



D. H. S. K. COMMERCE COLLEGE

P.O. DIBRUGARH (ASSAM) Pin - 786 001

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Mailing Address : D.H.S.K. Commerce College, K. C. Gogoi Path, Dibrugarh - 786001

MINUTES OF IQAC MEETING

A meeting of IQAC, DHSK Commerce College, was held on June 07, 2019 at 02:30 pm in GB Meeting Room of the College with the following agenda:

1. Taking of chair and welcome address by the Principal
2. Objectives of the meeting by IQAC Coordinator Dr. TP Upadhyaya
3. Approval and confirmation of the minutes of previous IQAC meeting
4. Review of NAAC Peer Team Report 2018
5. Discussion on the quality initiatives to be undertaken by IQAC for 2019-20
6. Any other matter with the permission of the Chair
7. Vote of Thanks

Following members were present for the meeting

SL No	Name	Designation	IQAC Designation
1.	Dr. KM Bhagawati	Principal	Chairperson
2.	Mr. P. Das	Vice – Principal & HOD, Economics	Member from Management
3.	Dr. TP Upadhyaya	Associate Professor	IQAC Coordinator
4.	Mr. S. Gogoi	Associate Prof. & HOD, Accountancy	Teacher Member
5.	Dr. J. Gogoi	Assistant Prof. & HOD, Management	Teacher Member
6.	Dr. J. Konwar	Assistant Professor	Assistant Coordinator
7.	Dr. K. Goswami	Professor, Dibrugarh University	Nominee from Parent
8.	Dr. CK Nath	Associate Professor, Dibrugarh University	Alumni Member
9.	Mr. DP Sen	Advocate, Dibrugarh	Nominee from Local Society
10.	Mr. Anup Kr Gupta	Student	Student Member

1. Dr. KM Bhagawati, Principal has welcomed all the members with brief introduction of each person and presented agenda of the meeting. He explained the role and importance of the Internal Quality Assurance cell (IQAC) and affirmed the purpose of formation of the new composition to the previous Quality Assurance Committee.
2. IQAC Coordinator emphasize the importance of the IQAC team representing all strata of the society and accentuate to plan and execute the processes in order to meet the Vision of the College and augment the name and fame of the College. He also suggested adding the College Librarian in the IQAC.
3. IQAC coordinator placed the minutes of last IQAC meeting and the house passed the same
4. Detailed discussion was held regarding NAAC peer team visit to our College on 6-7th Sept, 2018, where IQAC coordinator explained in details about the criteria – wise performance and member's expressed satisfaction over the NAAC grading.
5. IQAC coordinator briefed the members with the activities and initiative undertaken by the College during 2018-19. Further discussions were held on issues such as organizing orientation programme on CBCS on 30.5.2019, organizing national level workshop on Intellectual Property right on 22nd June 2019, initiating startup by students etc.
6. Dr. CK Nath suggested to activate the work to be done by different cells
7. Mr. D.P. Sen suggested increasing the frequencies of IQAC meeting in future.
8. Prof. K Goswami suggested to celebrate the College foundation day with day long programme
9. The meeting ended with vote of thanks proposed by Dr. J. Konwar, Assistant Coordinator, IQAC

Dr. J. Konwar
Convener IQAC
DHSK Commerce College
Dibrugarh

Dr. KM Bhagawati
Principal
DHSK Commerce College
Dibrugarh

IQAC Meeting with Teaching, Library and Non-Teaching Staff on 15th June 2019 in Teachers Common Room.

A meeting of IQAC, DHSK Commerce College was held to-day i.e. on 15/6/2019 in Teachers Common room with the following agenda.

1. To discuss on the progress made by different criteria-wise cells for online AQAR submission (2018-19)
2. To discuss on organising national workshop on IPR
3. To discuss on students feedback collection
4. Academic and other matters.

The meeting was presided over by Principal, DR. K.M. Bhagawati.

