

**IQAC MEETING PROCEEDINGS
AND
ACTION TAKEN REPORT**

Academic Session: 2019-2020



NALBARI COMMERCE COLLEGE

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

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

Nalbari Commerce College, Nalbari

Meeting of IQAC

Date: 5/07/2019

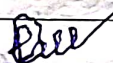
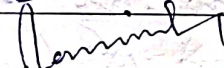
Time: 10:30 am

Venue: Conference Hall

Agenda:

1. Preparation of Academic Calendar
2. Approval of Prospectus.
3. Preparation of Plan of Action
4. Any other.

Signatures:

1. 
2. 
3. Manoj Kumar Kalita
4. Nupur Kalita
5. Raksha
6. Palash Param Sarma
7. Gyalikmay Das
8. Bibhuti Bhisantra

Today on 5th July 2019, a meeting of the Internal Quality Cell of the College is held at 10:30 am in the Conference Hall of Nalbari Commerce College. The meeting is presided over by Principal Dr. Arun Ch. Haloi. Objectives of the meeting are explained by IQAC coordinator.

Now, discussing the 1st agenda of the meeting, the IQAC resolves the following resolution:

Resolution No. 1: The meeting unanimously resolves that a committee headed by the IQAC Coordinators be constituted to prepare the Academic Calendar for the Session 2019-2020 and the committee be requested to submit the calendar to the Principal within one week.

Committee:

Manoj Kumar Kalita

Bibhuti Bhraman Das

Dr. Ruplekha Thakuria Bania

Now, the IQAC Coordinators presents the modified prospectus of the college for the session 2019-2020 and accordingly following resolution is adopted.

Resolution No. 2: The meeting unanimously resolves that the prospectus presented by the IQAC Coordinators be approved and printed for circulation.

The meeting of the IQAC discusses the preparation of Action Plan for the Academic Session 2019-2020 and adopts the following resolution.

Resolution No. 3: The meeting of the IQAC of Nalbari Commerce College thoroughly discuss the plan of action for the year 2019-2020 and decides as follows —

Academic Plans:

1. Continuation of HS, UG, and PG. courses under C. U.

2. Continuation of Vocational courses.
3. Continuation of short term Computer courses.
4. Starting of B.Voc. in Retail Management and IT from 2019-2020.
5. Bridge course in Aug 2019.
6. Remedial classes after routine classes.
7. Continuation of distance education courses involve ASOS, KKHSOU and IDOL, G.U. for the disadvantaged students.
8. Organizing FDP for teachers.
9. Commencing classes from 18th Aug, 2019 and 3rd week of Feb, 2020 of the Odd and even semester classes respectively.
10. Holding of 1st and 2nd Sessional exam of odd semester classes in the 1st week of Sept and last week of Oct 2019.
11. Publication of College Magazine in Sept 2019.
12. Feedback on Teachers and campus in December, 2019.
13. Holding of 1st and 2nd sessional exam of even semester class in the 3rd week of February, 2020 and 1st week of April, 2020 respectively.

Student Related Plans:

1. Organizing Career counselling session.
2. Organizing motivational speech.
3. Organizing Freshman social day in Aug, 2019.
4. Holding election to Students' Union Body in Sept, 2019.
5. Annual College week in Jan, 2020.

6. Holding inter college sports and cultural competitions in Oct/Nov ~~2018~~ 2019.

infrastructural Plan:

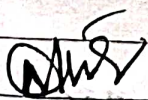
1. Construction of ground floor with RUSA grants for classroom purpose.
2. Renovation of existing infrastructure with RUSA grants.
3. Purchase of sports and IT equipments
4. Renovation of college gate.

Extension Activity Plan:

1. Holding of health awareness programs.
2. Observation of Yoga day, women's day, environment day etc.
3. Conducting plantation drive.

Now, Prof. Bishanti Bhimsan Das informs the house that the Research Cell of the college intends to publish one ISSN journal in order to promote the research culture among the teachers and students of the college. The IQAC praises the intention of Prof. Das and inspires him to carry the project forward.

Now, the IQAC coordinator offers vote of thanks to all the members present in the meeting for their cooperation and suggestions. Principal Dr. Atul Ch. Haloi also offers thanks to all and declares closing of the meeting.





5.7.2019

Meeting of the IQAC
Nalbari Commerce College
4 Oct, 2019, 2:00 pm
Conference Hall

Agenda:

1. Submission of AQAR from 2016-17 to 2018-19.
2. Academic discussion.
3. Any other.

Signatures:

1. 
2. Manoj Kumar Kalita
3. 
4. Nupur Kalita
5. Raksha
6. Jyoti Prasad Das
7. Palash Prasen Sarmah
8. 
9. Bibhuti Bhuyan Asst.

