



অধ্যক্ষৰ কাৰ্যালয়

03672-255044 (O)  
8638027327 (M)

# নগাঁও গোপীনাথ দেৱ গোস্বামী বাণিজ্য মহাবিদ্যালয়

পানীগাঁও : নগাঁও : পিন - ৭৮২০০৩ (অসম)

স্থাপিত : ১৯৮৪

Website : ngndgccollege.edu.in  
e-mail- ngndgcc@gmail.com

Office of the Principal

## NAGAON G.N.D.G. COMMERCE COLLEGE

Dr. Mriganka Saikia,

Panigaon : Nagaon : Pin - 782003 (Assam)  
Estd. 1984

M.A., M.Phil., Ph.D.  
Principal & Secretary

NAAC Accredited B<sup>++</sup>

Ref. No. NGNDGCC/.....

Date :.....

### IQAC MEETING

NAGAON GNDG COMMERCE COLLEGE

AGENDA, MINUTES AND ACTION TAKEN

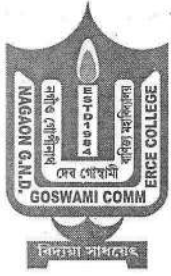
Date: 14 /09 /2022

Venue: Administrative Conference Hall,

Time: 10.45 a.m.

The meeting is presided by the Chairperson of IQAC, Dr. Mriganka Saikia and the objective of the meeting is stated by the Joint Coordinator Dr. S. K. Pandey. The agenda of the Meeting are:

- Taking chair by Chairperson.
- Objective of the Meeting
- Read out and acceptance of the Proceeding of last IQAC meeting
- Discuss on Campus Bulletin
- Discussion on publication of ISBN Research base book
- Discussion on AQAR: 2020-21
- Discussion on publication of College Magazine with ISBN
- Any other
- Remarks of Chairperson and end of the meeting



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Ref. No. NGNDGCC/.....

Date : .....

IQAC Members present:

Sl. No.	Member	Signature
1	Dr. Mriganka Saikia, Principal, Chairperson, IQAC	
2	Dr. S. K. Pandey, Coordinator, IQAC	
3	Dr. P. Saikia, Joint Coordinator, IQAC	
4	Dr. S. K. Dutta, Ex-Principal, Dhing College, External Expert	
5	Dr. S. U. Ahmed, Ex-Principal, ADP College, External Expert	
6	Dr. P. K. D. Purkayastha, Member	
7	Prof. M. Mahanta, Member	
8	B. C. Goswami, Member	
9	Dr. J. Sharma, Member	
10	Prof. U. Saikia, Member	
11	Dr. K. Das, Member	
12	Prof. A. Gayan, Member	
13	Prof. M. Gayan, Member	



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All the matters of the agenda are thoroughly discussed by all the members of the meeting and unanimously resolved the following:

Sl. No.	Resolutions	Action Taken
1	Resolved that Campus Bulletin is to be published in time without break. The entire work will be conducted by Research Cell Committee of the College.	Research Cell takes initiatives to continue the publication of Campus Bulletin in time.
2	Resolved to publish an ISBN Research base Edited Book with research base articles. The necessary action will be taken by Research Cell of the College.	Research Cell Prepared Boucher on this ground and also collects articles for the same.
3	The meeting decides to finalize the AQAR: 2020-21 and decides to submit it in the last part of this year. All the Conveners are requested to cooperate IQAC coordinator on this ground.	AQAR: 2020-21 is submitted to NAAC on February, 2023. All the conveners fully cooperated to complete work.
4	It is also resolved that College magazine will be published with ISBN. Necessary steps will be undertaken by Magazine Committee of the College.	Steps are fruitfully taken by Magazine Committee of the College.
5	The meeting unanimously resolved in any other agenda to organise "Bator Natak" with our students in association with Angavinay Assam. The initiatives will be taken by Women Cell of the College.	It is performed on 10/02/23 by our students in collaboration with Angavinay Assam. Initiatives are taken by Women Cell of our College.

Prepared by Coordinator /Joint Coordinator,

IQAC Joint Coordinator  
IQAC

Nagaon GNDG Commerce College  
Nagaon Assam

Signature of Chairperson

IQAC

Chairman IQAC  
Nagaon GNDG Com. College  
Nagaon (Assam)



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Date : .....

IQAC MEETING FOR THE SESSION 2022-2023

NAGAON GNDG COMMERCE COLLEGE

Agenda, Minutes and Action Taken Report

Date: 16-12-22

Venue: Admin. Conference Hall,

Time: 11:00 a.m.

### Agenda:

1. Taking chair by the Chairperson.
2. Objective of the meeting
3. Discuss on issues and smooth work of AQAR respective Criterion Conveners.
4. Any other matters.
5. Chairman's remark and end of the meeting.