Actions taken/not taken

1. The house discussed in details about the activities/ initiatives undertaken by various criteria-wise cells so that online submission of AQAR can be done in due time. All the members/ conveners present in the meeting assured the house that all necessary work would be done in this respect.
2. The house decided to organise the one day national level workshop on Intellectual Property Right under the aegis of Research, Innovation and Extension Cell of IQAC.
3. The house decided to invite NEHU Professor Dr. Chintamani Rout and DU Professor Dr. Pankaj Das as resource persons for the national workshop on IPR.
4. The house decided that students feedback forms which have been collected from students will be analysed properly.
5. The house also suggested to organise orientation Programme for 1st Semester Students of B.Com immediately after reopening of the college.
6. The meeting ended with the vote of thanks proposed by IQAC co-ordinator.

IQAC Meeting with Governance, Leadership & Management Cell and Institutional values & Best Practices Cell on 13.5.2019 at 11:00 am in IQAC office.

An urgent meeting of the two important Cells, i.e. Governance, Leadership & Management Cell and Institutional values and Best practices cell was convened on 13th May 2019 in IQAC office at 11:00 am to discuss some very urgent matters regarding online submission of AQAR. The meeting was chaired by Principal, Dr. KM Bhagawati and IQAC Co-ordinator Dr. T.P. Upadhyaya explained the objectives of the meeting.

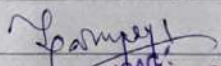
The meeting discussed in detail about various points concerning these two criteria as per latest NAAC-AQAR guidelines. The Co-ordinator then handed over two nos. of registers to Prof. Bani Kachari, Convener of Governance, Leadership and Management Cell and Prof. N. Dutta, Convener of Institutional Values & Best practices Cell. The members are requested to verify all information carefully before submission and to submit the register at the earliest.

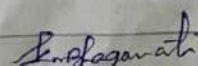
Action Taken Report:

1. The Chairperson of IQAC, Dr. KM Bhagawati has requested all the members of the Cells to make necessary arrangements for updating various points/parameters of the criteria.

2. The members present in the meeting put forward their views on various aspects of Governance, Leadership and Management Cell and Institutional Values and Best Practices Cell. The convener-members were requested to maintain the documents properly about their cells' activities.

The meeting ended with the vote of thanks offered by IQAC Co-ordinator Dr. T.P. Upadhyaya.


Convener, IQAC
DHSK Commerce College
Dibrugarh


Principal
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IQAC Meeting With Students Support & Progression Cell on 6/5/2019 at 11:30 am in Computer Room

A meeting of Student Support & Progression Cell was convened today (i.e on 6/5/2019) in Computer room. The meeting was chaired by respected Principal, Dr. K. M. Bhagawati and welcome address and object of the meeting is given by IQAC Co-ordinator Dr. T. P. Upadhyaya. Dr. T. P. Upadhyaya explained to the house that as per the direction of honorable Governing body of the college, criteria-wise cell have been re-constituted with the objective of achieving goals of quality education and enhancement of overall performance of the institution.

All the respected members of Students Support & Progression Cell have been apprised of the functions of the cell. Their responsibilities toward the IQAC and are requested to work for the updation of data/information for the urgent submission of AQAR to NAAC as per latest guidelines.

All the respected members assured the house that they would provide all necessary co-operation in this regard. The IQAC Co-ordinator then handed over the register to the convener of the cell Dr. J. Konwar.

The meeting ended with the vote of thanks extended by IQAC Co-ordinator Dr. T. P. Upadhyaya.

J. Konwar

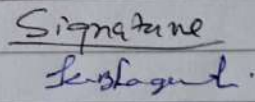
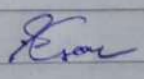
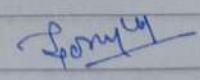
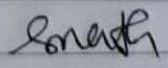
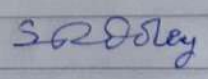
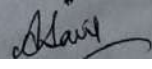
Convener, IQAC
DHSK Commerce College
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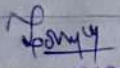
K. M. Bhagawati

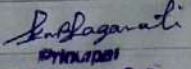
Principal
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Proceedings of 'Research, Innovation & Extension Cell and Infrastructure & Learning Resource Cell held on 3.5.2019 at 11:45 am

