



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,

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

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

NAAC Accredited B⁺⁺

Ref. No. NGNDGCC/.....

Date :

IQAC MEETING

NAGAON GNDG COMMERCE COLLEGE

AGENDA, MINUTES AND ACTION TAKEN

Date: 11-08-23

Venue: Admin. Conference Hall,

Time: 2.30 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. Information regarding Submission of IIQA
5. Discussion regarding preparation of documents for SSR as per SOP of NAAC.
6. Any other matter.
7. 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, External Expert	
5	Dr. S. U. Ahmed, Ex-Principal, ADP College, External Expert	
6	Dr. P. K. D. Purkayastha, Member	



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Date :

7	Prof. M. Mahanta, Member	
8	Dr. 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 agenda of the meeting, coordinator read out the proceeding of the meeting dated 06/06/23 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	The meeting resolved that the SSR will be prepared as per latest SOP of NAAC.	It is done accordingly by all the Heads of the seven criterions.
2	It is resolved that the members of 7 Criterion are reconstituted for smooth functioning of preparation of SSR and others.	It is done by Chairperson along with Coordinator and Joint Coordinator.
3	It is resolved that Vice-Principal will take initiative regarding Teacher Exchange Programme with other	It is worked properly with faculty members of Accountancy, Management and Finance Departments.



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	college.	
4	Meeting resolved that all the fraternity of the college must join in the oath taking of Independence Day, 2023 and other related programmes.	Students, Faculty members and Employees of the college joined in the oath taking ceremony of Independence Day, 2023.

Prepared by Coordinator /Joint Coordinator,

IOAC
Coordinator
IOAC
Nagaon GNDG Commerce College
Nagaon Assam

Signature of Chairperson

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



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Date :

IQAC MEETING

NAGAON GNDG COMMERCE COLLEGE

AGENDA, MINUTES AND ACTION TAKEN

Date: 22-08-23

Venue: IQAC Room,

Time: 2.20 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 SSR and information regarding approval of IIQA.
5. Any other matter.
6. Concluding speech of Chairperson.
7. 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, External Expert	
5	Dr. S. U. Ahmed, Ex-Principal, ADP College, External Expert	



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6	Dr. P. K. D. Purkayastha, Member	
7	Prof. M. Mahanta, Member	
8	Dr. 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 objective of meeting.

All the above mentioned agenda of the meeting are discussed in details about the preparation of SSR and resolves the following unanimously.

Sl. No.	Resolutions	Action Taken
1	It is resolved that the Conveners of all the Criteria should work properly and to finish the work in time.	It is done accordingly by all the Heads of the seven criteria.
2	It is resolved that due to NAAC activities, the celebration of Establishment Day of the College will be held along with Freshman Social of the new comers.	It has been performed accordingly.

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Date :

Chairperson thanks to all the members presents in the meeting for their cooperation and hope for the best. Chairperson adjourns the meeting for the day.

Prepared by Coordinator /Joint Coordinator,

Signature of Chairperson

IQAC
Coordinator
IQAC
Nagaon GNDG Commerce College
Nagaon Assam

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



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Ref. No. NGNDGCC/.....

Date :

IQAC EMERGENT MEETING

NAGAON GNDG COMMERCE COLLEGE

AGENDA, MINUTES AND ACTION TAKEN

Date: 12-10-23
Venue: IQAC Room,
Time: 11.40 am.

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 DVV Clarification sought by NAAC.
5. Any other matter.

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	



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7	Prof. M. Mahanta, Member	
8	Dr. 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.

All agenda of the meeting are discussed in details and unanimously resolved the following:

Sl. No.	Resolutions	Action Taken
1	It is resolved that the DVV clarification towards 37 questions to be reported in due time (i.e. 26/10/2023).	It is done accordingly by all the Heads of the seven criterions.
2	It is resolved that the Joint Coordinator will distribute the DVV questions to each conveners of the 7 Criterions.	Joint Coordinator distributed the DVV questions to each and every conveners for their convenience.

Prepared by Coordinator /Joint Coordinator,

Signature of Chairperson

IQAC
Coordinator
IQAC
Nagaon GNDG Commerce College
Nagaon Assam

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



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IQAC MEETING

NAGAON GNDG COMMERCE COLLEGE

AGENDA, MINUTES AND ACTION TAKEN

Date: 12-03-24

Venue: conference hall of administrative building,

Time: 2.00 pm.

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 fixation of date for making payment to NAAC
5. Discussion about up gradation of departmental work for NAAC Assessment.
6. Any other matter.
7. Chairperson's remarks and 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, External Expert	
5	Dr. S. U. Ahmed, Ex-Principal, ADP College, External Expert	



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6	Dr. P. K. D. Purkayastha, Member	
7	Prof. M. Mahanta, Member	
8	Dr. 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 objective of the meeting.

