



# নগাঁও গোপীনাথ দেৱ গোস্বামী বাণিজ্য মহাবিদ্যালয়

পানীগাঁও : নগাঁও : পিন - ৭৮২০০৩ (অসম)

স্থাপিত : ১৯৮৪

Website : ngndgccollege.edu.in  
e-mail- ngndgcc@gmail.com

Office of the Principal

## NAGAON G.N.D.G. COMMERCE COLLEGE

Dr. Mriganka Saikia,

M.A., M.Phil., Ph.D.  
Principal & Secretary

Panigaon : Nagaon : Pin - 782003 (Assam)  
Estd. 1984

NAAC Accredited B<sup>++</sup>

Ref. No. NGNDGCC/.....

Date :.....

### IQAC MEETING FOR THE SESSION 2021-2022

#### NAGAON GNDG COMMERCE COLLEGE

#### Agenda, Minutes and Action Taken Report

Date: 12/02/2022

#### Agenda:

1. Taking chair by the Chairperson.
2. Objective of the meeting
3. Confirmation of the last proceeding
4. Discussion about preparation of AQAR
5. Any other matters

#### IQAC Members:

Sl. No.	Member	Signature
1	Dr. Mriganka Saikia, Principal, Chairperson, IQAC	
2	Dr. S. K. Pandey, Coordinator, IQAC	
3	Dr. P. Saikia, Joint Coordinator, IQAC	
4	Dr. S. K. Dutta, Ex-Principal, Dhing College, External Expert	
5	Dr. S. U. Ahmed, Ex-Principal, ADP College, External Expert	
6	Dr. P. K. D. Purkayastha, Member	
7	Prof. M. Mahanta, Member	
8	B. C. Goswami, Member	



অধ্যক্ষৰ কাৰ্যালয়

03672-255044 (O)  
8638027327 (M)

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Date : .....

9	Dr. J. Sharma, Member	
10	Prof. U. Saikia, Member	
11	Dr. K. Das, Member	
12	Prof. A. Gayan, Member	
13	Prof. M. Gayan, Member	

The meeting is presided by the Chairperson of the IQAC Dr. M. Saikia and objective of the meeting is explained by Coordinator, IQAC Dr. S. K. Pandey. The main agenda of the meeting is: 'the preparation and submission of AQAR, 2020-21'.

The meeting resolves the following proposals and also mentions the action taken report:

Sl. No.	Resolution	Action Taken
1.	It is resolved that all the conveners of seven Criteria must have to submit their respective criterion wise data to Office Assistant Sri. Suman Saikia within 10 days for preparation of AQAR.	All the Conveners of the seven Criteria responded the resolution positively.
2.	The meeting resolved to organise Alumni meet as early as possible and conveners are Dr. K. Das, Prof. R.P. Patar, Prof. A. Gayan and IQAC Coordinator Dr. S. K. Pandey.	Accordingly, the conveners arranged Alumni meet on 13-08-2022 and responded positively by more than 400 alumni.
3.	The meeting resolves to visit the college Adopted village and resolved to organize a NSS Camp.	Prof. B. Tumung the convener of NSS of the College organized the NSS Camp accordingly from 28/02/2022 to 06/03/2022 at Karayeenee Adopted Village.





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4.	The meeting resolves to introduce "Best Post Graduate and Graduate Award" on the basis of highest CGPA in the College.	College is planning for the same.
5.	The meeting also resolves to arrange Parents Meet as early as possible and responsibility is to be given to Prof. U. Saikia.	The Parents Meet is under process and the convener takes initiatives to organize it in the next session.
6.	The meeting resolves to provide at least one digital classroom and one Laptop to each department and the existing desktop of each department should be repaired as required.	The provision of digital classroom is under construction and existing desktop of each department are repaired and updated. Along with this, two laptops are provided to PG Department.
7.	MOU should be signed with various Stakeholders.	It is done with USTM (University of Science and Technology).
8.	The meeting resolves to invite a Resource Person for discussion on present NAAC Assessment process.	Dr. Monoj Saikia, IQAC Coordinator of Dhing College was invited for a day long Workshop on NAAC Assessment.

**Dr. Mriganka Saikia**  
Principal & Chairperson IQAC  
Nagaon GNDG Commerce College  
PRINCIPAL  
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### IQAC MEETING FOR THE SESSION 2021-2022

#### NAGAON GNDG COMMERCE COLLEGE

#### Agenda, Minutes and Action Taken Report

Date: 22/03/2022

Venue: Admin. Conference Hall.

Time: 11.00a.m.

#### Agenda:

1. Taking Chair by Chairperson, IQAC.
2. Purpose of the meeting.
3. Felicitation to special guest Dr. Manoj Saikia, IQAC Coordinator, Dhing College.
4. A brief discussion on NAAC Assessment by a special invitee of IQAC Coordinator, Dhing College, Nagaon Assam.
5. Any other.
6. Remarks of president.
7. Vote of thanks.
8. Declaration of end of the meeting.

