

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 FOR THE SESSION 2021-2022

NAGAON GNDG COMMERCE COLLEGE

Agenda, Minutes and Action Taken Report

Date: 12/02/2022

Agenda:

1. Taking chair by the Chairperson.
2. Objective of the meeting
3. Confirmation of the last proceeding
4. Discussion about preparation of AQAR
5. Any other matters

IQAC Members:

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	



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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: 'the preparation and submission of AQAR, 2020-21'.

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

Sl. No.	Resolution	Action Taken
1.	It is resolved that all the conveners of seven Criteria must have to submit their respective criterion wise data to Office Assistant Sri. Suman Saikia within 10 days for preparation of AQAR.	All the Conveners of the seven Criteria responded the resolution positively.
2.	The meeting resolved to organise Alumni meet as early as possible and conveners are Dr. K. Das, Prof. R.P. Patar, Prof. A. Gayan and IQAC Coordinator Dr. S. K. Pandey.	Accordingly, the conveners arranged Alumni meet on 13-08-2022 and responded positively by more than 400 alumni.
3.	The meeting resolves to visit the college Adopted village and resolved to organize a NSS Camp.	Prof. B. Tumung the convener of NSS of the College organized the NSS Camp accordingly from 28/02/2022 to 06/03/2022 at Karayeenee Adopted Village.



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4.	The meeting resolves to introduce "Best Post Graduate and Graduate Award" on the basis of highest CGPA in the College.	College is planning for the same.
5.	The meeting also resolves to arrange Parents Meet as early as possible and responsibility is to be given to Prof. U. Saikia.	The Parents Meet is under process and the convener takes initiatives to organize it in the next session.
6.	The meeting resolves to provide at least one digital classroom and one Laptop to each department and the existing desktop of each department should be repaired as required.	The provision of digital classroom is under construction and existing desktop of each department are repaired and updated. Along with this, two laptops are provided to PG Department.
7.	MOU should be signed with various Stakeholders.	It is done with USTM (University of Science and Technology).
8.	The meeting resolves to invite a Resource Person for discussion on present NAAC Assessment process.	Dr. Monoj Saikia, IQAC Coordinator of Dhing College was invited for a day long Workshop on NAAC Assessment.

Dr. Mriganka Saikia
Principal & Chairperson IQAC
Nagaon GNDG Commerce College
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IQAC MEETING FOR THE SESSION 2021-2022

NAGAON GNDG COMMERCE COLLEGE

Agenda, Minutes and Action Taken Report

Date: 22/03/2022

Venue: Admin. Conference Hall.

Time: 11.00a.m.

Agenda:

1. Taking Chair by Chairperson, IQAC.
2. Purpose of the meeting.
3. Felicitation to special guest Dr. Manoj Saikia, IQAC Coordinator, Dhing College.
4. A brief discussion on NAAC Assessment by a special invitee of IQAC Coordinator, Dhing College, Nagaon Assam.
5. Any other.
6. Remarks of president.
7. Vote of thanks.
8. Declaration of end of the meeting.

IQAC Members:

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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	External Expert	
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	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>

IQAC Joint Coordinator organized the meeting under the Presidency of IQAC Chairperson, Dr. Mriganka Saikia and Coordinator provided the introduction of the meeting with objectives. The thread bare discussion on NAAC assessment had been done by special invitee Dr. Manoj Saikia and resolves the following proposals unanimously:

Sl. No.	Resolution	Follow up Action
1	The meeting resolves to convert all the documents into PDF and upload the documents in the Website also if indicated.	It is done accordingly.
2	Teachers' profile to be uploaded in the College website with their achievements.	It is under process.



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3	Website of the college should be updated and uploaded with proper data and information that will be convenient to all stakeholders.	The authority of the College has given responsibility to our computer faculty Mintu Gayan for the same and all the related information are uploaded accordingly in time.
4	It is resolved that the last 5 years student profiles with mail identifications to be uploaded in the website.	It has been done by non-teaching staff.

At the end of the meeting Chairperson thanks to all the members attended the meeting and hope full cooperation in all the events resolved today. Coordinator offered heartfelt thanks on behalf of College to special invitee that take a skill part today. The meeting is ended with a few words of encouragement from the Chairperson.

Dr. Mriganka Saikia
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IQAC MEETING FOR THE SESSION 2021-2022

NAGAON GNDG COMMERCE COLLEGE

Agenda, Minutes and Action Taken Report

Date: 23/06/2022

Agenda:

1. Taking chair by the Chairperson.
2. Objectives of the meeting
3. Felicitation of the Resource Person
4. Discussion about preparation of AQAR and IQA
5. Any other matters
6. Vote of thanks

IQAC Members:

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	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	

Minutes of the meeting:

The Chairperson of IQAC Dr. M. Saikia presided the meeting. Coordinator of IQAC stated the objectives of the meeting. The prime objective of the meeting is to conduct an orientation programme for e-governance and e-college in the presence of Visiting Resource Person Mr. Nabarun Mishra, B.E. and Mr. Bikram Sarma, MCA. All the teaching and non-teaching staff attended the meeting. The meeting discusses about improving and uploading the documents in the college portal which are essential for NAAC purposes.