### IQAC Members:

Sl. No.	Member	Signature
1	Dr. Mriganka Saikia, Principal, Chairperson, IQAC	
2	Dr. S. K. Pandey, Coordinator, IQAC	





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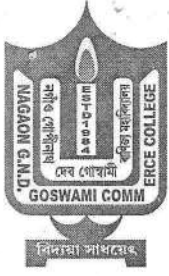
NAAC Accredited B<sup>++</sup>

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Date : .....

3	Dr. P. Saikia, Joint Coordinator, IQAC	
4	Dr. S. K. Dutta, Ex-Principal, Dhing College, External Expert	
5	Dr. S. U. Ahmed, Ex-Principal, ADP College, External Expert	
6	Dr. P. K. D. Purkayastha, Member	
7	Prof. M. Mahanta, Member	
8	B. C. Goswami, Member	
9	Dr. J. Sharma, Member	
10	Prof. U. Saikia, Member	
11	Dr. K. Das, Member	
12	Prof. A. Gayan, Member	
13	Prof. M. Gayan, Member	

The meeting is presided by the Chairperson of the IQAC Dr. M. Saikia and objective of the meeting is explained by Coordinator, IQAC Dr. S. K. Pandey. The main agenda of the meeting is: 'discussion on progress report of 7 criterion of AQAR 2020-21'.



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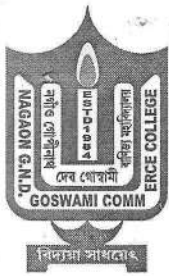
Date : .....

The meeting resolves the following proposals and also mentions the action taken report:

Sl. No.	Resolution	Action Taken
1.	The meeting resolved that each convener will have to be present at the time of preparing AQAR.	The respective Criterion Conveners were present at the time of preparing AQAR, thus enabling smooth preparation of the same.
2.	It is resolved that after preparation of AQAR, the IQAC will confirm the same along with the submission to NAAC.	After preparation of AQAR, the IQAC verified and confirm the same and submitted to NAAC on 01/03/2023.

Prepared by Coordinator /Joint Coordinator,  
IQAC Joint Coordinator  
Nagaon GNDG Commerce College  
Nagaon Assam

Signature of Chairperson  
Chairman IQAC  
Nagaon GNDG Com. College  
Nagaon (Assam)



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Ref. No. NGNDGCC/.....

Date :.....

### IQAC MEETING

NAGAON GNDG COMMERCE COLLEGE

AGENDA, MINUTES AND ACTION TAKEN

Date: 11-03-23

Venue: Admin. Conference Hall,

Time: 10.45 a.m.

The meeting is presided by the Chairperson of IQAC, Dr. Mriganka Saikia and the objective of the meeting is stated by the Coordinator Dr. S. K. Pandey. The agenda of the Meeting are:

- Taking chair by Chairperson.
- Objective of the Meeting
- Report to the meeting on the submitted AQAR: 2020-21 to NAAC
- Discussion on preparation of 2021-22 AQAR
- Discussion regarding Academic Audit of the College
- Any other

IQAC Members present:

Sl. No.	Member	Signature
1	Dr. Mriganka Saikia, Principal, Chairperson, IQAC	
2	Dr. S. K. Pandey, Coordinator, IQAC	
3	Dr. P. Saikia, Joint Coordinator, IQAC	
4	Dr. S. K. Dutta, Ex-Principal, Dhing College, External Expert	
5	Dr. S. U. Ahmed, Ex-Principal, ADP College, External Expert	





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Date : .....

6	Dr. P. K. D. Purkayastha, Member	<i>Pu</i>
7	Prof. M. Mahanta, Member	<i>M</i>
8	B. C. Goswami, Member	<i>B</i>
9	Dr. J. Sharma, Member	<i>J</i>
10	Prof. U. Saikia, Member	<i>U</i>
11	Dr. K. Das, Member	<i>K</i>
12	Prof. A. Gayan, Member	<i>A</i>
13	Prof. M. Gayan, Member	<i>M</i>

At the very outset of the meeting, the Chairperson heartily congratulated all the IQAC members for successful completion of AQAR: 2020-21. The meeting discussed in details about the problems encountered in the preparation of AQAR and also hopes for best on the preparation of 2021-22 AQAR.

