EXIT MEETING : MOCK PEERTEAM VISIT Dale: 21/12/2022 Place: RTM AUDITORIUM 2 | 12 | 22 | 12 | 22 Name 1 3 C Kakalin (Rolf. J. C Kalita). Retarita 2. Sexalita. 3 Do Offal Savna 21/12/X A Principal Rr. Bone 5. Dr. Pranja Partim Anlig 301421 R12022 21/12/2022 2112.22 6. Dr. Hansh Preatin Scircin ch Other 7. Rajosh Jaiswal 8. Frank Heson Starman 12/22 9 Sovarau B. Sarwah. 10. Dr. Devant Dur fr. 14/1 11 Dr. Karabi Den Bal 12 Hoonmon Baruah was less 13. Amrit for Herarika Shett 14. Franzal Bhattachayja Me 15 Neetina Sunnah gogo 16. Pulumon Gge Has 17. Dr. Rate Das

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IQAC MEETING HELD ON 21/12/2022

VENUE: IQAC OFFICE

TIME: 5:30 PM

An IQAC meeting was convened on 21stDecember with the Mock NAAC peer team members. The agenda of the meeting was as follows:

1. Chair taking by the president.

- 2. Discussion with the mock NAAC peer team members.
- 3. Any other issues.

The following members were present at the meeting:

- (i) Prof. Jogen Ch. Kalita, Department of Botany, Gauhati University (Mock NAAC peer team members)
- (ii) Prof. Sarat Ch. Kakoty, Department of Statistics, Dibrugarh University (Mock NAAC peer team members)
- (iii) Nava Kamal Borah (Governing Body Member)
- (iv) Yugal Jyoti Bora, Marangi College
- (v) Dr. UtpalSarma
- (vi) Dr. Pranjal Pratim Dutta
- (vii) Moonmoni Baruah
- (viii) Biswajyoti Doley
- (ix) Bhaskar Kakati
- (x) Mr. Rajesh Jaiswal
- (xi) Dr. Manash Pratim Sarmah
- (xii) Dr. Nabami Gogoi
- (xiii) Dr. Karabi Devi
- (xiv) Dr. Rinki Das
- (xv) Ms. Himadri Gogoi
- (xvi) Mr. Harmeet Singh
- (xvii) Mr. Shankar Jyoti Doley
- (xviii) Ms. Sonashree Das

Prof. J.C. Kalita and Prof. S. C. Kakoty conducted a Mock NAAC visit at the college campus, reviewed all the documents at IQAC, Golaghat Commerce College and called an IQAC meeting after the conclusion of the exit meeting at the college auditorium. The members conducted a thorough scrutiny of the IQAC documents and put forth their comment on the readiness of the college for the upcoming NAAC peer team visit on 11th and 12th January, 2022. The following issues were discussed at the behest of Mock NAAC peer team members during the meeting:

(i) They suggested that the IQAC office must maintain a proper display of copies of all documents related to all criterions of NAAC assessment. The documents must be arranged criterion wise and displayed with proper shelf labels for easy and convenient access.

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- (ii) The Mock NAAC peer team members further suggested that the college must maintain pre-scheduled time for conduction of meetings. The entry to any meeting must be restricted after a definite time so that the meeting can be run without disruptions.
- (iii) The team further suggested that every IQAC office must appoint an assistant IQAC coordinator.
- (iv) It was further suggested that in every departmental presentation, the history, foundation of the departments must be highlighted. Add-on programs, student motivation, intake capacity etc. must be demonstrated within limited number of graphs.
- There must a uniform grievance redressal policy and a SOP for the same must be published, as suggested by the mock team peer members. Similarly uniform policy should be maintained for advanced learners.
- (vi) The team further emphasized that the presentation time for Departmental presentations must be reduced to seven minutes. Therefore, unnecessary details must be skipped and the distinct quality of each department must be highlighted, along with a SWOC analysis.

The meeting concluded with the concluding remark by Dr. Utpal Sarma, Principal, Golaghat Commerce College that the mock visit has been immensely 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
Golaghat, Assam, India

Meeting with Mock Peer Team Vibitors Date: 21/12/12 Vernue: 10AC office Time: 5:30PM 1. Schilitz. 21/12/22 2. Bishop soley De 1/2/22 2 Your For Bar 2/11/22 5. Neva Karnal Borek 11/12/12 6 Bhestare Kakate I Dre Sanach Preation Soverach Stand . Hoommon Barnah Br 9. Dr. Nasami Goon 10. Himadri yogoi Strajizizza
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