needed renovation.

Then a member of the Committee wanted to know the amount of the money that was invested in purchasing books from Guwahati Book Fair. To this query Principal, Dr. Jatindra Nath Sahoo intimated to the Committee that Rs. 2,14,048/- (Approx) was spent on buying books. He also expressed his hope that the need of the students would be fulfilled to a great extent with these books.

### Resolutions:

1. It was decided in the meeting that the library toilet would be renovated soon.
2. The surrounding of the library would also be cleaned soon.

### Members Present:

Dr. Jatindra Nath Sahoo, Principal / Presided

Mr. Bimal chandra Pathak Librarian / Convener Bimal ch Pathak

Mr. Arundhan Borra



Dr. Prasad Pratham Dutta,

Member

Ms. Rinki Das

Member

Mr. Biswajyoti Doley

Member

~~Member~~

Ras  
Bill

## Minutes of the meeting held on 6th April, 2019

A meeting of the Library Committee was held in library on 6th April, 2019 at 3:30 P.m in presence of the Principal in charge Mr. Anup Kumar Das and a few other members of the Committee.

At the outset the Librarian congratulated Mr. Anup Kumar Das for taking the charge of Principal in-charge. Then he briefed before the committee and the newly appointed Principal the library work and its progress.

The Principal then expressed his grief over the sudden demise of the Principal Dr. Jatindra Nath Saikia and requested all to observe a minute of silence. He also said that the library is an indispensable part of the College and he would always work for its upliftment.

### Resolutions:

1. It was decided in the meeting that Computer anti virus software would be updated in every Computer.
2. It was also decided that two defective C.C Cameras would be replaced.

### Members Present:

Mr. Anup Kumar Das, Principal-in-Charge / President	
Mr. Bimal Chandra Patra, Librarian / Convenor	Bimal Ch. Patra
Mr. Arindam Borra	Member
Dr. Prondal Pradhan Datta	Member
Ms Rinku Das	Member
Mr. Poinswajoti Doley	Member

## Minutes of the meeting held on 12th July, 2019






A meeting of the Library Committee was held on 12th July, 2019 at 4 P.m. in the presence of the Principal-in-charge Mr. Anup Kumar Das, and a few other members of the Committee.

Initiating the meeting the Librarian said that some book shelves and an almirah for keeping the newly purchased books was needed in the Library. The Principal requested all the members to discuss about it and come to a decision keeping in mind the need of the students and also healthy environment of the Library.

### Resolutions:

1. It was decided in the meeting that an almirah and some book shelves would be purchased soon.
2. It was also decided in the meeting that the earthing system should be done preferably in the library in order to escape from any kind of electric shock.

### Members Present:

Mr. Anup Kumar Das, Principal-in-Charge / President		
Mr. Bimal Chandra Pathak, Librarian / Convener		Bimal ch. Pathak
Mr. Arandom Bora	Member	
Dr. Prondal Protim Dutta	Member	
Ms Rizki Das	Member	
Mr. Biswajyoti Doley	Member	

Minutes of the Library Committee Meeting held  
on June 6th 2020

A meeting was held in Library on 6th June, 2020 in Presence of Principal Dr. Jyoti Chandra Sarda. Though the meeting was held during lockdown due to COVID-19 Pandemic, all COVID Protocols were strictly maintained. First of all the Principal wanted to know about the renewal of N-List and also enquired about the functioning of the Digital Library. He also informed the members of the Committee that a new almira for keeping the library related documents would be purchased and requested the librarian to keep the documents there. He also informed that in order to keep the books some new shelves would be purchased soon.

The Committee also discussed some of the measures that can be taken in order to develop the habit of reading among the students, from the very beginning of every session.

Action taken Resolutions :

1. It was decided unanimously that the library would always open from 9 A.M. to 5 P.M. except holidays in order to inculcate a habit of reading in the students.
2. An almira a new chair for the librarian and some book shelves would be purchased soon.
3. N-List would be renewed immediately.

Members Present:

Signature

Dr. Jagat Chandra Sastika, Principal / President = Jagat Chandra Sastika

Mr. Bimal Chandra Pathak, Librarian / Convener = Bimal Ch. Pathak

Mr. Arundom Borra Member

Dr. Ritki Das Member

Mr. Biswajyoti Doley Member




## Minutes of the meeting held on 7th Jan, 2021

In Presence of Principal Dr. Ufal Sarma a Library Committee Meeting was held on 7th January, 2021 2.10 P.m. Principal Dr. Ufal Sarma asked the Librarian to Place before the Committee the Proposal of Purchasing new books for the academic year 2021-22. The Principal urged the Librarian to motivate the students to visit the library regularly and specially during their off periods.






The Librarian Placed before the Committee a list of some Print Journals for subscription and sought their approval. One of the Committee members Mr. Arundom Bora suggested that the library needed renovation.

Supporting the Opinion of Mr. Arundom Bora the Principal added that it is high time that the library needed renovation but due to unavailability of fund it won't be possible immediately. Later it was informed by the Principal that an application would be placed before NRL authority seeking financial assistance.

### Action taken Resolutions:

1. It was resolved in the meeting that new books would be purchased for both the stream as per Dibrugarh University syllabus.
2. Journals would be subscribed for the year 2020-21 and 2021-22.
3. For renovation of the library the Principal would request NRL authority for financial assistance.

Members Presents;

1. Dr. Utpal Sarma, Principal / President 
2. Mr. Bimal Chandra Pathak, Librarian / Convener   
Bimal ch. Pathak
3. Mr. Anindam Bora   
Member
4. Dr. Rinkidas   
Member
5. Mr. Bheswajyoti Duley   
Member

Some Snapshots of Various meetings





**IQAC Meeting**



Golaghat, Assam, India  
Golaghat Commerce College  
Lat N 26° 30' 22.158" Long E 93° 58' 2.9712"  
29/09/21 01:54 PM

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গুৱাহাটী অসম, ভাৰত  
গোলাঘাট কামৰূপ কলেজ  
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**Departmental Meeting**