

**IQAC MEETING PROCEEDINGS
AND
ACTION TAKEN REPORT**

Academic Session: 2023-2024



NALBARI COMMERCE COLLEGE

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

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

Meeting of the IQAC
Nalbari Commerce College
Date: 4 Aug, 2023
Time: 3:30 PM
Venue: Principal's Chamber

Agenda : 1. Discussion regarding requirements of infrastructure.
2. Approval of Prospectus (2023-24)
3. Others.

Signature of members present:

1. Basanta Kalita
2. Kabin Sarma
3. Manoj Kumar Kalita
4. Nupur Kalita
5. Dipankar Das
6. Bibhuto Bhushan Das
7. B. Borah

A meeting of the IQAC of Nalbari Commerce College is held today the 4th August, 2023 at 3:30 PM in the Principal's Chamber to discuss regarding requirement of certain infrastructural facilities in the college. The IQAC Coordinator explains the objectives of the meeting. The meeting is presided over by Principal of the college Dr. Basanta Kalita. At the very beginning of the meeting, the IQAC Coordinator informs the house that AQAR for the

year 2021-2022 has been submitted to NAAC in the online portal and the AQAR for the year 2022-2023 will be submitted before December 2023.

Now, the IQAC Coordinator informs the meeting that there is a need of providing a Boys' Common Room as the existing room near the library is very congested. He also raises the necessity of a room to establish the NCC office of the college. Further, in this context, Prof. Bibhuti Bhushan Das says that a few solar lights should be installed in the inside campus of the college. Dr. Nupur Kalita ~~also~~ also supports it. After this, following resolutions are adopted in the meeting -

- ✓ Resolution No. 1: The meeting unanimously resolves that 4 Nos. of solar lights be installed in the inside campus of the college.
- ✓ Resolution No. 2: The meeting unanimously resolves that Room No. 10 in the RUSA building be allotted to boy students to use as Boys' Common Room at the earliest.
- ✓ Resolution No. 3: The meeting unanimously resolves that Room No. 8 be allotted to NCC Unit.

Now, the IQAC ^{coordinator} gives a presentation of the modified Prospectus and the meeting approves the prospectus with minor correction.

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

IQAC Meeting

Nalbari Commerce College, Nalbari

Date: 12 December, 2023

Venue: Conference Room

Time: 2:00 PM

Agenda:

1. Student Satisfactory Survey for 2023-2024
2. Requirements of physical facilities in B.Voc. IT department and Conference Hall.
3. Other.

Signature:

1. Basanta Kalita

2. Bibhuto Bhuyan

3. Manoj Kumar Kalita

4. Rupam Kalita

5. Dibankar Das

6. Kabir Sarma

7.

8.

9. R. Borah

10. Debajit Barman

A meeting of the IQAC of Nalbari Commerce College is held today the 12 December, 2023 at 2:00 pm to discuss some agenda. The meeting is presided over by Principal of the college. IQAC coordinator explains the objectives of the meeting.

Now, discussing the first agenda of the meeting, the IQAC of the college resolves the following

resolution.

Resolution No. 1: The meeting of the IQAC of Nalbari Commerce College unanimously resolves that the Student Satisfactory Survey for the Year 2023-2024 be done through Google Form during 1st Sessional examination to be held in April 2024.

Now, the IQAC coordinator informs the house that some furniture and electronic equipments are necessary in the Department of BVoc. IT and Conference Hall for improving academic and physical facilities and accordingly following resolution is adopted.

Resolution No. 2: The meeting of the IQAC of Nalbari Commerce College unanimously resolves that the following equipments are required in the Dept. of BVoc. IT and Conference Hall and therefore a requisition for the following items be placed to the Principal for purchase of the items.

S.No.	Name of items	Qty
1.	Digital Display Panel (56")	2 (75", 65")
2.	Table	1
3.	Steel Almira	1
4.	Ceiling Fan	2
5.	Aluminium Partition	1
6.	Curtain (Cotton)	6
7.	Ergonomic Revolving Chair	1
8.	Chair	3
9.	LED Tube Light	2
10.	Laboratory Floor Carpet	500 sq.ft (approx)
11.	Battery replacement (Lab)	—

After this, the principal offers vote of thanks to the members of the IQAC for their presence and suggestions and declares closing of the meeting.

Meeting of the IQAC

Nalbari Commerce College, Nalbari

Date: 7/03/2024



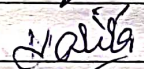
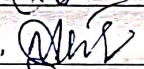


Time: 1.30 PM.

Venue: Principal's Chamber

Agenda:

1. Preparation for 3rd cycle of assessment.
2. Improvement of facilities for students.
3. Others.

Signatures

1. 
2. 
3. 
4. 
5. 
6. 
7. B. Borah

A meeting of the IQAC, Nalbari Commerce College Nalbari is held today the 7th March, 2024 at 1.30 PM in the Principal's Chamber. The meeting is presided over by Principal Dr. Basanti Kalita, Objectives of the meeting are explained by Manoj Kumar Kalita, IQAC Coordinator.

