

**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