All agenda of the meeting are discussed in details and unanimously resolved the following:

Sl. No.	Resolutions	Action Taken
1	It is resolved that the 2 nd phase payment for NAAC assessment will be made after the declaration of MP election date.	It is done accordingly on 2 nd of April, 2024.
2	It is resolved that every department of the college upgrade their departmental input within 7 days after the meeting.	Departmental heads doing the same alongwith other members of the Department.
3	In the last agenda of the meeting chairperson discussed the various points	APSC examination organized in the college campus properly.



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	for the upcoming APSC examination in the college campus.	
4.	It is resolved that allotment of supervisor should be made among faculty members for the subject Business research method and project Work of B.com. vi the sem. Students.	It is done by vice-principal of the college.
5	It is resolved that sessional test examination for all semester should be organized by internal examination committee of the college.	Sessional examination for all semester organized properly.
6.	It is also discussed about formation of various committees for reception of NAAC peer team.	It is under the process.

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)



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IQAC MEETING

NAGAON GNDG COMMERCE COLLEGE

AGENDA, MINUTES AND ACTION TAKEN

Date: 01-04-24

Venue: conference hall of administrative building,

Time: 1.00 pm.

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 regarding 2nd phase payment to NAAC and fixation of date for peer team visit under the current situation of MP election, 2024.
5. Discussion about up gradation of departmental work for NAAC Assessment.
6. Any other matter.
7. Chairperson's remarks and 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, External Expert	



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

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

All agenda of the meeting are discussed in details and unanimously resolved the following:

Sl. No.	Resolutions	Action Taken
1	It is resolved that the 2 nd phase payment for NAAC assessment will be made on 02-04-2024 (Tuesday).	It is done accordingly on 2 nd of April, 2024.
2	It is also resolved that the following proposed dates should be given to NAAC for peer team visit: 1 st date- 20 and 21 st August, 2024	The proposed date given to NAAC for peer team visit after making payment.



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Ref. No. NGNDGCC/.....

Date :

	2 nd date- 10 th and 11 th September, 2024 3 rd date- 26 and 27 th September, 2024	
2	It is resolved that every department of the college upgrades their departmental input in the website of the college on or before 10 th April, 2024..	Departmental heads doing the same along with other members of the Department.
3	In the last agenda of the meeting i.e. any other, chairperson reported about stolen of Generator batteries copper wire of AC etc. from the college. The meeting resolved that the college security must be tight and cc cameras must be updated.	It is under the process.

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

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

Office of the Principal

NAGAON G.N.D.G. COMMERCE COLLEGE

Dr. Mriganka Saikia,
M.A., M.Phil., Ph.D
Principal & Secretary

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

NAAC Accredited B

Ref. No. NGNDGCC/

Date :

IQAC MEETING

NAGAON GNDG COMMERCE COLLEGE

AGENDA, MINUTES AND ACTION TAKEN

Date: 27/05/2024

**Venue: conference hall of administrative building,
Time: 11.00 am.**

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 about coming NAAC Assessment.
5. Any other matter.
6. Chairperson's remarks and 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 presided by the Chairperson of IQAC, Dr. Mriganka Saikia. Coordinator of IQAC stated the objective of the meeting. The last proceeding is approved by the meeting unanimously.

All agenda of the meeting are discussed in details and unanimously resolved the following:

Sl.	Resolutions	Action Taken
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No.		
1	It is resolved that departmental works to be updated as soon as possible along with departmental periodical meeting records. It is to be kept in hand by all the departments (i.e. Teaching & Non-teaching staff.)	The HoD of each and every departments make ready of their respective proceedings of their periodical activities in time and take it as regular activities for both Teaching and Non-teaching staff.
2	It is also resolved that the Alumni profile is to be improved along with the keeping proper records time to time.	It has been done accordingly by the Alumni Association of the college.
3	It is resolved that all the departmental works to be done with the full cooperation of all faculty members of the department, since it is related with the 30% marks of Peer Team visit.	All the faculty members of each department actively work with the HoDs to carry out good marks during Peer Team visit.
4	It is resolved that the records towards Add on courses conducted by each departments like attendance, certificate, examination materials, result sheet to be kept in each department.	It is kept properly by its department approved by departmental visit team consist of Principal, Vice-principal, IQAC Coordinator and Joint Coordinator.
5	Program outcome, placement and student progression of M. Com., B. Com. And BBA Courses to be kept	All the departments (M. Com., B. Com., and BBA) make ready with proper documents towards program outcome, placement, and



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	properly to meet the Peer Team visit.	student progression.
6	It is resolved to update the Verme Compose at present.	The Verme Compose processing has been updated in due course of peer team visit positively.
7	The meeting decided to invite the parent/guardian meeting on the day of Admission of B. Com. 1 st Semester.	On the day of admission, Principal Sir meet the guardian/parents before the admission of B. Com. 1 st Semester program starts.
8	The meeting decided to make aware of the departmental activities that to show the Peer Team members visit.	It has been done by each department positively during Peer Team visit and team members are satisfied.


Coordinator
IQAC
Nagaon G.N.D.G. Commerce College
Nagaon Assam


Signature of Chairperson
PRINCIPAL
NAGAON G.N.D.G.
COMMERCE COLLEGE
NAGAON : ASSAM