

**IQAC MEETING PROCEEDINGS  
AND  
ACTION TAKEN REPORT**

**Academic Session: 2018-2019**



**NALBARI COMMERCE COLLEGE**

**P.O.: CHOWKBAZAR, DIST: NALBARI, PIN- 781334**

Website: [www.nccnalbari.in](http://www.nccnalbari.in), E-mail: [principalncccollege1979@gmail.com](mailto:principalncccollege1979@gmail.com)

## IQAC Meeting

Nalbari Commerce College  
Nalbari, Assam

Date: 2 July 2018

Time: 2 pm

Venue: Principal's Office

### Agenda:

1. Preparation of Plan of action for the session 2018-2019
2. Preparation of Academic Calendar
3. Academic discussion
4. Any other.

### Signature of members present:

1. Bibhuto Bhushan Das
2. Manoj Kumar Kalita
3. Mr
4. Nupur Kalita
5. Rakurea
6. Jyotirmoy Das
7. Palash Param Sarma.

A meeting of the IQAC of Nalbari Commerce College is held today the 2nd July 2018 at 2 pm in the Principal's Office. The meeting is presided over by Principal Dr. Parash Nath Sarma. The objectives of the meeting are explained by IQAC Coordinator Manoj Kumar Kalita.



Discussing the first agenda of the meeting, the meeting resolves the following resolution.

**Resolution No. 1:** The meeting of the IQAC of Nalbari Commerce College unanimously resolves the Plan of Action for the Academic session 2018-2019 of the college be prepared and accepted as follows —

### Academic Plan:

1. Continuation of the regular degree courses under Gauhati University.
2. Continuation of the following vocational courses at B.Com. level —
  - a) Certificate in Communicative Skill Development.
  - b) Certificate in Entrepreneurship Development.
  - c) Certificate in Salesmanship.
  - d) Certificate in Computer Application.
  - e) Certificate in Insurance.
  - f) Certificate in Share and stock Training.
  - g) Short Term Computer courses — like — CCA, DTP, Tally.
3. Remedial ~~courses~~ classes for weak students after routine classes.
4. Bridge Course for students from other than Commerce stream in August.
5. Continuation of Distance Learning courses for disadvantaged students.
6. Organizing FDP for teaching staff.
7. Organizing training session for non-teaching staff in Sept 2018.
8. Submission of proposal to UGC, New Delhi for permission to start B. Voc in



## Retail Management and IT

9. Commencement of classes from 1st Aug 2018 and 3rd week of Jan, 2019 for odd and even semester classes.
10. Holding of 1st and 2nd Sessional exam in the 1st week of Sept 2018 and last week of Oct 2018 respectively.
11. Publication of departmental magazine 'Horizon' and 'Varigyan' in Oct/Nov 2018.
12. Publication of College Magazine in the last week of Sept 2018.
13. Feedback on teachers and campus by students in Dec, 2018.
14. Holding of 1st and 2nd Sessional exam of even semester classes in the 3rd week of Feb 2019 and 1st week of April 2019.

## Student Related Activity:

1. Holding of Freshmen Social in the month of Aug, 2018.
2. Students' Union Body election in Sept, 2018.
3. Holding of inter-college quiz competition in Oct 2018.
4. Holding of Annual College Week in Jan, 2019.
5. Holding of inter college Cricket competition.

## Infrastructural Development Plan:

1. Submission of proposal to RUSA for infrastructural development grants.
2. Construction of College gate.



## Extension Activities:

1. Organizing health awareness camp in Oct 2018
2. Organizing gender sensitization program in Nov 2018
3. Observation of earth day, Women's day.
4. Continuation of Career Counselling by Career Counselling Cell of the college.

Now, discussing the second agenda, the meeting resolves the following resolution.

Resolution No. 2: The meeting unanimously resolves that a 3 member committee be constituted with the following teachers of the college and the committee be entrusted with responsibilities to prepare the Academic Calendar at par with Ganhati University rules and regulations.