#### IQAC Members:

Sl. No.	Member	Signature
1	Dr. Mriganka Saikia, Principal, Chairperson, IQAC	
2	Dr. S. K. Pandey, Coordinator, IQAC	
3	Dr. P. Saikia, Joint Coordinator, IQAC	
4	Dr. S. K. Dutta, Ex-Principal, Dhing College.	





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Date : .....

	External Expert	
5	Dr. S. U. Ahmed, Ex-Principal, ADP College, External Expert	<i>[Signature]</i>
6	Dr. P. K. D. Purkayastha, Member	<i>[Signature]</i>
7	Prof. M. Mahanta, Member	<i>[Signature]</i>
8	B. C. Goswami, Member	<i>[Signature]</i>
9	Dr. J. Sharma, Member	<i>[Signature]</i>
10	Prof. U. Saikia, Member	<i>[Signature]</i>
11	Dr. K. Das, Member	<i>[Signature]</i>
12	Prof. A. Gayan, Member	<i>[Signature]</i>
13	Prof. M. Gayan, Member	<i>[Signature]</i>

IQAC Joint Coordinator organized the meeting under the Presidency of IQAC Chairperson, Dr. Mriganka Saikia and Coordinator provided the introduction of the meeting with objectives. The thread bare discussion on NAAC assessment had been done by special invitee Dr. Manoj Saikia and resolves the following proposals unanimously:

Sl. No.	Resolution	Follow up Action
1	The meeting resolves to convert all the documents into PDF and upload the documents in the Website also if indicated.	It is done accordingly.
2	Teachers' profile to be uploaded in the College website with their achievements.	It is under process.



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3	Website of the college should be updated and uploaded with proper data and information that will be convenient to all stakeholders.	The authority of the College has given responsibility to our computer faculty Mintu Gayan for the same and all the related information are uploaded accordingly in time.
4	It is resolved that the last 5 years student profiles with mail identifications to be uploaded in the website.	It has been done by non-teaching staff.

At the end of the meeting Chairperson thanks to all the members attended the meeting and hope full cooperation in all the events resolved today. Coordinator offered heartfelt thanks on behalf of College to special invitee that take a skill part today. The meeting is ended with a few words of encouragement from the Chairperson.

**Dr. Mriganka Saikia**  
Principal & Chairperson IQAC  
Nagaon GNDG Commerce College  
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Ref. No. NGNDGCC/.....

Date : .....

### IQAC MEETING FOR THE SESSION 2021-2022

#### NAGAON GNDG COMMERCE COLLEGE

#### Agenda, Minutes and Action Taken Report

Date: 23/06/2022

#### Agenda:

1. Taking chair by the Chairperson.
2. Objectives of the meeting
3. Felicitation of the Resource Person
4. Discussion about preparation of AQAR and IQA
5. Any other matters
6. Vote of thanks

#### IQAC Members:

Sl. No.	Member	Signature
1	Dr. Mriganka Saikia, Principal, Chairperson, IQAC	
2	Dr. S. K. Pandey, Coordinator, IQAC	
3	Dr. P. Saikia, Joint Coordinator, IQAC	
4	Dr. S. K. Dutta, Ex-Principal, Dhing College, External Expert	
5	Dr. S. U. Ahmed, Ex-Principal, ADP College, External Expert	
6	Dr. P. K. D. Purkayastha, Member	



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7	Prof. M. Mahanta, Member	
8	B. C. Goswami, Member	
9	Dr. J. Sharma, Member	
10	Prof. U. Saikia, Member	
11	Dr. K. Das, Member	
12	Prof. A Gayan, Member	
13	Prof. M. Gayan, Member	

### Minutes of the meeting:

The Chairperson of IQAC Dr. M. Saikia presided the meeting. Coordinator of IQAC stated the objectives of the meeting. The prime objective of the meeting is to conduct an orientation programme for e-governance and e-college in the presence of Visiting Resource Person Mr. Nabarun Mishra, B.E. and Mr. Bikram Sarma, MCA. All the teaching and non-teaching staff attended the meeting. The meeting discusses about improving and uploading the documents in the college portal which are essential for NAAC purposes.





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### The Key points of the orientation programmes are:

1. Discuss in details about the documentation on e-file related to all round college activities.
2. In discussion of paperless working, resource person talk on the installation of Software that to make it easy for uploading the departments.
3. Talk on documentation of class work and e-lesson directly benefited to the students where teaching materials will be available.
4. Students feedback, class attendance may be recorded online without paper works.
5. Discuss on digital library and maintenance of Library activities through online procedure.
6. Last but not least, the resource person talked on redressed cell and the students along with guardians can have the opportunity to make any correction in the college environment.