IQAC coordinator informs the meeting that- the AQAR for 2022-2023 has been submitted. The first draft of the SSR for 3rd cycle assessment of the college has also been prepared. In this context, the Principal request- the

IRAC coordinator to complete the final draft of the SSR within 20th March, 2024 so that necessary activities in relation to the SSR can be fulfilled soon.

Further, the IRAC coordinator informs the meeting regarding following requirements for upgradation of teaching-learning situation of the college.

1. A yoga teacher should be appointed for the students of the college as well as for hostel boarders.
2. Some gym equipments should be made available in the indoor sports complex.
3. Alumni Cell of the college should make arrangement of alumni contribution.
4. Alumni Cell should make provision of classes by some successful alumni of the college.
5. A research journal should be published by the college having ISSN.

After a thorough discussion of the above points raised by the IRAC coordinator, the meeting also adopts the following resolutions -

Resolution No. 1 : A Yoga teacher be appointed by the college for the students of the college as well as for the hostel boarders with immediate effect. The Yoga teacher be paid a remuneration of Rs. 500/- (Rupees five hundred) per ~~week~~ class.

Resolution No. 2 : The Alumni Cell of the college be requested to contact some well established alumni of the college for contribution in term of cash and some gym equipments be procured for the students and be installed in the sports complex.

Resolution No. 3: The Alumni Cell of the College be requested to contact some alumni who have been established in the academic or entrepreneurial sectors for some academic interaction or classes by them so that the students of the college are motivated for endeavour in their life.

Resolution No. 4: A Research Journal be published having ISSN by the Research and Development Cell of the college and necessary communication be made with ISSN centre for obtaining ISSN Number. The proposed journal be published annually.

After this, the principal request the IQAC to make necessary arrangements for some video classes by the teachers. Teachers should be requested to record classes on some important lessons and the videos should be uploaded in the YouTube channel. He also request the IQAC to make provision of some online classes for our students by some distinguished scholars of the country.

Finally, the principal expresses thankfulness to the members of the IQAC for their valuable suggestions in the meeting and declares closing of the meeting.

Meeting organized by IBAC, Nalbari Commerce College
on the occasion of Laying down of Foundation
stone of Semi-Conductore Project of Tata industries
virtually at Jyegood, Assam by Hon'ble PM
Sri Narendra Modi on 13th March 2024 at 10:30am.
Venue: Conference Hall
Time: 10:30 am
Date: 13 March, 2024.

Signature of teachers and students Present:

1. Bibhuti Bhuyan Das.
2. Kabin Sarma
3. Nupur Das
4. Manoj Kumar Kalita
5. Rajat Ghattacharjee
6. Bhagyashree Das.
7. Dipankar Das
8. Supriya Devi
9. Smriti Choudhury.
10. Priyanka Swasthyan
11. Mercy Englipi.
12. Pritty Kalita
13. Rimakhi Borah
14. Ruplekha Thakuria Barua
15. Joy K. Misra
16. Dr. Devajit Kalita
17. Abhijit Barman.
18. Pranab Jyoti Sarma.
19. Kabin Sarma 13/3/24
20. Kutehika Koshhyap
21. Nishita Sarma

22. Pankaj Das
23. Nilotpal Parashare.
24. Mamas Pratim Baisya
25. Pritam Palukdar
- 26/ Deepjyoti Das
- 27/ Sumon Bezbaruah
- 28/ Abhijit Baisya
- 29/ Aditya Sarma.
- 30/ Abhinash Deka
- 31/ Saikat Kalita
- 32) Kuki Barman
- 33/ Pranali Barman.
- 34) Kankana Barman.
- 35) Mridumita Kalita
- 36) Shreyas Garg.
- 37) Dali Basumatary.
- 38/ Nargish Akhter
- 39/ Priya Das.
- 40/ Gargi Das
- 41) Priya Deka
- 42) Nikita Kalita
- 43) Barkha Malakar
- 44/ Dhritiman Sarma.
- 45) Jayanta Sarkar
- 46) Saikat Kalita.
- 47) Rabiqul Haque
- 48) Karishma Sonowar
- 49) Manmi A. Rahman
- 50) Himakshi Baruah
- 51) Manisha Jalen
- 52) Urja Jain
- 53) Himakshi Sarma
- 54) "Taruna Kakati"
- 55) Pradyumn Haloi
- 56) Prankrishna Deka
- 57) Bipit Kalita