Committee for preparation of Academic Calendar:

Convener: IQAC Coordinator

Members: Bibhuti Bhawan Das

Dr. Nupur Kalita

Now, discussing the 3rd agenda of the meeting, the house discusses as follows-

✓ IQAC coordinator opines that in order to ensure students' attendance in classes and in other academic activities, the Ganhati University rules for NC/PC should be implemented and strictly followed.



✓ Dr. Nupur Kalite suggest that each department should be requested by IQAC of the college to conduct seminars, group discussions, etc. in order to upgrade students' performance.

✓ Prof. Bibhuti Bhosale Das opines that some better quality food items should be provided in the college canteen and in this respect the Canteen Committee should take initiative.

Now, Manoj Kumar Kalite, IQAC coordinator assures the house that the suggestions will be implemented for the development of the quality of the institution in all aspects.

Now, Principal offers vote of thanks to all the members for their valuable suggestions and declares closing of the meeting.

Ans  
24/7/2018





Office of the Co-ordinator: IQAC, RUSA & AISHE  
**NALBARI COMMERCE COLLEGE**  
**A Premier Co-educational Institution of Higher Learning**

P.O.: CHOWKBAZAR, DIST: NALBARI, ASSAM, PIN- 781334  
ACCREDITED 'A' GRADE BY NAAC

Memo No.: .....

Date: 14/3/2019

From

**MANOJ KUMAR KALITA, M.A., M.Phil, PGCTE, PGDTE**  
Sr. Assistant Professor, Department of English  
Co-ordinator- IQAC, RUSA & AISHE

College Website: www.nccnalbari.org  
E-mail: manojkumarkalita1980@gmail.com  
iqacncc@gmail.com  
mkkalita\_ncc@rediffmail.com  
Phone: 03624-220249(O), 9854931937(M)

To,

Dr. Nupur Kalita, Assistant Professor, Dept. of Accountancy  
Asstt. Co-ordinator, IQAC, Nalbari Commerce College, Nalbari

✓ Dr. Manik Ch. Barman, Associate Professor, Dept. of Management

Dr. Ashok Kumar Sarma, Associate Professor, Dept. of Finance

Sri Kanak Ch. Barman, Sr. Assistant Professor, Dept. of Economics

Bibhuti Bhusan Das, Sr. Assistant Professor, Dept. of Management

Sri Jyotirmoy Das, Librarian (Associate)

Sri Gautam Bhagawati, UDA

Sri Hirakjyoti Medi, Assistant Professor, Dept. of Finance

Sri Bikram Barman, Student, B.Com. 4<sup>th</sup> Semester

Members, IQAC, Nalbari Commerce College, Nalbari

Subject: Meeting of IQAC of Nalbari Commerce College, Nalbari.

Dated Nalbari, the 14<sup>th</sup> March, 2019.

Dear Sir,

Most respectfully I like to inform you that a meeting of the Internal Quality Assurance Cell of Nalbari Commerce College, Nalbari has been convened on 18<sup>th</sup> March, 2019 at 1.45 p.m. to discuss some academic and other matters of the college. Therefore, you are cordially requested to attend the meeting.

This is for your kind information and necessary action.

Soliciting your kind co-operation.

With sincere regards,

Date: 18<sup>th</sup> March, 2019, Monday.

Time: 1.45 p.m.

Venue: Principal's Chamber.

Yours faithfully

(Manoj Kumar Kalita)  
Co-ordinator, IQAC  
Nalbari Commerce College  
Nalbari, Assam

Principal / Co-ordinator Secretary  
Nalbari Commerce College



Meeting of the IQAC, Nalbari Commerce College

Date: 18/03/2019

Time: 1-45 pm

Venue: Principal's Chamber

### Agenda:

1. Briefing of DPR regarding Infrastructure Grants to Colleges.
2. Preparation of Annual Plan of the college
3. Academic Discussion
4. Others