### Resolution:

The meeting resolved that all the NAAC related activities are to be carried out through E-Governance mode as per as possible.

### Action Taken:

Most of the activities of Nagaon GNDG Commerce College like Admission of the students, Salary payment, Examination form fill-up of the students, etc. are performed through E-Governance mode.

  
**Dr. Mriganka Saikia**  
Principal & Chairperson IQAC  
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Date :.....

### IQAC MEETING FOR THE SESSION 2021-2022

NAGAON GNDG COMMERCE COLLEGE

Agenda, Minutes and Action Taken Report

Date: 29/06/2022

Venue: Admin. Conference Hall

Time: 10.30 a.m.

#### Agenda:

1. Taking chair of President.
2. Objective of the meeting.
3. Preparation and submission of AQAR: 2020-21 during this session and then take the necessary efforts for IQA and SSR.
4. Appointment of Joint Coordinator of IQAC for smooth functioning of IQAC works in place of Mr. Prasanta Kr. Hazarika as he will retire very soon.
5. Appointment of conveners related to Criterion 1, 6 & 7.
6. Celebration of Establishment Day of the College.
7. Any other.
8. Remarks of president and end of the meeting.

#### IQAC Members:

Sl. No.	Member	Signature
1	Dr. Mriganka Saikia, Principal, Chairperson, IQAC	
2	Dr. S. K. Pandey, Coordinator, IQAC	
3	Dr. P. Saikia, Joint Coordinator, IQAC	
4	Dr. S. K. Dutta, Ex-Principal, Dhing College, External Expert	
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6	Dr. P. K. D. Purkayastha, Member	
7	Prof. M. Mahanta, Member	
8	B. C. Goswami, Member	
9	Dr. J. Sharma, Member	
10	Prof. U. Saikia, Member	
11	Dr. K. Das, Member	
12	Prof. A Gayan, Member	
13	Prof. M. Gayan, Member	

The meeting is convened by Principal, Dr. Mriganka Saikia and he provided the introduction of the meeting with objectives as Principal and Chairperson of IQAC. He conducted the meeting from president chair.

All the agenda are discussed in details and unanimously accepted the following resolutions:

Sl. No.	Resolutions	Action Taken
1	Resolved that Dr. Prafulla Saikia, Associate Professor is proposed to be appointed as Joint Coordinator of IQAC with immediate effect. Proposer is Dr. M. Saikia, Chairperson, IQAC and supported by Dr. S. K. Pandey, Coordinator, IQAC.	Principal issued appointment letter to Dr. Prafulla Saikia as Joint Coordinator of IQAC.
2	Meeting resolved that Mr. Aranya Jyoti Gayan, Dr. Kalpendra Das and Mr. Umeswar Saikia to be appointed as Convener of Criterion 1, 6 & 7 respectively.	Chairperson of IQAC appointed Mr. A. J. Gayan, Dr. K. Das and Mr. U. Saikia as convener of Criterion 1, 6, 7 respectively.





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3	It is also resolved to reconstitute the committee members of various criterions.	Reconstituted the committee members by Chairperson with Joint Coordinator of IQAC, accordingly.
4	The meeting resolves that AQAR: 2020-21 to be completed in this session without late and then to be prepared IIQA and SSR.	Draft of AQAR is completed accordingly in this session and submitted to NAAC on March, 2023 successfully.
5	Conveners of all Criterions are requested to submit the summery of the criterion on or before 12th Oct., 2022 for the AQAR 2021-2022.	All conveners responded accordingly on time.
6	Meeting resolved that Establishment Day of the College will be on 24th Sept., 2022 and Convener of the same will be Mr. Mridul Mahanta, Vice Principal of the College.	Principal Sir appointed Mr. M. Mahanta, Vice-Principal of the College as Convener for organizing Establishment Day with immediate effect.
7	Meeting decided to invite one from the following panel as Chief Guest for open meeting of Establishment Day: a. Diganta Biswa Sharma b. Dr. Nani Gopal Mahanta c. Dr. Anuradha Sarma Puzari	Accordingly, Diganta Biswa Sharma is the Chief Guest for Establishment Day open meeting.
8	Meeting also resolved that all the Ex-employees of the College will be felicitated in the open meeting of the Establishment Day.	Two Ex-Principals, two Vice- Principals, and 4 nos. Ex-Office Assistant are felicitated in the open meeting of Establishment Day of the College.
9	In any other matter, meeting resolved that election of office bearer of Student Union will be held on last part of September, 2022, provided that Principal will take initiative in this regard.	Election of office bearer of Student Union held on 22nd October, 2022 under Election Committee headed by RO, Dr. Kalpendra Das.



