

Minutes of the IQAC meeting held on 24/10/2015 (Saturday)

A meeting of newly set up IQAC of Sonari Commerce College was held at Teachers' Common Room at 1 p.m. on 24/10/2015, Saturday. The principal of the college, Mr. Bipul Dey, took seat as chairperson where the teaching staff, office staff and the library staff of the college were present.

The coordinator of NAAC Mr. Bhula Nath Tamuli explained the object of the meeting that it was basically invited to select members and form the full IQAC committee.

The principal as well as the chairperson first of all congratulated the coordinator and expressed hope that in his guidance the college would progress in every side. The members, present in the meeting, offered him best wishes and expressed their viewpoint over the formation of the IQAC full committee. The meeting wanted to know if there was any guideline framed by NAAC in this regard. Then, after a long discussion, finally the IQAC Committee of Sonari Commerce College was formed for the first time considering all sides selecting following persons from local administration, college teaching and office staff, alumni, society, employer and stakeholders:

Sl. No.	Name	Desuignation
1	Mr. Bipul Dey	Chairperson
2	Mr. Nirudh Saikia	Management Member
3	Mr. Ranjit Buragohain	Administrative Member
4	Mr. Bhula Nath Tamuli	Coordinator
5	Mr. Rubul Changmai	Assistant Coordinators
6	Mr. Umananda Phukon	do
7	Mr. Brajen Hazarika	do
8	Ms. Dipamoni Sharma	Teacher Members

9	Mrs. Anjali Saud	do
10	Mr. Jayanta Phukon	do
11	Mr. Ranjan Goswami	do
12	Mrs. Anjali Borgohain	do
13	Mr. Lambudar Bailung	do
14	Mr. Rikhav Changmai	do
15	Mr. Lohit Gogoi	do
16	Dr. Binita Saikia	Non-Teaching Member
17	Dr. Sunil Dutta	Society Member
18	Mr. Kamal Jyoti Hazarika	Alumni Member
19	Mr. Nikuraj Handique	do
20	Vice President, Students' Union	Student Member
21	Secretary, Students' Union	do

The meeting also kept the scope of expansion and change of above selected members whenever needed. The coordinator was also given the charge of intimating all members of their responsibilities through intimation letters.

At last the chairperson, in his speech, expressed his view on need and importance of the IQAC committee in the college. He congratulated the members of the body and hoped that the college would get a new look by the activities of IQAC. He also requested all to help IQAC in all activities.

The coordinator thanked all for attending the meeting and the meeting came to an end at 2.30 p.m. with a vote of thanks from the chair.

Minutes of the meeting on 5th August, Friday, 2016

A meeting of IQAC of Sonari Commerce College was held at Teachers' common Room at 1 p.m. today at the Chairpersonship of Mr. Bipul Dey, the principal of the college. Just after the president had taken seat, the coordinator of IQAC Mr. Bhula Nath Tamuli explained the purpose of the meeting. It was held to discuss on the academic development of the college, he said.

Next the chairperson asked the IQAC coordinator to read out the minutes of the previous meeting and the same was approved by the meeting applauding.

Then the coordinator briefly narrated on the action taken:

1. All members of IQAC were informed of their respective position and duties through intimation letters.

After it, the teachers of different subjects and HODs explained on the progression of respective course curriculum. The teachers were advised to make lesson plans for effective teaching. The meeting also discussed on the matter of irregular students of the college and urged the principal to take effective measure to ensure their regularity.

In his short speech the chairperson suggested the teachers to take special care to the students for better performance.

Finally, the coordinator thanked all for attending the meeting and it came to an end with the vote of thanks from the chair.

Minutes of the IQAC meeting held on 3/10/2017

A meeting of IQAC of Sonari Commerce College is held at Teachers' common Room at 1 p.m. today at the Chairpersonship of Principal Mr. Bipul Dey. Just after the president had taken seat, the coordinator of IQAC Mr. Bhula Nath Tamuli explained the purpose of the meeting. It was held to handover the charge of coordinator to Mr. Rubul Changmai.

Next the chairperson asked the IQAC coordinator to read out the previous meeting's minutes and at the end of reading out the same was accepted by the meeting applauding.