### Signature:

1. ~~Prof. Dr. Das~~

2. Satyendro Mr. Goswami

3. Jyotirmay Das

4. Bibhuti Bhushan Das

5. Dr. Nupur Kalita

6. Kanak Ch. Barman

7. Rajiv Chakrabarti

8. Jyoti S. Medhi

9. Dhriti Kinkor Goswami (Student)

10. Bikram Barman (Student)

11. Manoj Kumar Kalita



## Minutes of the meeting

- ✓ Objectives explained by Manoj Kumar Kahta
- ✓ DPR briefed by Manoj Kumar Kahta
- ✓ B.B. Das states his plan relating to NSS, Exam, Research
  - Group Discussion being carried out smoothly
  - Sessional Exam in April
  - Attendance is being taken
  - Research projects well maintained
  - Two R Projects by students (3 students each group to be guided by teachers & other colleges. Incentive to scholars. Teacher-exchange
  - NSS cell - Orientation Prog. done recently. Cleanliness drive to be done in collaboration with Teachers' Unit.
- ✓ Adopts the following Plans
  - ✓ Printing of Prospectus for 2019-20
  - ✓ Printing of Calendar (April-March)
  - ✓ Upgradation of College website
  - ✓ Construction of Parking for staffs (old canton)
- Rajib Chakravarty explained about the website
  - ✓ Renovation of College Gate
  - ✓ Replacement of College main gate.
  - ✓ Creation of Toilet facility in the library.
  - ✓ Creation of Smart Classroom.
  - ✓ Re-installation of TV
  - ✓ Reactivation of N-List Programme.

## Academic matters:

- ✓ Attendance to be taken mandatory.
  - ✓ Marks to be allotted for attendance as per G.V. Rules.
  - ✓ Sessional Exam to be held in 3rd <sup>week of</sup> April.
- Cells be requested to submit respective plans  
Departments also be requested to plan accordingly.



## Proceedings of the meeting of the IQAC held on 18th March 2019.

The meeting of the IQAC, Nalbari Commerce College, Nalbari is held on 18th March 2019 at 2 pm in the Chamber of Principal. Meeting is presided over by Dr. Atul Ch. Haloi, Principal of the college.

Manoj Kumar Kalita, Co-ordinator of IQAC explains the objectives of the meeting.

Agenda 1: Regarding the first agenda of the meeting, Manoj Kumar Kalita, co-ordinator of IQAC and RUSA Cell, explains the Detailed Project Report (DPR) submitted to RUSA, Assam against the Infrastructure Grants to Colleges of Rs. 2 Crore for information of the members of the IQAC. As explained by RUSA co-ordinator, the college will utilize the total grants of Rs. 2 Crore as stated hereunder -

1. New Construction - RCC Ground Floor -

$$432 \text{ sq.mtr} / 4648.32 \text{ sqft} = 1 \text{ Crore}$$

2. Upgradation of existing facilities

$$= 60 \text{ lakh}$$

a) Academic Building = 500000/-

b) Administrative Building = 250000/-

c) Campus = 800000/-

d) Women Hostel = 400000/-

e) Toilets = 200000/-

f) Library = 650000/-

g) Classrooms = 1000000/-

h) Auditorium = 600000/-

i) Canteen/Cafeteria = 200000/-

j) Lab = 400000/-

k) Computer Centre = 1000000/-

$$= 60,00,000/-$$



3. Purchase of New Equipments = 4000000/-
1. Sports facility = 500000/-
  2. Computer for Computer Room = 2000000/-
  3. Cost of Lab equipments = 500000/-
  4. Cost of book/Journals/e-resources = 1000000/-
- 40,00,000/-

The co-ordinator informs that the grant has been sanctioned by RUSA but not released. The meeting requests the RUSA co-ordinator to do the needful for getting the amount released at the earliest and also <sup>to</sup> take utmost care so that the grant amount is properly utilized and quality works are ensured.

Agenda 2: Regarding preparation of plan of action for the Academic Session 2019-2020, the IQAC co-ordinator states that the cells and committees of the college should be requested to prepare plan of action and accordingly to do the needful for execution. In this context, Prof. Bibhuti Bhuyan Das (Co-ordinator of NSS, Research Cell and Internal Examination Committee) states the following-

- ✓ Group Discussion is being carried out regularly.
- ✓ Sessional examination will be held in 3rd week of April 19
- ✓ Attendance is being taken ~~and~~ regularly and is being monitored.
- ✓ Research Projects are being well maintained.
- ✓ Two Research Projects will be



carried out by students (3 students in a group) under the guidance of teachers of nearby colleges. Incentives will be given to scholars.