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পানীগাঁও : নগাঁও : পিন - ৭৮২০০৩ (অসম)

স্থাপিত : ১৯৮৪

Website : [ngndgccollege.edu.in](http://ngndgccollege.edu.in)  
e-mail- [ngndgcc@gmail.com](mailto:ngndgcc@gmail.com)

Office of the Principal

## NAGAON G.N.D.G. COMMERCE COLLEGE

Dr. Mriganka Saikia,

M.A., M.Phil., Ph.D.  
Principal & Secretary

Panigaon : Nagaon : Pin - 782003 (Assam)  
Estd. 1984

NAAC Accredited B<sup>++</sup>

Ref. No. NGNDGCC/.....

Date : .....

At the end of the meeting, Chairperson thanks to all the members attended the meeting and hope full cooperation in all the events resolved today. The meeting is adjourned for today.

**Dr. Mriganka Saikia**  
Principal & Chairperson IQAC  
Nagaon GNDG Commerce College  
**PRINCIPAL**  
**NAGAON GNDG**  
**COMMERCE COLLEGE**  
**NAGAON : ASSAM**

**AGENDA, MINUTES AND ACTION TAKEN  
REPORTS OF MEETING OF IQAC  
NAGAON GNDG COMMERCE COLLEGE  
SESSION 2020-2021  
(09-07-2020)**

**AGENDA AND MINUTES OF MEETING OF IQAC**

The meeting of IQAC was held on 09-07-2020 at 11.00AM in the Conference Room of Administrative Block.

**Agenda of the meeting:**

- 1) Taking chair by the Chairperson;
- 2) Objective of the meeting;
- 3) Confirmation of the last proceeding;
- 4) Discussion regarding online class and proposed examination;
- 5) Organization of online webinar;
- 6) Any other matters.

**Members present:**

- |                                    |   |   |
|------------------------------------|---|---|
| 1. Dr. Siba Ranjan Mahanta         | - | Principal & Chairman, IQAC                                |
| 2. Mr. Prasanta Kr. Hazarika       | - | Vice-Principal and senior administrative official of IQAC |
| 3. Dr. Satyendra Kr. Pandey        | - | Co-ordinator, IQAC  |
| 4. Mrs. Bijumoni Pathak            |   |   |
| 5. Mr. Mridul Mahanta              |   |   |
| 6. Dr. Bipin Ch. Goswami           |   |   |
| 7. Dr. Kalpendra Das               |   |   |
| 8. Mr. Kangkan Jyoti Saikia        |   |   |
| 9. Mr. Ram Prasad Patar            |   |   |
| 10. Mr. Jahirul Islam Pathan       |   |   |
| 11. Dr. Prabir Kr. Dev Purkayastha |   |   |
| 12. Dr. Jonali Sharma              |   |   |
| 13. Dr. Prafulla Saikia            |   |   |
| 14. Mrs. Rupsikha Goswami          |   |   |
| 15. Mr. Umeswar Saikia             |   |   |
| 16. Mr. Nipan Haloi                |   |   |
| 17. Mr. Hitesh Ch. Das             |   |   |
| 18. Mr. Aranya Jyoti Gayan         |   |   |
| 19. Mr. Prasanta Kr. Hazarika      |   |   |



### **Minutes of the meeting and action taken reports:**

**Item 1:** Dr. S.K. Pandey, Co-ordinator of IQAC proposed Principal Dr. S.R. Mahanta to take the chair of chairperson for organizing the IQAC meeting.

**Item 2:** Objectives of the meeting started by Dr. S.K. Pandey. Objective is to discuss about online class among the students and also about the course completion reports from the teachers in offline mode.

**Item 3:** The following decisions were taken in the meeting:

- 1) The meeting decides to do the class through google mode app.
- 2) The meeting decides to organized one day Workshop by IQAC for online classes.
- 3) The meeting decides to organized a Workshop on the topic related to COVID-19 on 10<sup>th</sup> July, from 11.00AM.

Minutes Prepared by

Minutes Approved by

Co-ordinator, IQAC

Chairman, IQAC

**AGENDA, MINUTES AND ACTION TAKEN  
REPORTS OF MEETING OF IQAC  
NAGAON GNDG COMMERCE COLLEGE  
SESSION 2020-2021  
(14-10-2020)**

**AGENDA AND MINUTES OF MEETING OF IQAC**

The meeting of IQAC was held on 14-10-2020 at 11.00AM in the Conference Room of Administrative Block.

**Agenda of the meeting:**

1. Taking chair by the Chairperson;
2. Objective of the meeting;
3. Confirmation of the last proceeding;
4. Discussion of new guideline issued by NAAC;
5. Submission of Webinar organized in the college by different department;
6. Discussion on submission of new proposal if any;
7. Discussion on online and offline classes;
8. Any other matters.