Meeting of IQAC, Nalbari Commerce College Nalbari, Assam

Date - 8-6-2024

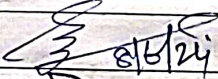
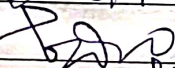
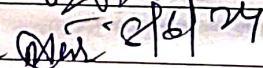
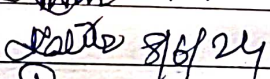
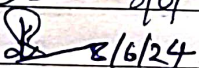
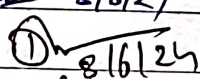
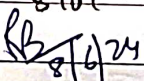
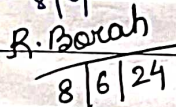
Time - 1.30 pm

Venue - Conference Room

Agenda -

1. Chairman takes chair
2. Objectives of the meeting
3. Discussion on preparation for NAAC assessment
4. Others

Signatures:

1. Basanta Kalita  8/6/24
2. Bibhuti Bhushan Das  8/6/24
3. Mamoji Kumar Kalita  8/6/24
4. Nupur Kalita  8/6/24
5. Kabin Sarma -  8/6/24
6. Dipankar Das -  8/6/24
7. Rajat Bhattacharjee -  8/6/24
8. Rimakhi Borah -  R. Borah
8/6/24

A meeting of the IQAC of Nalbari Commerce College is held today the 8th June, 2024 at 1.30 pm in the Conference Room of the college. The meeting is presided over by Principal Dr. Basanta Kalita. The objectives of the meeting are explained by IQAC Coordinator Dr. Manoj Kumar Kalita. The meeting is held to discuss the progress of NAAC assessment of the college for the 3rd cycle.

IQAC Coordinator informs the house that in order to get the college accredited in the existing grading system by NAAC, the college will have to submit IQA within 30 June, 2024 failing to which the college will have to opt for the new binary system of grading. He also informs the house that in order to submit IQA, the college has to obtain up to date Affiliation Certificate from Gauhati University and the college has not yet received the certificate. However, Principal informs the committee that the Affiliation Certificate will be received in the 3rd week of June.

Prof. Bibhuti Bhushan Das, Vice Principal of the college opines that IQA should be submitted to NAAC within June, 2024. He also assures that on acceptance of IQA, everyone will have to work during summer vacation to prepare the Self Study Report (SSR). He requests the IQAC Coordinator to inform all teachers, office staff and concerned of different cells to complete the above works so that SSR can be prepared smoothly.

He also assures that a proposal for ISSN number for publishing a Research Journal will be submitted to ISSN Centre within June, 2024. He call for everyone's support and cooperation so that the college is accredited a good grade by NAAC.

Now, Principal, Dr. Basanta Kalita informs the house that almost all colleges have submitted IQA and some colleges have even completed assessment. Govt. has issued letter to colleges expecting teachers' cooperation in the process of NAAC assessment of HEIs. He therefore requests for everyone's cooperation. He says that Grade is not a matter, but accreditation is a serious matter. He asks IQA Coordinator to provide different cells with questions on the basis of the SSR so that reports can be collected in the proper format from various cells for upward submission of reports to NAAC. He also requests the Librarian of the college to take steps for up-gradation of library resources.

After a thorough discussion on the preparation of NAAC assessment of the college, the meeting unanimously resolves the following resolutions —

- * Resolution No. 1: Resolves that IQA be submitted to NAAC within June for 3rd cycle of assessment.

* Resolution No. 2: Resolves that an MoU be signed with Royal Global University, Guwahati for academic benefits of students of the college.

* Resolution No. 3: Resolves that all cells of the college be asked to submit activity report as per NAAC format.

* Resolution No. 4: Resolves that a meeting with the sub-committee constituted for SSR preparation be held in the next week to understand the progress of SSR preparation.

* Resolution No. 5: Resolves that a core committee be prepared for preparation of NAAC assessment of the college with the following staff.

1. Coordinator, IQAC
2. Dr. Kabin Sarma
3. Dr. Rajat Bhattacharjee
4. Dipankar Das.

After this, Principal requests the IQAC Coordinator to arrange a meeting of the IQAC after 2 weeks to understand the progress of NAAC assessment. Then the IQAC Coordinator offers vote of thanks to all the members of IQAC for their presence and valuable suggestions. Principal declares closing of the meeting.



Office of the Principal

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Phone: 03624-220249, 7086182199 (M)

Ref:.....

Date: 1 June, 2024

From


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


Principal cum Secretary

ACTION TAKEN REPORT (2023-2024)

The Action Taken Report on IQAC Meeting held on 4th August, 2023 is as follows:

Resolution No.	Action Taken
Resolution No. 1: The meeting unanimously resolves that 4 numbers of solar lights be installed in the inside campus of the college.	The resolution was installed. Four numbers of solar lights were installed.
Resolution No. 2: The meeting of the IQAC unanimously resolves that Room No. 10 in the RUSA Building be allotted for Boys' Common Room at the earliest.	The resolution was executed.
Resolution No. 3: The meeting of the IQAC unanimously resolves that Room No. 8 be allotted to 50 Assam Air Sqn NCC Unit.	