A meeting of the Internal Quality Assurance Cell of Nalbari Commerce College is held today the 4th Oct, 2019 at 2 pm. The meeting is presided over by Principal Dr. Atul Ch. Haloi. The objectives of the meeting are explained by Manoj Kumar Kalita, IQAC Coordinator.

The IQAC Coordinator, Manoj Kumar Kalita informs the house that

after 2nd cycle accreditation of the college by NAAC in 2016, the college has not submitted AQARs for the Academic Sessions 2016-2017, 2017-2018 and 2018-19. He also opines that submission of AQARs is a mandatory activity which should be done timely. In this context, the members of the IQAC adopts the following resolution.

Resolution No. 1: The IQAC meeting resolves that the AQARs for the Academic Sessions ~~be submitted~~ 2016-2017, 2017-2018 and 2018-2019 be submitted to NAAC before 30 November 2019.

The principal requests all the members present in the meeting to support the IQAC coordinator so that he can submit the reports as per the decision of the IQAC meeting.

The IQAC coordinator states that as per Plan of Action, the feedback on teachers and campus by students will have to be conducted in Dec 2019 and for this necessary Feedback Forms should be made ready. Accordingly, the IQAC meeting entrusts responsibility with the IQAC coordinator to prepare Feedback Forms and to collect feedback from students. The committee also requests Prof. Bibhuti Bhuyan Das to help IQAC coordinator in processing the Feedback Report.

Discussing Academic affairs, the ~~very~~ Principal Dr. A.C. Hatai requests the IQAC coordinator to ensure holding of departmental seminars, workshops, group discussions etc. so that the internal marks can be allotted to students on the basis of their performance in these aspects.

In order to ensure students attendance in classes and their participation in seminars, workshops, group discussions etc. the meeting resolves as follows-

Resolution No. 2: The meeting of the IQAC unanimously resolves that ~~in~~ in order to ensure students attendance in classes and their participation in seminars, workshops, group discussions etc. the Gauhati University rules for NC/DC be strictly followed.

Prof. Bibhanti Bhuyan Das says that the college should sign MOU with prominent institutions of Assam in order to quality improvement of our students. The meeting requests the IQAC coordinator to justify the proposal and to act accordingly.

Finally, Principal of the college expresses his gratitude to all the members and declares end of the meeting.

Ans
4-10-2019

Meeting of IQAC, Nalbari Commerce College
Nalbari, Assam

Date: 8 February 2020

Time: 2:00 pm

Venue: Principal's Chamber

Agenda:

1. Preparation of uniform course structure and evaluation pattern of Add on courses
2. Installation of solar light in the college campus.
3. Academic and administrative audit of the college.
4. Green and energy audit of the college
5. Any other.

Signature:

1. ~~Pran~~ Parm Sam -
2. Jyotirmay Das
3. Nupur Khatu
4. ~~Pran~~
5. ~~Pran~~
6. ~~Pran~~
7. ~~Pran~~
8. ~~Pran~~

A meeting of the IQAC of Nalbari Commerce College is held on 8th February 2020 at 2 PM in the Principal's Chamber. The meeting is presided over by Principal Dr. Atul Ch. Haloi. Objectives are explained by IQAC coordinator Manoj Kumar Kalita.

At the very outset of the meeting, Principal welcomes everyone to the meeting and he says that the agenda is very important to discuss.

Discussing the 1st agenda of the meeting, Dr. Nupur Kalita, convenor of Add on courses says that there should be a uniform course structure and evaluation pattern for the Add on vocational courses offered by different departments of the college. The IQAC coordinator also supports him and says that such uniform syllabus and evaluation pattern is very crucial for the institution. Now, realizing the importance of the matter, the meeting adopts the following resolution.

Resolution No. 1: The meeting unanimously resolves that a committee be constituted with the following members to prepare a uniform course structure and evaluation pattern for the Add on courses offered by various departments of the college and the committee be requested to submit the same within February 2020.

Committee Members: Dr. Nupur Kalita
Bibhuti Bhushan Das
Manoj Kumar Kalita

Discussing the 2nd agenda the meeting resolves the following resolution -

Resolution No. 2: The meeting of the IQAC of Nalkari Commerce College resolves that - 4 (four) numbers of solar lights be installed inside the college to ensure safety of college property and to save electricity consumption.

