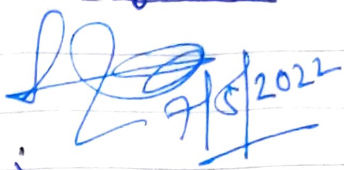
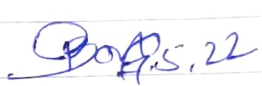

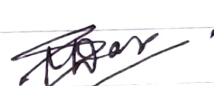




Meeting with Team AAA
Date: 06/05/2022 to 07/05/2022

Name and Signature of the members Present-

- | | <u>Name and Address</u> | <u>Signature</u> |
|----|--|--|
| 1. | Sarwat Ch Kakaty Professor of statistics Gu. |  7/5/2022 |
| 2. | W. S. Suman (Dr. Utpal Suman) | |
| 3. | G. L. H. S. Suman from Prof. Mathematics Dept. D. U. | about 7/5/2022 |
| A. | Sasanta K. Bora (President G.B.) |  7/5/22 |
| B. | Anant K. Hazarika |  |
| 6. | Sonashree Das |  |
| 7. | Harmeet Singh |  |
| 8. | Kulendhar Bora |  |

IQAC AAA MEETING HELD ON 06/05/2022 AND 07/05/2022

VENUE: IQAC OFFICE

TIME: 2 PM

An IQAC meeting was convened on 6th May, 2022 and 7th May, 2022 with Administrative and Academic Auditors. The agenda of the meeting was as follows:

1. Chair taking by the president.
2. Discussions with AAA team.
3. Suggestions by AAA team.
4. Any other issues.


The following members were present at the meeting:

- (i) Prof. Sarat Ch. Kakoty, Department of Statistics, Dibrugarh University
- (ii) Prof. G. C. Hazarika, Department of Mathematics, Dibrugarh University
- (iii) Prasanta Kumar Bora, President, Governing Body
- (iv) Dr. Utpal Sarma
- (v) Dr. Pranjal Pratim Dutta
- (vi) Mr. Harmeet Singh
- (vii) Ms. Sonashree Das
- (viii) Kuladhar Bora

Prof. S. C. Kakoty and Prof. G. C. Hazarika conducted an Administrative and Academic Audit at the college campus, reviewed all the documents at IQAC, Golaghat Commerce College and called an IQAC meeting after the conclusion of the audit at the office. The members conducted a thorough scrutiny of the IQAC documents and put forth their comments:

- (i) They suggested that the office must maintain a proper display of copies of all documents related to all office transactions. A copy of every relevant transaction must be maintained at the IQAC office as well as the Principal's office.
- (ii) Further all necessary documents to every office order, transaction, or activity must be compiled at one place.
- (iii) Student database from admission to final marks should be maintained in a chronological order batchwise. Digitization of all such records is a must.

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