✓ Orientation program has been conducted for NSS Volunteers under the aegis of NSS Cell.

✓ Cleanliness Drive will be carried out by NSS Cell in collaboration with Teachers' Unit.

The members of the IQAC admire Prof. B. B. Das for his consistent effort for maintaining and continuing the activities of the cells under his co-ordination. The meeting states that such sincere efforts and planning will enrich the entire quality of the college. The meeting further states that such initiative should be taken by all other cells and committees and therefore, the meeting adopts the following resolution.

✓ Resolution No. 1: The meeting unanimously resolves that the Co-ordinators of different Cells and committees be requested to prepare Plan of action for the academic session 2019-2020 and to submit the same to IQAC and also to do the needful for realization of the plans.

After this the meeting thoroughly discusses various matters related to infrastructural development of the college. During this discussion the IQAC co-ordinator informs



the house that the college website is being redesigned and that Mr. Rajib Chakraborty, Laboratory Assistant, BVoc is designing it. The house then asks Mr. Rajib Chakraborty to brief out the plan regarding the website. Rajib Chakraborty clearly explains the outline of the website and says that the website will be very much informative and will be maintained by the college itself. The house feels satisfied and asks him to proceed.

Regarding adoption of Plan of action for 2019-2020, the meeting unanimously resolves the following resolution.

Resolution No. 2: After a thorough discussion on the various aspects related to academic infrastructural development of the college, the meeting unanimously resolves that the following plans be adopted and executed with due approval of the Governing Body of the college during the Academic Session 2019-2020.

1. Upgradation/Redesigning college website
2. Renovation of college gate (Backside near DRDA Hall)
3. Replacement of the college Main Gate. (Main gate was donated by Sri Rajani Kalita's family and therefore communication be made with them also)
4. Construction of Parking Area for Staff replacing the temporary shade (store room/old canteen) and the garden near the Sports complex.
5. Creation of Toilet Block for Library Staff
6. Creation of One Smart Classroom.
7. Re-installation of Television sets.



8. Re-activation of N-List Program in the library.

Besides, the meeting also adopts the following plan relating to academic matter of the college.

9. Printing of Prospectus and Calendar for the coming session.

The meeting then discuss academic matters and adopts the following resolution:

Resolution No. 3. Discussing academic matters of the college, the meeting unanimously resolves that marks for attendance be given to students as per Gauhati University guidelines and therefore students' attendance be taken regularly with utmost care. The meeting further entrust responsibility with the IQAC Coordinator to notify this resolution to each and every department with immediate effect.

The meeting is ended with vote of thanks by Dr. Atul Ch. Haloi, president of the meeting to all the members of the IQAC for their presence and valuable suggestions and expects their co-operation in future.

18/3/2019





Office of the Principal

# NALBARI COMMERCE COLLEGE

P.O.: CHOWKBAZAR, DIST: NALBARI, PIN- 781334

Website: www.nccnalbari.in, E-mail: principalncccollege1979@gmail.com

Phone: 03624-220249, 7086182199 (M)

Ref:.....

Date: 1 June, 2024

From

**Dr. Basanta Kalita, M.A., Ph.D.**

*Principal cum Secretary*

## ACTION TAKEN REPORT (2018-2019)


The Action Taken Report on IQAC Meeting held on 2<sup>nd</sup> July, 2018 is as follows:

Resolution No.	Action Taken
<b>Resolution No. 1:</b> The meeting of the IQAC of Nalbari Commerce College unanimously resolves that the Plan of Action for the Academic Session 2018-2019 of the college be prepared and accepted as follows: Academic Plans: 1. Continuation of B.A. and B.Voc. IT Programmes in regular mode under Gauhati University. 2. Continuation of B.Com. Programme 3. Continuation of M.Com. Programme 4. Continuation of the following Vocational Courses at B.Com. level a. Certificate in Communicative Skill Development b. Certificate in Entrepreneurship Development c. Certificate in Salesmanship d. Certificate in Computer Application e. Certificate in Insurance f. Certificate in Share and Stock Training 5. Continuation of the following Short term Computer Courses (open for all) a. Certificate in Computer Application (6 Months) b. Certificate in Desktop Publication (6 Months) c. Certificate in Tally (6 Months) 6. Continuation of Bridge course for the students enrolled from other streams. 7. Continuation of Remedial Classes 8. Continuation of distance education under KK Handiqui State Open University and Assam State Open School 9. Organizing Faculty Improvement Program for the teaching staff and training for nonteaching staff 10. Submission of application to UGC granting permission to start B.Voc. in Retail Management and IT program with sponsorship. 11. Commencement of classes from 1st August, 2018 and 3rd week of January, 2019 for Odd and Even semester classes respectively. 12. Holding of 1st and 2nd Sessional Examinations in the 1st week of September and the last week	Action Taken: 1. International Environment Day was observed on 5th June, 2018 by the Green Audit Cell. 2. Bridge Course for the new students enrolled into B.Com. program from other than commerce stream organized by IQAC from 21 June to 30 June, 2018. 3. International Yoga Divas was organized on 21st June, 2018 by the Extension Activity Cell. 4. Odd Semester Classes of UG Programs were started from 1st August, 2018. For this Bidyarambha Program was organized by the Admission Committee of the college. 5. Workshop on Course Curriculum and Evaluation System under Semester System for the new students was organized on 3rd August, 2018 by IQAC in collaboration with Research Cell. 6. Rover Crew participated in the Independence Day parade organized by the district administration. 7. Library Orientation Program for the students of UG and PG 1st Semester Classes was organized on 4th August, 2018 by IQAC in collaboration with Research Cell. 8. College Foundation Day was observed on 18th August, 2018. 9. Freshmen Social Day observed on 1st September, 2018. 10. Teachers' Day organized by Students' Union Body on 5th September, 2018 by the Students' Union Body. 11. The 1st Sessional Examination of odd Semester classes were held during 2nd week of September, 2018. 12. A Intercollege badminton competition was organized by Students' Union Body on 26 and 27 September, 2018. 13. Cleanliness Drive was organized by Rover Crew on 1st October, 2018 in the college campus. 14. Workshop on Intellectual Property Rights for Teaching Staff organized on 3rd October, 2018 by the IQAC. 15. A Career Counselling program



<p>of October, 2018 (for Odd Semester Classes) 13. Publication of departmental magazines 'Horizon' and 'Vaniyam' in October/November, 2018. 14. Publication of college magazine in the last week of September, 2018. 15. Feedback on Teachers and campus by students in December, 2018. 16. Holding of 1st and 2nd Sessional Examinations in the 3rd week of February and the 1st week of April, 2019 (for Even Semester Classes) Students Related Activities: 1. Holding of Freshmen Social Day in the month of August, 2018. 2. Holding of Election to Students' Union Body in the month of September, 2018. 3. Holding of Intercollege quiz Competition. 4. Holding of Annual College Week in the last week of January, 2019. 5. Holding of Inter College Cricket Competition. Infrastructural Plans: 1. Submission of proposal to RUSA for infrastructure development grants 2. Construction of college gate. Extension Activities: 1. Holding of Health Awareness Program. 2. Holding of gender sensitization program 3. Observation of Earth Day 4. Observation of Women's Day 5. Continuation of Career Counselling by the teachers. 6. Conducting plantation drive.</p>	<p>was organized by Career Counselling Cell on 6th October, 2018. 16. The 2nd Sessional Examination of odd semester classes was held during 2nd week of October, 2018. 17. Workshop on Stress Management was organized on 24th October, 2018 by the IQAC. 18. Training Session on the Application of Tally in Accounts Management for nonteaching staff was organized by IQAC in collaboration with the Department of B.Voc. IT on 6th November, 2018. 19. Students' feedback on teachers and campus was conducted by IQAC in December, 2018 and Feedback Report was submitted to Principal. 20. Classes of even Semester were started from 16th January, 2019. 21. Republic Day was observed on 26th January, 2019. 22. Visit to Assam Secretariate by a group of students headed by two teachers on 22nd February, 2019. 23. 5 Day Workshop on Research Methodology for teaching staff was organized by Research Cell in collaboration with IQAC from 18 February to 22 February, 2019. 24. The 1st Sessional Examination of even semester classes were held during 4th week of February, 2019. 25. Lecture on Women's Safety was organized by the Women Cell on 2nd April, 2019. 26. World Health Day observed on 7th April, 2019. On this occasion an Awareness Lecture on Cancer was organized by the Health Centre. 27. Earth Day was observed on 22nd April, 2019. On this occasion, a plantation drive was organized by</p>
<p><b>Resolution No. 2:</b> The meeting unanimously resolves that a 3-member committee be constituted with the following teachers of the college and the committee be entrusted with responsibilities to prepare the Academic Calendar at par with the Gauhati University Rules and Regulations. Committee: Convener: IQAC Coordinator Members: Bibhuti Bhusan Das Dr. Nupur Kalita</p>	<p>The Academic Calendar was prepared by the committee.</p>