**Members present:**

- |                                    |   |   |
|------------------------------------|---|---|
| 1. Dr. Siba Ranjan Mahanta         | - | Principal & Chairman, IQAC                                |
| 2. Mr. Prasanta Kr. Hazarika       | - | Vice-Principal and senior administrative official of IQAC |
| 3. Dr. Satyendra Kr. Pandey        | - | Co-ordinator, IQAC  |
| 4. Mrs. Bijumoni Pathak            |   |   |
| 5. Mr. Mridul Mahanta              |   |   |
| 6. Dr. Bipin Ch. Goswami           |   |   |
| 7. Dr. Kalpendra Das               |   |   |
| 8. Mr. Kangkan Jyoti Saikia        |   |   |
| 9. Mr. Ram Prasad Patar            |   |   |
| 10. Mr. Jahirul Islam Pathan       |   |   |
| 11. Dr. Prabir Kr. Dev Purkayastha |   |   |
| 12. Dr. Jonali Sharma              |   |   |
| 13. Dr. Prafulla Saikia            |   |   |
| 14. Mrs. Rupsikha Goswami          |   |   |
| 15. Mr. Umeswar Saikia             |   |   |
| 16. Mr. Nipan Haloi                |   |   |
| 17. Mr. Hitesh Ch. Das             |   |   |
| 18. Mr. Aranya Jyoti Gayan         |   |   |
| 19. Mr. Prasanta Kr. Hazarika      |   |   |

**Minutes of the meeting and action taken reports:**

**Item 1:** Dr. S.K. Pandey, Co-ordinator of IQAC proposed Principal Dr. S.R. Mahanta to take the chair of chairperson for organizing the IQAC meeting.

**Item 2:** Objectives of the meeting started by Dr. S.K. Pandey. Objective is to discuss about new guideline policy according to NAAC and to organized Webinar of different department of the college.

**Item 3:** The following decisions were taken in the meeting:

1. The meeting decides to form the composition of IQAC as per new guideline issued by the NAAC.
2. The meeting also decides to inform all the Coordinator/Head of various departments who have organized National/International Webinar to submit a report immediately.
3. The meeting decides to submit a new proposal for which all the IQAC members are asked to select a topic early.

Minutes Prepared by

Minutes Approved by

Co-ordinator, IQAC

Chairman, IQAC



**AGENDA, MINUTES AND ACTION TAKEN  
REPORTS OF MEETING OF IQAC  
NAGAON GNDG COMMERCE COLLEGE  
SESSION 2020-2021  
(09-03-2021)**

**AGENDA AND MINUTES OF MEETING OF IQAC**

The meeting of IQAC was held on 09-03-2021 at 11.00AM in the Conference Room of Administrative Block.

**Agenda of the meeting:**

1. Taking chair by the Chairperson;
2. Objective of the meeting;
3. Confirmation of the last proceeding;
4. Discussion for preparation of a Master Plan of the college;
5. Formation of new Alumni Committee of the college;
6. Discussion on AQAR 2019-2020;
7. Any other matters.

**Members present:**

- |                                    |   |   |
|------------------------------------|---|---|
| 1. Dr. Siba Ranjan Mahanta         | - | Principal & Chairman, IQAC                                |
| 2. Mr. Prasanta Kr. Hazarika       | - | Vice-Principal and senior administrative official of IQAC |
| 3. Dr. Satyendra Kr. Pandey        | - | Co-ordinator, IQAC  |
| 4. Mrs. Bijumoni Pathak            |   |   |
| 5. Mr. Mridul Mahanta              |   |   |
| 6. Dr. Bipin Ch. Goswami           |   |   |
| 7. Dr. Kalpendra Das               |   |   |
| 8. Mr. Kangkan Jyoti Saikia        |   |   |
| 9. Mr. Ram Prasad Patar            |   |   |
| 10. Mr. Jahirul Islam Pathan       |   |   |
| 11. Dr. Prabir Kr. Dev Purkayastha |   |   |
| 12. Dr. Jonali Sharma              |   |   |
| 13. Dr. Prafulla Saikia            |   |   |
| 14. Mrs. Rupsikha Goswami          |   |   |
| 15. Mr. Umeswar Saikia             |   |   |
| 16. Mr. Nipan Haloi                |   |   |
| 17. Mr. Hitesh Ch. Das             |   |   |
| 18. Mr. Aranya Jyoti Gayan         |   |   |
| 19. Mr. Prasanta Kr. Hazarika      |   |   |

### **Minutes of the meeting and action taken reports:**

**Item 1:** Dr. S.K. Pandey, Co-ordinator of IQAC proposed Principal Dr. S.R. Mahanta to take the chair of chairperson for organizing the IQAC meeting.

**Item 2:** Objectives of the meeting started by Dr. S.K. Pandey. The main objective of the meeting is to prepare a Master Plan of the college and also form a new Alumni Committee.

**Item 3:** The following decisions were taken in the meeting:

1. The meeting decides to prepare a new Master Plan of the college through Autocrat where there are some provisions like construction slab above Girls' Hostel, construction of RCC, above Canteen, Assam Type Construction, above the Library Roof, extension of present Girls Hostel Toilet etc.