All the various points mentioned in the Agenda are discussed in details and unanimously resolved the following:

Sl. No.	Resolutions	Action Taken
1	Resolved that AQAR: 2021-22 will be prepared and be submitted to NAAC on 15 <sup>th</sup> May, 2023.	AQAR of 2021-22 is successfully submitted and accepted by NAAC on .....
2	Resolved that Extension Cell is to be formed by involving at least one member from each and every department need for smooth functioning.	It is done accordingly after the next IQAC meeting. The committee has .... Members.
3	Management Department will prepare a	It prepared and submitted to Principal Sir for





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Date : .....

	curriculum of a Self-financing Certificate Course on Entrepreneurship with duration of 3 or 6 months.	execution.
4	It is also resolved that Faculty Exchange Programme is to be continued with other colleges with proper MOU.	It will be done from new Academic Session.
5	The meeting unanimously resolved that Academic Audit will be done as soon as possible and provided that Principal will take initiative on this ground.	It is done in last week of June, 2023.

Prepared by Coordinator /Joint Coordinator,

IQAC

Coordinator  
IQAC  
Nagaon GNDG Commerce College  
Nagaon Assam

Signature of Chairperson

IQAC

Chairman IQAC  
Nagaon GNDG Com. College  
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Date : .....

### IQAC MEETING

NAGAON GNDG COMMERCE COLLEGE

AGENDA, MINUTES AND ACTION TAKEN

Date: 18/05/2023

Venue: Admin. Conference Hall,

Time: 11.00 a.m.

The agenda of the Meeting are:

- Taking chair by Chairperson.
- Objective of the Meeting
- Read out the proceeding of the last IQAC meeting, discuss on follow up action.
- Discussion on AQAR: 2021-22 submission.
- Discussion on IQA and SSR preparation.
- Discussion on AAA (Academic and Administrative Audit) report preparation by the various Departments of the college.
- Any other matters.
- End of the meeting.

IQAC Members present:

Sl. No.	Member	Signature
1	Dr. Mriganka Saikia, Principal, Chairperson, IQAC	
2	Dr. S. K. Pandey, Coordinator, IQAC	
3	Dr. P. Saikia, Joint Coordinator, IQAC	
4	Dr. S. K. Dutta, Ex-Principal, Dhing College,	



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Date : .....

	External Expert	
5	Dr. S. U. Ahmed, Ex-Principal, ADP College, External Expert	
6	Dr. P. K. D. Purkayastha, Member	
7	Prof. M. Mahanta, Member	
8	B. C. Goswami, Member	
9	Dr. J. Sharma, Member	
10	Prof. U. Saikia, Member	
11	Dr. K. Das, Member	
12	Prof. A. Gayan, Member	
13	Prof. M. Gayan, Member	

The meeting is presided by the Chairperson of IQAC, Dr. Mriganka Saikia and the objective of the meeting is stated by the Coordinator Dr. S. K. Pandey focused on the above agenda.

As per 3<sup>rd</sup> Agenda of the meeting, the proceeding of the last meeting is read out by joint-coordinator of IQAC. In the follow up action, the members requested to add the on ongoing Add On courses, however due to pandemic of Covid-19; it is lapsed for a session.

All the various points mentioned in the Agenda are discussed in details and unanimously resolved the following:

Sl. No.	Resolutions	Action Taken
1	A committee is to be formed for extension work with at least one member from each Department. It will be done by Chairperson, coordinator and joint coordinator of IQAC.	After the meeting an Extension Committee is formed with at least one member from each Department of the college.





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2	It is resolved that AQAR for 2022-23 is to be prepared along with IIQA and SSR preparation.	It is on the process.
3	The submission date of IIQA should be before 15 <sup>th</sup> August, 2023.	It is working without break.
4	The meeting also decided to invite the team for AAA in the first or 2 <sup>nd</sup> week of month of August, 2023.	It is planned accordingly.
5	The meeting resolved that the invitation of Peer Team to our college will be tentatively on February or March, 2024 in the peak time of the classes.	College fraternity has actively go-ahead to execute the decision.
6	The meeting decided to upload some programmes to be done by each department for the betterment of the students.	It is done accordingly like monitoring the students, putting new add on course as well.
7	The conveners of 7 Criteria should submit the data of 2018-19, 2019-20 and 2022-23 by the month of June, 2023.	Initiatives are taken by the conveners of 7 criteria.
8	It is also resolved that the AAA Committee will be visiting to all the departments for verification in the last week of June, 2023.	It is planned accordingly.
9	It is resolved that Principal and faculty member Mr. A. J. Gayan of the college will participate daylong workshop on NEP, 2020 organized by Gauhati University dated 22/05/23.	Principal and Mr. A. J. Gayan (Faculty Member) joined the workshop on 22/05/2023 at B K B Auditorium, GU.
10	The meeting resolved to organize a workshop at college on NEP, 2020 by NEP Committee by inviting a nearby Resource Person.	It is on the Process.





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## NAGAON G.N.D.G. COMMERCE COLLEGE

Dr. Mriganka Saikia,

Panigaon : Nagaon : Pin - 782003 (Assam)  
Estd. 1984

M.A., M.Phil., Ph.D.  
Principal & Secretary

NAAC Accredited B<sup>++</sup>

Ref. No. NGNDGCC/.....