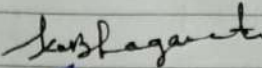
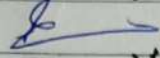
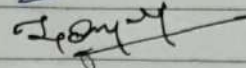
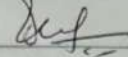
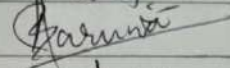
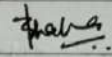
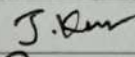
A meeting of 'Research, Innovation & Extension Cell and Infrastructure & Learning Resource Cell was held today i.e. on 3rd May, 2019 in GIB room. The meeting was chaired by Principal, Dr. K. Bhagawati and objectives of the meeting is explained by IQAC Co-ordinator Dr. T. P. Upadhyaya. Dr. Upadhyaya explained to the house that Criteria-wise various Cells have been reconstituted as per the direction of honorable Governing body of the College with the objective of achieving goals of quality education and enhancement of overall performance of the college. All the respected members were informed about the criteria-wise Cells functions and responsibilities and are requested to work for the updation of data/information as per AQR requirement, w.e.f. 2017-18.

Member present.	Signature
1. Dr. K. Bhagawati	
2. Prof. Saiten Gogoi	
3. Dr. T. P. Upadhyaya	
4. Dr. S. Nath	
5. Dr. S. R. Doley	
6. Dr. J. Gogoi	
7. Ms. S. S. Gogoi	
8. Ms. P. Chutia	
9. Dr. C. Roy	
10. A. Saitia	


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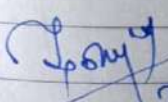
Members present in the meeting held on
18.12.2018 in the IQAC room at 1.00 pm.

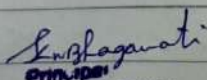
Sl. No.	Name	Signature
1	DR. K.M. Bhagawati	
2	DR. B. Bhagawati	
3	DR. T. P. Upadhyaya	
4	DR. C. Roy.	
5	MS. A. Barua	
6	DR. I. Bhattacharyya	
7	DR. J. Konwar	
8	MR. K. Haloi	
9	Dr.	

An urgent meeting of The AQAR Committee has been held to-day (i.e. 18.12.2018) at 1.00 pm at IQAC room. The meeting is chaired by respected principal Sir, Dr. KM Bhagawati. The IQAC co-ordinator explained the objectives of the meeting. The meeting discussed in detail various issues relating to the early submission of AQAR-2017-18. The AQAR Committee is requested to finalize the AQAR of 2017-18 by 21st December, 2018.

The house resolve to complete the process of finalizing the AQAR: 2017-18 at the earliest and IQAC co-ordinator is requested to take necessary action for the submission of AQAR to NAAC well in time and also to upload in college website.

The meeting ended with The vote of thanks proposed by IQAC co-ordinator.


18.12.2018
Convention IQAC
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IQAC Meeting with Teaching, Non-Teaching and Library Staff on 28.9.2018 in Teachers Common Room

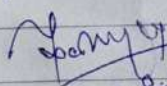
A meeting of IQAC with Teaching, Non-Teaching and Library Staff was held on 28.9.2018 in Teachers Common Room to discuss and review the result of assessment and accreditation given by NAAC. The meeting also discussed the matter of preparation of AQAR: 2018-19 at the earliest.

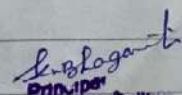
The meeting was presided over by honorable principal Sir Dr. KM Bhagawati and expressed satisfaction on the result of NAAC. The IQAC Co-ordinator Dr. T.P. Upadhyaya gave a presentation on the institutional grade sheet and Criteria-wise marks secured by the college in details. It has been observed by some members that inspite of significant effort, the college secure very poor marks in some criterias. The Co-ordinator also explained that because of certain limitations, we could not attain the expected grade.

The principal then requested all the members present to learn from the mistake and make necessary improvement in different criterias so that we could attain better result in the next AA process in 2022.

The meeting resolves to undertake some important initiatives as per the ~~IQAC~~ NAAC Peer Team recommendation for the overall improvement of the institutions so as to secure a good rank in the coming days.