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The Key points of the orientation programmes are:


1. Discuss in details about the documentation on e-file related to all round college activities.
2. In discussion of paperless working, resource person talk on the installation of Software that to make it easy for uploading the departments.
3. Talk on documentation of class work and e-lesson directly benefited to the students where teaching materials will be available.
4. Students feedback, class attendance may be recorded online without paper works.
5. Discuss on digital library and maintenance of Library activities through online procedure.
6. Last but not least, the resource person talked on redressed cell and the students along with guardians can have the opportunity to make any correction in the college environment.

Resolution:

The meeting resolved that all the NAAC related activities are to be carried out through E-Governance mode as per as possible.

Action Taken:

Most of the activities of Nagaon GNDG Commerce College like Admission of the students, Salary payment, Examination form fill-up of the students, etc. are performed through E-Governance mode.


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IQAC MEETING FOR THE SESSION 2021-2022

NAGAON GNDG COMMERCE COLLEGE

Agenda, Minutes and Action Taken Report

Date: 29/06/2022

Venue: Admin. Conference Hall

Time: 10.30 a.m.

Agenda:

1. Taking chair of President.
2. Objective of the meeting.
3. Preparation and submission of AQAR: 2020-21 during this session and then take the necessary efforts for IQA and SSR.
4. Appointment of Joint Coordinator of IQAC for smooth functioning of IQAC works in place of Mr. Prasanta Kr. Hazarika as he will retire very soon.
5. Appointment of conveners related to Criterion 1, 6 & 7.
6. Celebration of Establishment Day of the College.
7. Any other.
8. Remarks of president 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	
3	Dr. P. Saikia, Joint Coordinator, IQAC	
4	Dr. S. K. Dutta, Ex-Principal, Dhing College, External Expert	
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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 convened by Principal, Dr. Mriganka Saikia and he provided the introduction of the meeting with objectives as Principal and Chairperson of IQAC. He conducted the meeting from president chair.

All the agenda are discussed in details and unanimously accepted the following resolutions:

Sl. No.	Resolutions	Action Taken
1	Resolved that Dr. Prafulla Saikia, Associate Professor is proposed to be appointed as Joint Coordinator of IQAC with immediate effect. Proposer is Dr. M. Saikia, Chairperson, IQAC and supported by Dr. S. K. Pandey, Coordinator, IQAC.	Principal issued appointment letter to Dr. Prafulla Saikia as Joint Coordinator of IQAC.
2	Meeting resolved that Mr. Aranya Jyoti Gayan, Dr. Kalpendra Das and Mr. Umeswar Saikia to be appointed as Convener of Criterion 1, 6 & 7 respectively.	Chairperson of IQAC appointed Mr. A. J. Gayan, Dr. K. Das and Mr. U. Saikia as convener of Criterion 1, 6, 7 respectively.



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3	It is also resolved to reconstitute the committee members of various criterions.	Reconstituted the committee members by Chairperson with Joint Coordinator of IQAC, accordingly.
4	The meeting resolves that AQAR: 2020-21 to be completed in this session without late and then to be prepared IIQA and SSR.	Draft of AQAR is completed accordingly in this session and submitted to NAAC on March, 2023 successfully.
5	Conveners of all Criterions are requested to submit the summery of the criterion on or before 12th Oct., 2022 for the AQAR 2021-2022.	All conveners responded accordingly on time.
6	Meeting resolved that Establishment Day of the College will be on 24th Sept., 2022 and Convener of the same will be Mr. Mridul Mahanta, Vice Principal of the College.	Principal Sir appointed Mr. M. Mahanta, Vice-Principal of the College as Convener for organizing Establishment Day with immediate effect.
7	Meeting decided to invite one from the following panel as Chief Guest for open meeting of Establishment Day: a. Diganta Biswa Sharma b. Dr. Nani Gopal Mahanta c. Dr. Anuradha Sarma Puzari	Accordingly, Diganta Biswa Sharma is the Chief Guest for Establishment Day open meeting.
8	Meeting also resolved that all the Ex-employees of the College will be felicitated in the open meeting of the Establishment Day.	Two Ex-Principals, two Vice- Principals, and 4 nos. Ex-Office Assistant are felicitated in the open meeting of Establishment Day of the College.
9	In any other matter, meeting resolved that election of office bearer of Student Union will be held on last part of September, 2022, provided that Principal will take initiative in this regard.	Election of office bearer of Student Union held on 22nd October, 2022 under Election Committee headed by RO, Dr. Kalpendra Das.

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At the end of the meeting, Chairperson thanks to all the members attended the meeting and hope full cooperation in all the events resolved today. The meeting is adjourned for today.

Dr. Mriganka Saikia
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