

IQAC MEETING

DATE: 16/12/2022

Venue: IQAC Office

Time: 1:10 PM

Agenda:

1. Chair taking by the President
2. Acceptance of last meeting proceeding dated 30/11/2022
3. Submission of AQAR
4. Filing of IQAC documents
5. Proceeding of Library Committee
6. File of 7 Criteria
7. Submission of Cell documents under IQAC
8. Alumni Account
9. MOCK visit, NAAC Peer Team Visit, IQAC, Departmental presentation
10. Plan of Action
11. Any other


16/12/2022

IQAC MEETING HELD ON 16/12/2022

VENUE: IQAC OFFICE

TIME: 1:10 PM

An IQAC meeting was convened on 16th December to discuss submission of AQAR. The agenda of the meeting was as follows:

1. Chair taking by the president.
2. Acceptance of last meeting proceeding dated 30/11/2022.
3. Submission of AQAR.
4. Filing of IQAC documents.
5. Proceeding of library committee.
6. File of 7 criterions.
7. Submission of cell documents under IQAC.
8. Alumni account.
9. Mock visit, NAAC peer team visit, IQAC, Departmental presentation.
10. Plan of action.
11. Any other issues.

The following members were present at the meeting:


- (i) Dr. UtpalSarma
- (ii) Dr. PranjalPratim Dutta
- (iii) Amrit Kumar Hazarika
- (iv) Moonmoni Baruah
- (v) BiswajyotiDoley
- (vi) Bhaskar Kakati
- (vii) Dr. Karabi Devi
- (viii) Dr. Rinki Das
- (ix) Ms. HimadriGogoi
- (x) Harmeet Singh
- (xi) Shankar Jyoti Doley
- (xii) Sonashree Das
- (xiii) Kuladhar Bora

The following proposals and decisions were taken during the meeting:

- (i) The meeting started with deliberation of the proceedings of the last meeting by the IQAC coordinator. The IQAC coordinator further intimated that the AQAR for the session 2021-22 requires to be submitted by 31st December, 2022. He emphasized that the data for the current session requires to be collected by the IQAC within stipulated time. To this Mr. Shankar Doley, IQAC member, expressed his concern that completion of data collection for criteria 2 would be a problem within such a short time period. Here, it was highlighted that the admission center needs to be stressed on and also the record maintenance of the office staff needs to re-checked. It was suggested that if all necessary records are circulated through IQAC it would be quite

- helpful in maintenance of data. Any manipulative matters must be looked into and resolved immediately.
- (ii) The IQAC coordinator further briefed about the criterion wise AQAR distribution. He stated that all results of all examinations must be computerized and saved digitally.
 - (iii) The IQAC coordinator also emphasized that all cell documents must be submitted to IQAC and all such documents should be maintained centrally. Ms. Himadri Gogoi, IQAC member and secretary of Women's cell, agreed that photocopies of documents should be maintained at IQAC. It was further pointed out by Mr. Shankar Doley that exhibition of cell documents and other files may be maintained at IQAC with proper display.
 - (iv) With regard to action plan, the IQAC coordinator stated that the Action Plan for the next six months is to be prepared as per the strategic plan for 2022-27. Under that purview, action plan for the following needs to be prepared:
 - Unnat Bharat Abhijan
 - Commerce Lab
 - Geography Lab
 - Incubation center
 - Second campus of the college
 - (v) The IQAC coordinator also put forth his plan of conducting a program by the IQAC after the impending mock NAAC visit on 21st December, 2022. Dr. Utpal Sarma, Principal, Golaghat Commerce College, added that it is the duty of the IQAC members to conduct programs and educate all members of the college. However, IQAC coordinator also pointed out that funding for conducting any program is also essential.
 - (vi) It was pointed out by Ms. Sonashree Das that a summary of the SSR uploaded by the college must be made available by 22nd December, 2022 for the benefit of all members.
 - (vii) IQAC coordinator further mentioned that the proceedings of the library committee have to be looked into. Moreover, the infrastructure of the library and canteen also requires to be re-assessed. Mr. Rajesh Jaiswal, IQAC member, further reminded that plastic usage must be monitored in the campus.
 - (viii) Regarding alumni contribution, IQAC coordinator reminded that alumni contribution must be recognized and a Register Book should be maintained for mentioning the alumni contribution. Golden jubilee contribution register is to be properly maintained and alumni contribution can be tracked to the cash book.
 - (ix) IQAC coordinator informed the members present that the departmental presentation for mock visit should showcase only major achievements, results of last five years, participation in sports, etc. The maximum number of slides should be 15.

The meeting concluded with the concluding remark by Dr. Utpal Sarma, Principal, Golaghat Commerce College that the mock visit will be beneficial for the college in preparation for the final NAAC peer team visit. The IQAC coordinator expressed his gratitude to all members for being present at the meeting.


Principal
Golaghat Commerce College
Golaghat, Assam, India