









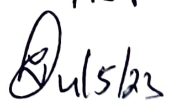






- Agenda: 1) Discussion on NAAC Peer Team Visit
2) Formation of Different Committees

Members Present:

<u>Sl. No.</u>	<u>Name:</u>	<u>Signature</u>
1.	Dr. Hrishikesh Baruah, Principal	
2.	Dr. Bhababhuti Sarma, Vice Principal	
3.	Dr. Bijoy Kalita, Coordinator,	 04/05/23
4.	DR. Swapna Smriti Mahanta	 04/05/23
5.	Dr. Upasana Chakraverty	 04/05/2023
6.	Dr. Sheebani Bhadra.	 04/05/2023.
7.	Jayashree Patra	 04/05/2023.
8.	Kukin Basch	
9.	Ananta Pegu	 4/5/23
10.	DR MURALI KRISHNA SARMA	 4/5/2023
11.	Tabimuddin Ahmed	 4/5/23
12.	Sumina Singh	 04/05/23
13.	Dr. Prathama Behera	 4/5/23
14.	Rashmi Tiwari	 4/5/23
15.	Dr. Chandra Prabha Behera	 4/5/23



INTERNAL QUALITY ASSURANCE CELL
K.C. DAS COMMERCE COLLEGE

A Provincialised College under the Government of Assam
Chatribari, Guwahati: 781 008, Assam
E-mail: kcdcollege@gmail.com Web: www.kcdcollege.ac.in
Phones: +91 7002038872

IQAC Meeting

04-05-2023

Agenda:

- 1) Discussion on NAAC Peer Team Visit (Proposed Date 19th and 20th May 2023)
- 2) Formation of Different Committees

A meeting of the IQAC is held on 04-05-2023 to discuss above mentioned agenda.

A detailed discussion is held with the members present in the meeting to plan all the activities during the Peer Team Visit scheduled on 19th and 20th May 2023. Coordinator Dr. Bijoy Kalita explained the visit schedule as suggested by the NAAC Peer Team.

Dr. Hrishikesh Baruah, Principal briefly discussed the SSR and suggested to conduct Mock Test and Departmental visit.

For smooth functioning of all the activities on 19th and 20th May 2023 different committees are constituted with the faculty members.

Different Committees are listed below:

Committees for NAAC Peer Team Visit:

1. Transportation Arrangement Committee:

Dr. Kukil Borah
Dr. Satyajit Sarmah

2. Peer Team Receiving Committee (at Airport on 18th May, 2023):

Team 1:

Ms. Anjita Bora
Dr. Ananta Pegu

Team 2:

Dr. Upasana Chakravorty
Dr. Prasanta K. Deka

Team 3:

Dr. Kukil Borah
Dr. Gargi Sarma

3. Peer Team Receiving Committee (at Hotel on 18th May, 2023):

Dr. Hrishikesh Baruah (Principal)
Dr. Bhababhuti Sarma (Vice-Principal)
Dr. Bijoy Kalita (Coordinator, IQAC)

4. Hospitality Committee:

Convenors:

Dr. Upasana Chakravorty
Dr. Prarthana Barua

Members:

Dr. Bhababhuti Sarma
Dr. Murali Krishna Sarma
Dr. Swapna Smriti Mahanta
Dr. Shrabani Bhadra
Ms. Jayashree Pathak
Ms. Purnima Singh
Mr. Jitumoni Borah
Dr. Runumoni Lahkar Das
Dr. Chandra Prabha Bohra
Ms. Rashmi Tiwari
Mr. Tabiruddin Ahmed
Dr. Ananta Pegu (for arrangement of NCC Cadets)

Mr. Tony Bayan
Mr. Himanku Sarma
Mr. Kuldip Sarma
Mr. Bhargab Talukdar

14. Campus Monitoring Committee (from 18th to 20th May, 2023):

Dr. Jayanta Kr. Das
Mr. Jitumoni Borah
Dr. Dhani Kanta Kalita
Mr. Souvick Baruah
Mr. Dhruba Jyoti Sarma
Mr. Hirajyoti Sarma
Mr. Rezaul Haque
Mr. Dipjoy Langthasa
Mr. Sanjay Das
Students' Union Members



(Dr. Bijoy Kalita)
Coordinator, IQAC
K. C. Das Commerce College

(Dr. Hrishikesh Baruah)
Principal
K. C. Das Commerce College

IQAC Meeting

09-05-2023

Agenda:



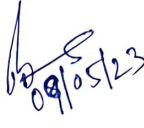


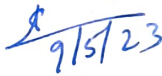
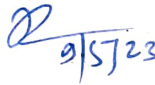
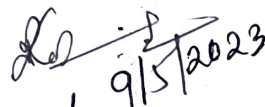
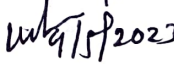


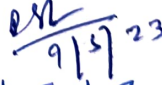

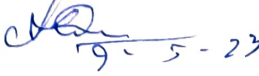
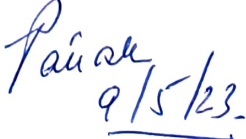
- 1) **To discuss various functions of Sub-Committees constituted for the purpose of NAAC Peer Team visit on 19th and 20th May, 2023**
- 2) **Any other matter if any**

A meeting of the IQAC with all the sub-committees constituted for the purpose of NAAC Peer Team Visit scheduled on 19th and 20th May is held in the Conference Hall I to discuss above mentioned agenda.

At the beginning of the meeting Dr. Hrishikesh Baruah, Principal welcomed all the committee members and highlighted some important points of Criterion 6 and 7 of the SSR. He namely emphasised on the Best Practices of the College and Institutional Distinctiveness. He also urged upon the thorough study of the SSR.

Dr. Bijoy Kalita Coordinator explained the functions of various sub-committees so that all the committees perform their duties to ensure smooth functioning of NAAC Peer Team visit.

Members Present:

<u>No.</u>	<u>Name</u>	<u>Signature</u>
	Dr. Hrishikesh Baruah, Principal	 9/5/23
	Dr. Bhababhuti Sarma, Vice-Principal	 9/5/23
	Dr. Bijoy Kalita, Coordinator, IQAC.	 9/5/23
	Dr. Shrabani Bhadra	 9/5/23
	Dr. Uparana Choudhary	 9/5/2023
	Dr. Sapiqul Haque	 9/5/23
	Dr. Kusil Bora	 9/5/23
	Dr. Runumoni Lakkar Das	 9/5/2023
	DR MURALI KRISHNA SARMA	 9/5/2023
	Bipul Chakrabarti	 9/5/23
	Chandana Goswami	 9/5/23
	Rumima Singh	 9/5/23
	Dr. Chaitan Das	 9/5/23
	Archana Bora	 9-5-23
	Jayashree Patra	 9/5/23

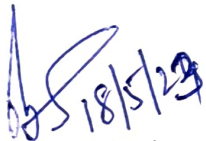
Proceedings of the IQAC Meeting held on 18th May, 2023

A General Meeting of the IQAC was held on 18th May, 2023 at 2:00 pm at the conference hall- 1 under the Chairmanship of the Principal to discuss the following agenda:

1. Discussion regarding preparedness of different Committees and Sub- Committees constituted in connection with NAAC Peer team Visit on 19th and 20th May, 2023.

At the beginning of the meeting, the Coordinator, IQAC briefly explained the purpose of the meeting and requested the Conveners of different Committees to extend their full cooperation and to provide all necessary support during the Peer Team Visit.



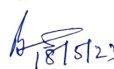
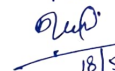
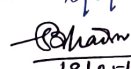



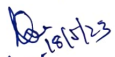
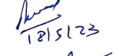





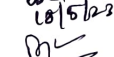
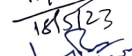
AGENDA 1: All the Conveners of the Committees and Sub- Committees informed regarding their preparation and ensured that they have made ready all requirements as per the responsibilities assigned to them.

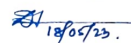
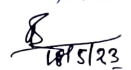
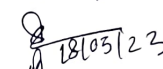

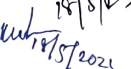
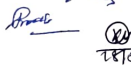

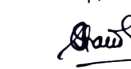


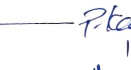









(Dr. Bijoy Kalita)
Coordinator IQAC,
K.C. Das Commerce College

IQAC Meeting
Date: 18/05/2023

Members Present:

Sl. No	Name	Signature
1.	Dr. Hrishikesh Baruah	 18/5/23
2.	Dr. Bhababhuti Sarma	
3.	Dr. Bijoy Kalita	 18/5/23
4.	Dr. Prasanta Ku Deka	 18/5/23
5.	Dr. Shrabani Bhadra	 18/05/23
6.	Dr. Halamoni Dutta	H. Dutta 18/05
7.	Dr. Runumoni Lakkar Das	 18/05/20
8.	Bhargav Talukdar	 19/05/23
9.	Himanku Sarma	 18/5/23
10.	Manoj Kr. Kedia	 18/5/23
11.	Souvik Baruah	 18/5/23
12.	Satyajit Sarma	 18/5/23
13.	Kuldip Sarma	 18/5/23
14.	Dr. Safiqul Haque	 18/5/23
15.	Tabimuddin Ahmed	
16.	Sikhamoni Borah	
17.	Poikesh Kr. Jain	 18/5/23
18.	Rony Borah	 18/05/23

Sl. No.	Name	Signature
19.	Dipankar Hazarika	 18/05/23
20.	Apurba Bala	 18/5/23
21.	Suman Kakati	 18/05/23
22.	Khimesh Das	 18/05/23
23.	Rahul Kr Tamang	 18/5/2023
24.	Dr. MURALI KRISHNA SARMA	 18/5/2023
25.	Ratna Meek	 18/5/23
26.	Kalpna Dutta Ghosh	 18/5/23
27.	Santam Borah	
28.	Sankar J Choudhury	
29.	Bedangya Fouziyam Bora	
30.	Jayanta Kr Dn	
31.	Barnali Chaudhury	
32.	Fareek Kaita	 18/5/23
33.	Hirajyoti Sarm	
34.	Dipjoy Longthasa	
35.	Rajaul Haque	
36.	Dhruba Jyoti Sarma	
37.	Sanjay Das	
38.	Dhani Kanta Kakati	
39.	Banasree Bhyan	
34.	Chandana Keswami	
35.	Indrani Bhagawati	

Proceedings of the IQAC Meeting

Date: 12th June, 2023

Time: 1 PM

Agenda of the Meeting:

1. Discussion on NAAC Result.
2. To offer value added certificate courses to HS, Undergraduate and Post-graduate students.
3. To introduce Integrated HS-CA Foundation Course.
4. To discuss ISO 9001:2015 certification of the College.
5. To discuss about MSME Portal Registration.
6. Any other matter.

Agenda 1: Discussion was held in the meeting regarding the result of the College's 2nd Cycle of NAAC Assessment (2021-22) declared on 10th June, 2023. Detailed analysis was made regarding the scores obtained in different qualitative as well as quantitative matrices. The members showed their disappointment as well as disapproval of the final grade received as the College did not score the deserved score in a number of matrices. The members opined that IQAC should take the necessary steps to go for the process of appeal to NAAC against the assessment result.

Resolution: Resolved that IQAC, following the set procedure, would seek the approval of the Governing Body for undertaking the process of appeal to NAAC for re-evaluation.

Agenda 2: It was discussed in the meeting that at least one of the Value Added Certificate Courses would be offered to HS, Undergraduate and Post-graduate students compulsorily from the next academic session 2023-24 to improve their academic performance and skill. The Department of M.Com proposed three certificate courses, viz, (i) Certificate Course on Methods of Research and Quantitative Techniques, (ii) Certificate Course on Entrepreneurship, and (iii) Certificate Course on Leadership Development, specifically designed for the Post-graduate students to orient them in the area of Research Methodology, to encourage them to pursue entrepreneurship and to help them in developing innovative ideas respectively.

The coordinator of the Value Added Education Department will take necessary steps in the admission process of the value added courses. The Coordinator of the Value Added Education Department is also requested to submit a final copy of syllabus of the offered courses and get the details uploaded in the College portal.

Resolution: Resolved that at least one value added certificate course should be offered to HS, Undergraduate and Post-graduate students compulsorily from the next session 2023-24 to improve their academic performance and skill subject to approval from the Governing Body.

Agenda 3: It was discussed in the meeting that Integrated HS-CA Course may be introduced under the Value Added Education Department to provide CA Foundation Course preparatory classes from the next session 2023-24. Members were of the opinion that if students are trained to prepare for CA course in structured manner and at a low cost, it will attract more students to get admitted to these courses. The course will be started from HS 1st Year of next academic session 2023-24. Dr. Bipul Ch. Kalita, Coordinator, Value Added Education Department will make necessary arrangement for admission process of the course with support from the Admission Committee.

Resolution: Resolved that Integrated HS-CA Course would be introduced under the Value Added Education Department to provide CA Foundation Course Preparatory Classes from the next session 2023-24. The course will be started from HS 1st Year Class of next academic session 2023-24 subject to the approval of the Governing Body.