2. The meeting decides to form a new Alumni Committee as per following members:

(a) President – Dr. S. Bhagawati, Principal, ADP College,

(b) Secretary – Dr. H.K. Nath, Kaliabor College,

(c) Joint Secretary – (i) Prof. R.P. Patar, Nagaon GNDG Commerce College,  
(ii) Prof. A.J. Gayan, Nagaon GNDG Commerce College,

3. The meeting decides for Renewal Registration of IQAC under Society Act.

4. The meeting decides to form a NSS Group so that they can participate in the ensuing 15<sup>th</sup> August, 2021 rally to be held at N.A. Stadium, Nagaon.

Minutes Prepared by

Minutes Approved by

Co-ordinator, IQAC

Chairman, IQAC

**AGENDA, MINUTES AND ACTION TAKEN  
REPORTS OF MEETING OF IQAC  
NAGAON GNDG COMMERCE COLLEGE  
SESSION 2020-2021  
(07-04-2021)**

**AGENDA AND MINUTES OF MEETING OF IQAC**

The meeting of IQAC was held on 07-04-2021 at 11.00AM in the Conference Room of Administrative Block.

**Agenda of the meeting:**

1. Taking chair by the Chairperson;
2. Objective of the meeting;
3. Confirmation of the last proceeding;
4. Discussion on submission of criteria wise activities;
5. Academic Audit;
6. Orientation Proframme;
7. Any other matters.

**Members present:**

- |                                    |   |   |
|------------------------------------|---|---|
| 1. Dr. Siba Ranjan Mahanta         | - | Principal & Chairman, IQAC                                |
| 2. Mr. Prasanta Kr. Hazarika       | - | Vice-Principal and senior administrative official of IQAC |
| 3. Dr. Satyendra Kr. Pandey        | - | Co-ordinator, IQAC  |
| 4. Mrs. Bijumoni Pathak            |   |   |
| 5. Mr. Mridul Mahanta              |   |   |
| 6. Dr. Bipin Ch. Goswami           |   |   |
| 7. Dr. Kalpendra Das               |   |   |
| 8. Mr. Kangkan Jyoti Saikia        |   |   |
| 9. Mr. Ram Prasad Patar            |   |   |
| 10. Mr. Jahirul Islam Pathan       |   |   |
| 11. Dr. Prabir Kr. Dev Purkayastha |   |   |
| 12. Dr. Jonali Sharma              |   |   |
| 13. Dr. Prafulla Saikia            |   |   |
| 14. Mrs. Rupsikha Goswami          |   |   |
| 15. Mr. Umeswar Saikia             |   |   |
| 16. Mr. Nipan Haloi                |   |   |
| 17. Mr. Hitesh Ch. Das             |   |   |
| 18. Mr. Aranya Jyoti Gayan         |   |   |
| 19. Mr. Prasanta Kr. Hazarika      |   |   |



### **Minutes of the meeting and action taken reports:**

**Item 1:** Dr. S.K. Pandey, Co-ordinator of IQAC proposed Principal Dr. S.R. Mahanta to take the chair of chairperson for organizing the IQAC meeting.

**Item 2:** Objectives of the meeting started by Dr. S.K. Pandey. The main objective of the meeting is to collect the criteria wise activities from different convenors.

**Item 3:** Discuss about academic audit and green audit of the college.

**Item 4:** The following decisions were taken in the meeting:

1. The meeting thoroughly discusses the resolution of different criteria and also decides to necessary measures accordingly.
2. The meeting decides to organized a Orientation Programme that are to be held in our college on 08-04-2021 to discuss about academic audit and green audit of the college for which all the faculties are ask for to present in the programme without fail.
3. The meeting decides that the faculties those who have done any MRP and have publication are asked for to submit their copy early to the convenor of IQAC.
4. The meeting decides to convene the Alumni meet department wise as early as possible.

Minutes Prepared by

Minutes Approved by

Co-ordinator, IQAC

Chairman, IQAC

**AGENDA, MINUTES AND ACTION TAKEN**  
**REPORTS OF MEETING OF IQAC**  
**NAGAON GNDG COMMERCE COLLEGE**  
**SESSION 2019-20**  
**(16-11-2019)**







**AGENDA AND MINUTES OF MEETING OF IQAC**

The meeting of IQAC was held on 16-11-2019 at 12.00 Noon in the Conference Room of Administrative Block.

**Agenda of the meeting:**

1. Taking chair by the chairperson.
2. Objective of the meeting.
3. Confirmation of the last proceeding.
4. Discussion of AQAR 2018-19.
5. Discussion of Non-Syllabi activities of the Department for the year 2018-19.
6. Any other matters.