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


Principal cum Secretary
Nalbari Commerce College
Nalbari, Assam



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Ref:.....

Date: 1 June, 2024

From

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


Principal cum Secretary

ACTION TAKEN REPORT (2023-2024)

The Action Taken Report on IQAC Meeting held on 12th December, 2023 is as follows:

Resolution No.	Action Taken
Resolution No. 1: The meeting of the IQAC of Nalbari Commerce College unanimously resolves that the Students Satisfactory Survey for the year 2023-2024 be done through Google Form during 1 st Sessional Examination to be held in April, 2024.	The resolution was executed.
Resolution No. 2: The meeting of the IQAC of Nalbari Commerce College unanimously resolves that the following equipments are required in the department of B.Voc. IT and Conference Hall and therefore a requisition for the following items be placed to the Principal for purchase of the items. List of items: 1. Digital Display Panel (2 Nos., 65 inches, 75 inches) 2. Table (1 No.) 3. Steel Almirah (1 No.) 4. Ceiling Fan (2 Nos.) 5. Aluminum partition (1 No.) 6. Curtail (Cotton) (6 Nos.) 7. Ergonomic Revolving Chair (1 No.) 8. Chair (3 Nos.) 9. LED Tube Light (2 Nos.) 10. Laboratory Floor Carpet (500 sq.ft.) 11. Battery replacement in Laboratory	The resolution was executed. Enlisted items were purchased and provided to the concerned departments.


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


Principal cum Secretary
Nalbari Commerce College
Nalbari, Assam



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


Principal cum Secretary

ACTION TAKEN REPORT (2023-2024)

The Action Taken Report on IQAC Meeting held on 7th March, 2024 is as follows:

Resolution No.	Action Taken
Resolution No. 1: The meeting of the IQAC of Nalbari Commerce College unanimously resolves that a Yoga Teacher be appointed by the college for the students of the college as well as for the Women Hostel borders with immediate effect. The Yoga Teacher be paid a remuneration of Rs. 500/0 (Rupees Five Hundred) per class.	The resolution was executed. Sri Papari Bujarbaruah was appointed Yoga Teacher.
Resolution No. 2: The meeting of the IQAC of Nalbari Commerce College unanimously resolves that the Alumni Cell of the college be requested to contact some well established alumni for contribution in terms of cash and some gym equipments be purchased for the students and be installed in the Sports Complex.	The resolution is under process.
Resolution No. 3: The meeting of the IQAC of Nalbari Commerce College unanimously resolves that the Alumni Cell of the college be requested to contact some alumni who have been established in the academic or entrepreneurial sectors for some academic interaction or classes by them so that the students of the college are motivated for endeavors in their life.	The resolution is under process.
Resolution No. 4: The meeting of the IQAC unanimously resolves that a research journal be published having ISSN by the Research and Development Cell of the college and necessary communication be made with ISSN Centre for obtaining ISSN. The proposed journal be published annually.	Necessary arrangements are being made by the Convener of Research and Development Cell of Nalbari Commerce College.


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


Principal cum Secretary
Nalbari Commerce College
Nalbari, Assam



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


Principal cum Secretary

ACTION TAKEN REPORT (2023-2024)

The Action Taken Report on IQAC Meeting held on 8th June, 2024 is as follows:

Resolution No.	Action Taken
Resolution No. 1: The meeting of the IQAC of Nalbari Commerce College unanimously resolves that an MoU be signed between Nalbari Commerce College and Royal Global University, Guwahati for academic benefits of students of the college.	The resolution is under process. Necessary communications are being made with Royal Global University.
Resolution No. 2: The meeting of the IQAC of Nalbari Commerce College unanimously resolves that asll cells of the college be asked to submit activity reports as pe NAAC format for the SSR.	The resolution is executed. All Coordinators of different cells of the college have been informed to prepare and submit Activity reports.
Resolution No. 3: The meeting of the IQAC of Nalbari Commerce College unanimously resolves that a meeting with the sub-committees constituted for SSR preparation be held in the next week to understand the progress of the SSR preparation.	The resolution could not be executed due to admission of students into FYUGP Programs.
Resolution No. 4: The meeting of the IQAC unanimously resolves that a Core Committee be prepared for the preparation of NAAC assessment of the college with the following staff: Core Committee Members: 1.. Coordinator, IQAC 2. Dr. Kabin Sarma 3. Rajat Bhattacharjee 4. Dipankar Das	As per the aim behind the resolution the Core Committee members are being in touch with each other to monitor the progress of NAAC assessment process.


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


Principal cum Secretary
Nalbari Commerce College
Nalbari, Assam