Agenda 4: The meeting discussed regarding procurement of ISO 9001:2015 certification as per the requirement of NAAC assessment. The College office operates in a structured manner. File maintenance and record keeping initiatives have been guided by faculty members. The procedure followed in the College may be allowed to be assessed by outside agencies who act as facilitators. It was decided in the meeting that ISO 9001:2015 may be procured by the College following inspection.

Resolution: Resolved that ISO 9001:2015 would be procured as per the requirement of the NAAC Assessment and also for the benefit of the College subject to the approval of the Governing Body.

Agenda 5: Members while discussing this matter opined that the College may opt to initiate various resource generation ventures particularly using the expertise in I.T. Sector. The meeting discussed ways regarding MSME Portal registration under the Ministry of Micro, Small, and Medium Enterprises. It was decided in the meeting that the process of registration for MSME Portal be initiated for the benefit of the College as soon as possible.

Resolution: Resolved that process for registration in the MSME portal would be initiated for the benefit of the College as soon as possible subject to the approval of the Governing Body.


NOTICE

Date: 14th September, 2023

This is for the information of all faculty members that an IQAC meeting will be held on 19/09/2023 at 3:00 PM in the Conference Hall- I to discuss the following agenda:

1. Discussion on Interaction Programme held on 13th September, 2023.
2. Discussion on NAAC Assessment.
3. Any other matter(s).

All faculty members are requested to attend the same positively.



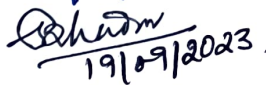
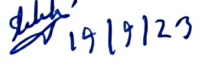


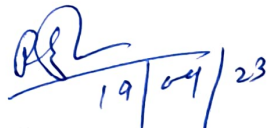

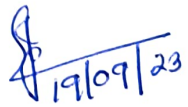



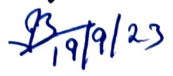
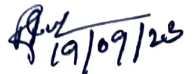
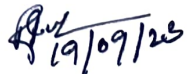

14/09/23
Dr. Bijoy Kalita
Coordinator, IQAC
KCDCC.

IQAC Meeting

Date: 17/09/2023

Members Present:

Signature

1. Dr. Hrishikesh Baruah, Principal
2. Dr. Bhababhuti Sarma, Vice Principal.
3. Dr. Bijoy Kalita —————  19/9/23
4. Dr. Upasana Chakravarty  19/09/2023
5. Dr. Shekani Bhadra  19/09/2023.
6. Dr. Swapna Smriti Mahanta  19/9/23
7. Archana Borca  19/9/23
8. Dr. Melamoni Dutta  19/9/23
9. Mr. Punima Singh  19/09/23
10. Dr. Prarthana Barua 
11. Jyotiesikha Biswas  19/09/23
12. Jyotimoni Kalita  17/9/23
13. Rashmi Tiwari  19/9/23
14. Sudipta Karmakar  19/09/2023.
15. Priyanka Mittal  19/9/23
16. Indrani Bhagwati  19/09/23
17. Rinjini Boruah  19/09/23

19.09.2023

16. Chandrasmita Bhargava CB
17. Jyotsnawati Jyoti
18. Sneha Chanda Chanda
19/9/23
19. Anshu Chaitani Das Anshu
19/9/23
20. Kalpana Datta Dhan KD
19/9/23
21. Dr. Chandana Koshkani Chandana
19/09/23
22. Jayashree Patil Patil
19/9/2023
23. Dr. Safiqul Haque Safiqul
19/9/2023
24. Dr. Runumoni Lakshmi Das Runu
19/9/23
25. Bipul Chakraborty Bipul
19/9/23
26. Bikash KR Jain BK
19/9/23
27. Santanu Ghosh Santanu
19/9/23
28. Reyhan Haque Reyhan
29. Tabiuddin Khan Tabiuddin
30. Jayanta KR Das Jayanta
31. Bhargav Talukdar Bhargav
32. Dr. Satyajit Sarmah Sarmah
19/9/23

19.09.2023

Shani kt. K. K. K.

34. Dhruva Tyagi Seema
35. Sankar J Chowdhury
36. Himajanti Sarma
37. Dipjoy Longthosa
38. Souvik Basak
39. Pallab Kiz Das
40. Kuldip Sarma.
41. Himanku Sarma
42. Dr. Rohit Bhattachajun
43. Siddhanta Borah
44. Dipwaha Das
45. Manoj K. K. K.

Dipjoy

Shankar

Himajanti

Souvik

Pallab

Kuldip

Himanku

Rohit

Siddhanta

Dipwaha