**Members Present:**

- |                       |   |  |   |
|-----------------------|---|--|---|
| 1. Dr. S. R. Mahanta  | - | Principal & Chairman, IQAC.                                |   |
| 2. Sri P. K. Hazarika | - | Vice-Principal and senior administrative official of IQAC. |  |
| 3. Dr. S. K. Pandey   | - | Co-ordinator, IQAC.  |   |
| 4. Dr. J. Sharma      | - | Member.  |    |
| 5. Sri M. Mahanta     | - | Member.  |    |
| 6. Dr. B. Ch. Goswami | - | Member.  |    |
| 7. Dr. K. Das         | - | Member.  |   |

**AGENDA, MINUTES AND ACTION TAKEN**  
**REPORTS OF MEETING OF IQAC**  
**NAGAON GNDG COMMERCE COLLEGE**  
**SESSION 2019-20**  
**(14-02-2020)**



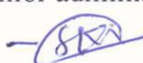





**AGENDA AND MINUTES OF MEETING OF IQAC**

The meeting of IQAC was held on 14-02-2020 at 01.30 PM in the Conference Room of Administrative Block.

**Agenda of the meeting:**

1. Taking chair by the chairperson.
2. Objective of the meeting.
3. Confirmation of the last proceeding.
4. Discussion of AQAR.
5. Confirmation of the Date & Time for Non-Syllabi activities by each Departments.
6. Any other matters.

**Members Present:**

- |                       |   |  |   |
|-----------------------|---|--|---|
| 1. Dr. S. R. Mahanta  | - | Principal & Chairman, IQAC.                                |   |
| 2. Sri P. K. Hazarika | - | Vice-Principal and senior administrative official of IQAC. |  |
| 3. Dr. S. K. Pandey   | - | Co-ordinator, IQAC.  |   |
| 4. Dr. J. Sharma      | - | Member.  |    |
| 5. Sri M. Mahanta     | - | Member.  |    |
| 6. Dr. B. Ch. Goswami | - | Member.  |    |
| 7. Sri P. Saikia      | - | Member.  |    |
| 8. Dr. K. Das         | - | Member.  |    |



**AGENDA, MINUTES AND ACTION TAKEN**  
**REPORTS OF MEETING OF IQAC**  
**NAGAON GNDG COMMERCE COLLEGE**  
**SESSION 2019-20**  
**(19-06-2020)**










**AGENDA AND MINUTES OF MEETING OF IQAC**

The meeting of IQAC was held on 19-06-2020 at 11.00 AM in the Conference Room of Administrative Block.

**Agenda of the meeting:**

1. Taking chair by the chairperson.
2. Objective of the meeting.
3. Confirmation of the last proceeding.
4. Discussion about new admission process and Government notification.
5. Discussion regarding online class during lockdown period and also future plan of the coming classes.
6. Discussion on organizing a web-miner in the college.
7. Any other matters.

**Members Present:**

- |                       |   |  |   |
|-----------------------|---|--|---|
| 1. Dr. S. R. Mahanta  | - | Principal & Chairman, IQAC.                                |   |
| 2. Sri P. K. Hazarika | - | Vice-Principal and senior administrative official of IQAC. |  |
| 3. Dr. S. K. Pandey   | - | Co-ordinator, IQAC.  |    |
| 4. Dr. J. Sharma      | - | Member.  |    |
| 5. Sri M. Mahanta     | - | Member.  |    |
| 6. Dr. B. Ch. Goswami | - | Member.  |    |
| 7. Sri P. Saikia      | - | Member.  |    |
| 8. Dr. K. Das         | - | Member.  |    |
| 9. Sri K. J. Saikia   | - | IT Faculty.  |    |

**AGENDA, MINUTES AND ACTION TAKEN**  
**REPORTS OF MEETING OF IQAC**  
**NAGAON GNDG COMMERCE COLLEGE**  
**SESSION 2019-20**  
**(09-07-2020)**



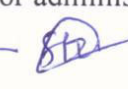














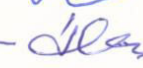
**AGENDA AND MINUTES OF MEETING OF IQAC**

The meeting of IQAC was held on 09-07-2020 at 11.00 AM in the Conference Room of Administrative Block.

**Agenda of the meeting:**

1. Taking chair by the chairperson.
2. Objective of the meeting.
3. Confirmation of the last proceeding.
4. Discussion regarding online class and proposed examination.
5. Organization of online web-miner.
6. Any other matters.