Date : .....

The Chair person thanks to all the members for full cooperation and wish to work collectively for smooth functioning of NAAC Assessment. After that the meeting is adjourned for the day.

Prepared by Coordinator /Joint Coordinator,

IQAC

Coordinator  
IQAC  
Nagaon GNDG Commerce College  
Nagaon Assam

Signature of Chairperson

IQAC  
Chairman IQAC  
Nagaon GNDG Com. College  
Nagaon (Assam)



অধ্যক্ষৰ কাৰ্যালয়

03672-255044 (O)  
8638027327 (M)

# নগাঁও গোপীনাথ দেৱ গোস্বামী বাণিজ্য মহাবিদ্যালয়

পানীগাঁও : নগাঁও : পিন - ৭৮২০০৩ (অসম)

স্থাপিত : ১৯৮৪

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### IQAC MEETING

NAGAON GNDG COMMERCE COLLEGE

AGENDA, MINUTES AND ACTION TAKEN

Date: 06-06-23

Venue: Admin. Conference Hall,

Time: 12.45 p.m.

The agenda of the Meeting are:

1. Taking Chair by the Chairperson.
2. Objective of the meeting.
3. Reading and approval of the last proceeding of the meeting.
4. Discussion on collection of hard copy & soft copy documents regarding AQAR: 2018-19, 2019-20 and 2022-23.
5. Discussion on additional activities of NAAC Assessment.
6. Any other matter.
7. Concluding speech of Chairperson.
8. End of the meeting.

IQAC Members present:

Sl. No.	Member	Signature
1	Dr. Mriganka Saikia, Principal, Chairperson, IQAC	
2	Dr. S. K. Pandey, Coordinator, IQAC	
3	Dr. P. Saikia, Joint Coordinator, IQAC	



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4	Dr. S. K. Dutta, Ex-Principal, Dhing College, External Expert	
5	Dr. S. U. Ahmed, Ex-Principal, ADP College, External Expert	
6	Dr. P. K. D. Purkayastha, Member	
7	Prof. M. Mahanta, Member	
8	B. C. Goswami, Member	
9	Dr. J. Sharma, Member	
10	Prof. U. Saikia, Member	
11	Dr. K. Das, Member	
12	Prof. A. Gayan, Member	
13	Prof. M. Gayan, Member	

The IQAC meeting is conducted by the Chairperson of IQAC, Dr. Mriganka Saikia. Coordinator Dr. S. K. Pandey explained the purpose of meeting.

As per 3<sup>rd</sup> agenda of the meeting, coordinator read out the proceeding of the meeting dated 18/05/23 and also discussed about follow up action. All the members are satisfied and unanimously approved the last proceeding.

All the various points mentioned in the Agenda are discussed in details and unanimously resolved the following:

Sl. No.	Resolutions	Action Taken
1	It is resolved that the soft copy and hard copy data regarding last five year AQARs (i.e. 2018-19, 2019-20, 2020-	It is done accordingly by all the Heads of the seven criterion.



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	21, 2021-22 and 2022-23) must make ready for preparation of SSR and to be submitted to coordinator of IQAC as soon as possible.	
2	It is resolved that the particulars towards the conference on Electoral Awareness Programme, conducted by Dr. B. C. Goswami are requested to submit to IQAC Coordinator by Dr. Goswami for SSR preparation.	It is submitted accordingly by Dr. B. C. Goswami.
3	It is decided that all the coordinators of various Add On Courses must keep their respective records as per NAAC requirements like Admission, QP, Answer Sheet, Evaluation, Result, etc. and submit the same to the IQAC Coordinator.	All the coordinators of add-on courses documents are submitted IQAC accordingly.
4	The meeting resolved that feedback analysis from four numbers of stakeholders like students, teachers, employer and parents/guardians are to be prepared along with analysis and decision taking as soon as possible. This task will be conducted by Prof. A. J. Gayan, convener of Curricular Criterion and submit the same to IQAC Coordinator as soon as possible.	Prof. A. J. Gayan collected and analyzed the feedback on the curriculum of the courses from various stakeholders like students, teachers, employer and parents/guardians and submitted to the IQAC.
5	It is decided to arrange an executive meeting of Alumni Association of the College as soon as possible.	Executive meeting of Alumni Association of the College held on 24-06-2023.

Prepared by Coordinator /Joint Coordinator,

IQAC Coordinator  
IQAC  
Nagaon GNDG Commerce College  
Nagaon Assam

Signature of Chairperson

Chairman IQAC  
IQAC  
Nagaon GNDG Com. College  
Nagaon (Assam)