

**PROCEEDING OF THE MEETING OF IQAC HELD ON 08-06-2020 AT  
11.00AM IN PRINCIPAL'S CHAMBER**

A meeting of the newly constituted committee for Internal Quality Assurance Cell (IQAC) was held in Principal's Chamber on 08-06-2020 at 11.00 AM under the Chairmanship of Dr. Jagot Chandra Saikia, Principal i/c, Golaghat Commerce College and Chairman, IQAC.

Members present:

1. Dr. Jagot Chandra Saikia, Chairman, IQAC and Principal
2. Dr. Jatin Nath, Member
3. Dr. Pranjal Pratim Dutta, Coordinator, IQAC
4. Mrs. Neetima Sarmah, Member
5. Mr. Atul Kumar Das, Member

Members Absent with information: 1. Dr. Jibon Jyoti Kakoti

2. Mr. Biman Arandhora

At the outset Dr. Jagot Chandra Saikia, Principal i/c and Chairman, IQAC welcomed all the Hon'ble members to the 1<sup>st</sup> meeting of the IQAC constituted newly and explained the objectives of the meeting. Next, the agenda items were taken up for discussions.

The agenda of the meeting was:

1. To know the progress of IQAC.
2. To fix a work plan for the preparation of Self-Study Report.
3. Appointment of new member in the committee.
4. Any other topic the chair permits.

At first the Coordinator of the meeting explained various procedure of preparation of AQAR and SSR before the members present.

Dr. Jatin Nath said that a definite plan to be charted out for ensuring that SSR is prepared and submitted to NAAC for the greater interest of the institution.

Mr. Atul Kumar Das said that we have some weak points and everybody should play active role to activate the function of IQAC and emphasized attentiveness on the importance of accreditation of NAAC among the faculties. He regrets for the stagnant of the process of preparation and functions of IQAC at present for last seven years.

The Chairman emphasized to understand the existing position of the preparation of Annual Quality Assurance Report (AQAR) and Self Study Report (SSR) from the former Coordinator, Dr. Jiban Jyoti Kakoti by 09-06-2020. He assures to develop internet and other facilities for the smooth running of the Cell immediately.

The Chairman of the meeting proposed the name of Mr. Harmeet Singh, Assistant Professor, Department of Commercial Law as one of the member of IQAC. The entire members present in the meeting recommend their consent to consider Mr. Harmeet Singh as one of the member and authorized the Coordinator, IQAC to appoint him and inform the Principal and Chairman, IQAC accordingly.

The committee anonymously resolved the following:

**Resolution 1:** To take immediate initiative for strengthen of the activities of IQAC.

**Resolution 2:** The Coordinator, IQAC shall be vested with all powers to call for all data and other activities associated with IQAC.

**Resolution 3:** To appoint Mr. Harmeet Singh, Assistant Professor, Department of Commercial Law as one of the member of IQAC and the Coordinator has assigned the responsibility to appoint him and inform the Chairperson accordingly.

The meeting ended with Vote of Thanks to and from the Chair.

The Chairman announced the conclusion of the meeting.