**Members Present:**

- |                              |   |  |   |
|------------------------------|---|--|---|
| 1. Dr. S. R. Mahanta         | - | Principal & Chairman, IQAC.                                |  |
| 2. Sri P. K. Hazarika        | - | Vice-Principal and senior administrative official of IQAC. |  |
| 3. Dr. S. K. Pandey          | - | Co-ordinator, IQAC.  |   |
| 4. Dr. J. Sharma             | - | Member.  |    |
| 5. Sri M. Mahanta            | - | Member.  |    |
| 6. Sri P. Saikia             | - | Member.  |    |
| 7. Dr. B. Ch. Goswami        | - | Member.  |    |
| 8. Dr. K. Das                | - | Member.  |    |
| 9. Mrs. B. M. Pathak         | - |  |    |
| 10. Sri U. Saikia            | - |  |    |
| 11. Sri K. J. Saikia         | - |  |    |
| 12. Sri R. P. Patar          | - |  |    |
| 13. Md. J. I. Pathan         | - |  |    |
| 14. Dr. P. K. D. Purkayastha | - |  |    |
| 15. Mrs. R. Goswami          | - |  |    |
| 16. Sri N. Haloi             | - |  |    |
| 17. Sri A. J. Gayan          | - |  |  |
| 18. Sri H. C. Das            | - |  |  |

### **Minutes of the meeting:**

**Item 1:** Dr. S. K. Pandey Co-ordinator of IQAC proposes Principal Dr. S. R. Mahanta to take the chair of chairperson for organizing the IQAC meeting.

**Item 2:** Objectives of the meeting stated by Dr. S. K. Pandey. Objective is to discuss on AQAR prepared by the Co-ordinator for 2018-19, the other objective of the meeting to discuss non-syllabi activities of the Departments.

**Item 3:** The following decisions were taken in the meeting:

1. Every Department convent at list four Non- Syllabi programme during current session.
2. Department's Heads are asked to convent department meeting for the above mention programme and fixed the date for the same and informed to the principal.
3. Departments are also asked to include remedial classes for the next session.
4. Joining of RC & OC should be through online by which classes should not be hampered.

Minutes Prepared by

*Dr. S. K. Pandey*

Co-ordinator IQAC

Minutes Approved by



Chairman IQAC



### **Minutes of the meeting:**

**Item 1:** Dr. S. K. Pandey Co-ordinator of IQAC proposes Principal Dr. S. R. Mahanta to take the chair of chairperson for organizing the IQAC meeting.

**Item 2:** Objectives of the meeting stated by Dr. S. K. Pandey. Objective is to discuss the performance of Non-Academic programme, Organizing extended IQAC meeting and discuss opening Couching Centre for NET/SLET exam.


**Item 3:** The following decisions were taken in the meeting:

1. Decide and fixed the date of Non-Academic programme for the session.
2. Decide to open Couching Centre under IQAC for qualifying NET/SLET exam and for this purpose invited resource person from Tezpur University.
3. Meeting also decides to organize departmental alumni meet on a specific date.

Minutes Prepared by

*Dr S.K. Pandey*  
Co-ordinator IQAC

Minutes Approved by

  
Chairman IQAC

### **Minutes of the meeting:**

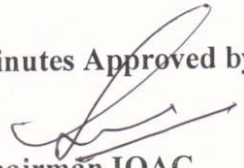
**Item 1:** Dr. S. K. Pandey Co-ordinator of IQAC proposes Principal Dr. S. R. Mahanta to take the chair of chairperson for organizing the IQAC meeting.

**Item 2:** Objectives of the meeting stated by Dr. S. K. Pandey. Objective is to discuss about new admission process and Govt. notification, discussion of online classes for the student during lockdown period and also discuss to organize web-miner in our college.

**Item 3:** The following decisions were taken in the meeting:

1. The meeting decides and fixed the date of admission on July 5<sup>th</sup>, 6<sup>th</sup> & 7<sup>th</sup> through online process.
2. Decides online class for the students during lockdown period for which a committee has been formed to organize a one day workshop on 10<sup>th</sup> July, 2020 for the teachers.
3. Decides to form a committee for organizing web-miner in our college.

Minutes Prepared by  
*Dr. S.K. Pandey*  
Co-ordinator IQAC

Minutes Approved by  
  
Chairman IQAC

### **Minutes of the meeting:**

**Item 1:** Dr. S. K. Pandey Co-ordinator of IQAC proposes Principal Dr. S. R. Mahanta to take the chair of chairperson for organizing the IQAC meeting.

**Item 2:** Objectives of the meeting stated by Dr. S. K. Pandey. Objective is to discuss about online classes and proposed examination and one day workshop on online classes for teachers.

**Item 3:** The following decisions were taken in the meeting:

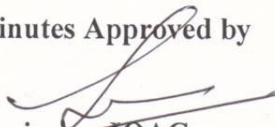
1. The meeting decides to create a workshop group for online classes through Goggle meet or Goggle Class Room app.
2. Meeting take the decision to do the online classes as per covid-19 protocol.
3. Meeting also take decision to organized departmental web-miner with Covid-19 related topic.

Minutes Prepared by

*Dr. S. K. Pandey*

Co-ordinator IQAC

Minutes Approved by



Chairman IQAC