  
 Co-ordinator  
 Internal Quality Assurance Cell (IQAC)  
 Nalbari Commerce College  
 Nalbari, Assam

  
 Principal cum Secretary  
 Nalbari Commerce College  
 Nalbari, Assam





Office of the Principal

# NALBARI COMMERCE COLLEGE

P.O.: CHOWKBAZAR, DIST: NALBARI, PIN- 781334

Website: www.nccnalbari.in, E-mail: principalncccollege1979@gmail.com

Phone: 03624-220249, 7086182199 (M)

Ref:.....

Date: 1 June, 2024

From

**Dr. Basanta Kalita, M.A., Ph.D.**


*Principal cum Secretary*

## ACTION TAKEN REPORT (2018-2019)

The Action Taken Report on IQAC Meeting held on 18<sup>th</sup> March, 2019 is as follows:

Resolution No.	Action Taken
<b>Resolution No. 1:</b> The meeting unanimously resolves that the coordinators of different cells and committees be requested to prepare plan of action for the academic session 2019-2020 and to submit the same to the IQAC Coordinator and also to do the needful for realization of the plans.	The IQAC Coordinator requested all the Coordinators of different Cells and Committees to prepare Action Plan for the Academic Session 2019-2020 and accordingly the Coordinators submitted their Plan of Action.
<b>Resolution No. 2:</b> After a threadbare discussion on the various aspects related to the infrastructural development of the college, the meeting of the IQAC unanimously resolves that the following plans be adopted and executed with due approval of the Governing Body of the college during the session 2019-2020. <ol style="list-style-type: none"><li>1. Upgradation/redesigning of college website.</li><li>2. Renovation of college gate (backside, near DRDA Hall)</li><li>3. Replacement of the college main gate.</li><li>4. Construction of Parking Shed for staff replacing the temporary shade and the garden near the sports complex.</li><li>5. Creation of Toilet Block for Library Staff</li><li>6. Creation of one smart classroom.</li><li>7. Re-installation of TV Sets.</li><li>8. Re-activation of N-List Programs in the central library.</li><li>9. Printing of prospectus and Calendar for the coming session.</li></ol>	The following actions were taken: <ol style="list-style-type: none"><li>1. The college website was upgraded.</li><li>2. College gate in the backside was renovated.</li><li>3. A Parking Shed measuring 432 sq. ft. was constructed for the staff near the Sports Complex.</li><li>4. A Toilet Block measuring 78 sq. ft. for the Library Staff near the Library was constructed</li><li>5. N-List programs were re-activated.</li><li>6. Prospectus and Calendar were printed for the Academic Session 2019-2020.</li></ol>

  
Co-ordinator  
Internal Quality Assurance Cell (IQAC)  
Nalbari Commerce College  
Nalbari, Assam

  
Principal cum Secretary  
Nalbari Commerce College  
Nalbari, Assam