The meeting ended with the vote of thanks proposed by IQAC Co-ordinator, Dr. T.P. Upadhyaya.


28.9.2018
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IQAC Meeting with Faculty, office staff, Librarian and Members of Students Union on 02/8/2018 in Room No. 1 at 3 PM

A meeting is being convened by the Principal and IQAC today i.e. on 2nd August, 2018 at 3:00 pm in Room No. 1. The meeting is chaired by the respected Principal. Dr. K. Bhagawati and objectives of the meeting is explained by the IQAC Co-ordinator Dr. T. P. Upadhyay. The chairman opined that in view of the proposed NAAC team visit to the college, the honourable Governing Body has constituted the following committees in order to carry on the process of NAAC Peer Team visit smoothly.

1. Reception Committee:

- (a) Ms. Anita Basuwa → Convener
- (b) Dr. Ipsita Bhattacharyya, (f) Dr. Tulika Maitak
- (c) Mr. K. Haloi
- (d) Ms. B. Phukan
- (e) Ms. Ankita Jain (g) Mr. Rajesh Sonar

2. Venue / Stage Management Cell

- (a) Prof. P. Rajbongshi → Convener
- (b) Prof. S. R. Doley (e) Akram Khan
- (c) Mr. S. Bhattacharya (f) Prof. S. P. Saha
- (d) Mr. Anurag Sarker (g) Mr. Ankita Das

(3) Transportation & Accommodation Cell

- (a) Dr. K. Bhagawati → Convener
- (b) Dr. T. P. Upadhyay
- (c) Dr. S. Nath
- (d) Dr. J. Konwar

(4) Alumni Co-ordinating Committee

- (a) Prof. Saiten Gogoi
- (b) Dr. J. Konwar - Convener
- (c) Dr. J. Gogoi (e) Mr. S. R. Doley
- (d) Prof. B. Kachari (f) Ms. Ankit Sarker
- (g) Mr. Krishna Chatterji

(5) Guardian Co-ordinating Committee

- (a) Dr. B. Bhagawati → Convener
- (b) Prof. P. Das
- (c) Dr. J. Gogoi
- (d) Prof. N. Dutta
- (e) Mr. P. J. Konwar

(f) B. Halung

Principal
Principal
DMS Commerce College
Dibrugarh

(6) Students Co-ordinating Committee

- (a) Prof. P. Rajbongshi
- (b) Dr. S. Nath
- (c) Prof. K. Haloi - Convener
- (d) Prof. Prasenjit Gogoi
- (e) Ms. Yasmin Khatoon (f) Ms. Dipanika Chetia
- (g) All members of Students Union.
- (h) Ms. Deepali Kalita, (i) Mr. Pranab Syoti Konwar

(7) Food Committee

- (a) Prof. Sailen Gogoi - Convener
- (b) Dr. Chitra Roy
- (c) Ms. SS Gogoi
- (d) Prof B. Kachari
- (e) Ms. Padma Chetia
- (f) Mr. Anmit Saikia
- (g) Ms. Dolly Gogoi

(8) IT Cell:

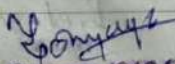
- (a) Prof. Loken Morang
- (b) Dr. MK Das - Convener
- (c) Ms. S. Bansal
- (d) Mr. Raju Baruah
- (e) Mr. Sawar

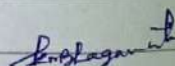
(9) Office Co-ordinating Committee:

- (a) Prof. P. Rajbongshi.
- (b) Ms. P. Chutia - Convener
- (c) Ms. MB Bhowmick
- (d) Mr. S. Roy
- (e) Mr. Manoj Hanique.

(10) Cultural Programme Committee

- | | |
|---------------------------|-----------------------|
| Prof. S. Gogoi - Convener | Dr. B. Bhagavati |
| Dr. S. Nath | Prof. N. Dutta |
| Ms. MB Bhowmick | Mr. S. Roy |
| Mr. Loken Baruah | Ms. Aryama Borpujari. |


Convener, IQAC
DHSK Commerce College
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