Discussing the 3rd agenda, the meeting resolves the following resolution -

Resolution No. 3: The meeting unanimously resolves that in order to conduct academic and administrative audit of the college, the IQAC coordinator be entrusted with responsibilities to communicate with competent personnel from Gauhati University or other institution of repute and also to arrange for academic and administrative audit of the college.

Discussing the 4th agenda of the meeting, following resolution is adopted.

Resolution No. 4: The meeting of the IQAC unanimously resolves that in order to conduct green and energy audit of the college, the IQAC coordinator be entrusted with responsibilities to communicate with competent personnel from IIT Guwahati or Assam Engineering College, Guwahati and also to take necessary steps for green and energy audit of the college.

that some incinerator should be installed in the women Hostel and Girls' Common Room to ensure safety and hygienic of women health. Accordingly, following resolution is adopted.

Resolution No. 5: The meeting unanimously resolves that in order to ensure safety and hygienic of health of female students 2 incinerators be installed in the women Hostel and Girls common room respectively.

Finally, principal offers vote of thanks to all the members present in the meeting for their valuable suggestions. He says that the college is going to face NAAC assessment for the 3rd cycle in 2021, and therefore each and every employee of the college should cooperate with the IQAC Coordinator in accomplishing various activities of the college. He also requests the IQAC Coordinator to take necessary steps for proper documentation of the activities done by various cells and committees. He now asks the IQAC Coordinator to say vote of thanks. IQAC coordinator offers vote of thanks and principal declares closing of the meeting.

8/2/2020



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 (2019-2020)

The Action Taken Report on IQAC Meeting held on 5th July, 2019 is as follows:

Resolution No.	Action Taken
Resolution No. 1: The meeting unanimously resolves that a committee headed by the IQAC Coordinator be constituted to prepare the Academic Calendar for the Academic Session 2019-2020 and the committee be requested to submit the Academic Calendar to the Principal within one week.	The Academic Calendar was timely prepared by the committee constituted for the purpose.
Resolution No. 3: The meeting of the IQAC thoroughly discuss the Plan of Action for the Year 2019-2020 and decides 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. Introduction of B.Voc. in Retail Management IT 5. Continuation of the following Vocational Courses at B.Com. level a. Certificate in Entrepreneurship Development b. Certificate in Computer Application c. Diploma in DTP d. Certificate in Soft skill Development 6. Bridge course for the students enrolled from other streams. 7. Remedial Classes of deserving students 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. Commencement of classes from 1st August, 2019 and 3rd week of January, 2020 for Odd and Even semester classes respectively. 11. Holding of 1st and 2nd Sessional Examinations in the 1st week of September and the last week of October, 2019 (for Odd Semester Classes) 12. Publication of departmental magazines 'Horizon' and 'Vanijyam' in October/November, 2019 13. Publication of college magazine in the last week of September, 2019. 14. Feedback on	Action Taken: 1. International Environment Day was observed on 5th June, 2019 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 15 June to 30 June, 2019. 3. Workshop on e-governance for nonteaching staff was organized by IQAC on 22 June, 2019. 4. International Yoga Divas was organized on 21st June, 2019 by the Extension Activity Cell. 5. Odd Semester Classes of UG Programs were started from 1st August, 2019. 6. Workshop on Course Curriculum and Evaluation System under Semester System for the new students was organized on 10th August, 2019 by IQAC in collaboration with Research Cell. 7. A lecture on Importance of Human Rights Education was organized by NSS Cell on 7th August, 2019. 8. Rover Crew participated in the Independence Day parade organized by the district administration. 9. A lecture on Global Warming and Role of Students was organized by the Green Audit Cell on 17th August, 2019. 10. Library Orientation Program for the students of UG and PG 1st Semester Classes was organized on 14 August, 2019 by Research Cell. 11. Freshmen Social Day observed on 17 and 18 August, 2019. 12. College Foundation Day was observed on 18th August, 2019. 13. Teachers' Day organized by Students' Union Body on 5th September, 2019 by the Students' Union Body.

<p>Teachers and campus by students in December, 2019. 15. Holding of 1st and 2nd Sessional Examinations in the 3rd week of February and the 1st week of April, 2020 (for Even Semester Classes) Students Related Activities: 1. Organizing career counselling sessions. 2. Organizing motivational speech for students. 3. Holding of Freshmen Social Day in the month of August, 2019. 4. Holding of Election to Students' Union Body in the month of September, 2019. 5. Holding of Intercollege sports and cultural competitions. 6. Holding of Annual College Week in the last week of January, 2020. Infrastructural Plans: 1. Construction of ground floor of classroom building with RUSA grants. 2. Renovation of existing infrastructure of the college with RUSA grants. 3. Purchase of Sports and IT equipments with RUSA grants. 4. Construction of college gate. Extension Activities: 1. Observing International Environment Day 2. Observing Yoga Divas 3. Holding of Health Awareness Program. 4. Holding of gender sensitization program 5. Observation of Earth Day 6. Observation of Women's Day 7. Conducting plantation drive.</p>	<p>14. Seminar on Vocational Education and Scope of Employability was organized by the Dept. of BVoc (Retail Management IT) on 7th and 8th September, 2019. 15. The 1st Sessional Examination of odd Semester classes were held during 2nd week of September, 2019. 16. Computer Training Program for the students of B.Voc. in Retail Management and IT for the period from 21st September to 26th September, 2019 was organized by the Dept. of BVoc (Retail Management IT) 17. Cleanliness Drive was organized by Extension Activity Cell on 2nd October, 2019 in the college campus. 18. Personality Development Program for the students of B.Voc. Retail Management IT was organized by the Dept. of BVoc (Retail Management IT) during 3rd to 5th October, 2019. 19. Workshop on ICT in Teaching and Learning for Teaching Staff organized on 10th October, 2019 by the IQAC. 20. Workshop on Career Options in Commerce Stream was organized by Career Counselling Cell on 7th September, 2019. 21. The 2nd Sessional Examination of odd semester classes was held during 2nd week of October, 2019. 22. Workshop on How to Write in the Examination was organized on 2nd November, 2019 by the Internal Examination Cell. 23. Training Program on Tally for the students of B.Voc. Retail Management IT was organized by the Dept. of BVoc (Retail Management IT) during 4th November to 9 November, 2019. 24. Lecture on Women Empowerment was organized by the Women Cell on 9th November, 2019. 25. Seminar on Retail Management for the students of B.Voc. Retail Management IT was organized by the Dept. of BVoc (Retail Management IT) on 28th Nov, 2019.</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 (2019-2020)

The Action Taken Report on IQAC Meeting held on 4th October, 2019 is as follows:

Resolution No.	Action Taken
Resolution No. 1: The meeting unanimously resolves that the AQAR for the Academic Session 2016-2017, 2017-2018 and 2018-2019 be submitted to NAAC before 30 November, 2019.	The resolution was executed.
Resolution No. 2: The meeting of the IQAC unanimously resolves that in order to ensure students' attendance in classes and their participation in seminar, workshops, group discussions etc. the Gauhati University rules for NC/DC be strictly followed.	The resolution was executed. Notice to the effect of the resolution was served among students.


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

The Action Taken Report on IQAC Meeting held on 8th February, 2020 is as follows:

Resolution No.	Action Taken
Resolution No. 1: The meeting unanimously resolves that a committee be constituted with the following staff to prepare a uniform course structure and evaluation pattern for the Add on courses offered by different departments of the college and the committee be requested to submit the same within February, 2020. Committee Members: Dr. Nupur Kalita Bibhuti Bhusan Das Manoj Kumar Kalita	The resolution could not be executed at that time due to Covid-19 pandemic.
Resolution No. 2: The meeting of the IQAC unanimously resolves that 4 (four) numbers of solar lights be installed inside the college to ensure safety of the college property and to save electricity consumption.	The resolution could not be executed at that time due to Covid-19 pandemic.
Resolution No. 3: The meeting unanimously resolves that in order to conduct academic and administrative audit of the college, the IQAC Coordinator be entrusted with responsibilities to communicate with competent personnel from Gauhati University or other institution of repute and also to arrange for academic and administrative audit of the college.	The resolution could not be executed at that time due to Covid-19 pandemic.
Resolution No. 4: The meeting of the IQAC unanimously resolves that in order to conduct the green and energy audit of the college, the IQAC Coordinator be entrusted with responsibilities to communicate with the competent personnel from IIT Guwahati or Assam Engineering College, Guwahati and also to take necessary steps for the green and energy audit of the college.	The resolution could not be executed at that time due to Covid-19 pandemic.
Resolution No. 5: The meeting of the IQAC unanimously resolves that in order to ensure safety and hygiene of health of female students 2 numbers of incinerators be installed in the Women Hostel and Girls' Common Room.	The resolution could not be executed at that time due to Covid-19 pandemic.


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


Principal cum Secretary
Nalbari Commerce College
Nalbari, Assam