After it the formerly coordinator of IQAC Mr. Bhula Nath Tamuli formally handed over the charge of coordinator to Mr. Rubul Changmai, being the new coordinator of IQAC , Sonari Commerce College.

The chairperson and the present members thanked formerly coordinator Mr. Bhula Nath Tamuli for his valuable performance and greeted Mr. Rubul Changmai as next coordinator of IQAC, Sonari Commerce College. All expected a new dimension of IQAC activities in his coordination.

The formerly coordinator, Mr. Bhula Nath Tamuli also welcomed the new coordinator Mr. Changmai and expected the fulfillment of all his half-done activities.

New coordinator Mr. Rubul changmai, taking charge as coordinator of IQAC of SCC, thanked all and begged their cooperation in all activities to get the things done in time.

All assured to help him in all activities whenever needed.

The meeting ended with a short remark of the chairperson and vote of thanks from the chair.

Minutes of the IQAC Meeting held on 25/06/2018 (Monday)

A meeting of IQAC of Sonari Commerce College is held at Teachers' common Room at 2 p.m. on 25th June, 2018, Monday at the Chairpersonship of Principal Dr. Bipul Dey. Just after the president had taken seat, the coordinator of IQAC Mr. Rubul Changmai explained the purpose of the meeting and said that it was held to discuss on the renovation of the IQAC Room and invitation of NAAC to the College.

Next the chairperson asked the IQAC coordinator to read out the previous meeting's minutes and it was accepted by the meeting applauding.

At first the coordinator of IQAC stated that a separate room equipped with computer and internet is highly needed to make progress in the activities of accreditation of the college and the in availability of the same has highly hampered the activities of the coordinator. Then he requested the Principal and the members to think of the matter seriously and within short time arrange the same. After a discussion by the members the president as well as the Principal assured to manage the needed amount for this purpose and requested the coordinator to arrange one room in the Administrative Building for IQAC activities. Moreover he made a committee under the coordinator to purchase the equipments urgently needed. He said that under no circumstances the activities related to NAAC should be hampered. All members appreciated his hasty step in this regard.

Next the meeting discussed on the progression of works for invitation of NAAC. The teachers expressed that a good progression in the activities were on, but as it was very new for them, it took longer time to do all works in connection with accreditation. Still they expressed hope to complete all work in time. The meeting expressed satisfaction over the activities of the teachers and advised them to take suggestions from such colleges who have already accredited their colleges by NAAC.

In any other item the meeting discussed on physical development of the college and it was decided to go to local MLA to request for building grant.

In his short remark the chairperson requested the teachers to give more attention over the matter of NAAC inspection of the college and thanked all for doing some progress in their work.

At the end, the coordinator thanked all for attending the meeting and after it the chairperson declared the wind-up of the meeting.

Minutes of the meeting held on 09/09/2019 (Monday):

A meeting of IQAC of Sonari Commerce College is held at Teachers' Common Room at 1 p.m. on 9th Sept., 2019, Monday at the Chairpersonship of Principal Dr. Bipul Dey.

Just after the president had taken seat, the coordinator of NAAC Mr. Rubul Changmai explained the purpose of the meeting and said that it was held to discuss on following important items:

- a) Time frame by U.G.C. on Assessment and Accreditation
- b) Distribution of Responsibilities to Teachers and Office Staff
- c) Responsibilities of HODs
- d) Individual Responsibility of Teachers
- e) Separate fund for IQAC
- f) Any other

The coordinator mentioned that the the colleges who have not been still assessed and accredited by NAAC, have to do it latest by 31st December, 2019. Explaining the whole system of the Assessment and Accreditation by NAAC, he expressed that it was needed to distribute the responsibilities of different Criterion for preparation of the SSR among the teachers. The teachers and HODs should, moreover, do their individual and departmental activities in connected with SSR. He presented a list of selected teachers and office staff for each criterion and handed it over to the president. He said that the assessment would be done on five academic sessions and hence documents should be made ready from 2014-15 Academic Session onwards. He also requested the meeting to allot a separate fund in the name of IQAC for urgent expenditure.

The meeting carried on a vivid discussion on each of the items of the Agenda and viewed to invite NAAC within the stipulated time. It was decided in the meeting to hold a workshop on 'External SWOC Analysis' very shortly inviting a team from Sivsagar Commerce College being experienced in this regard. The date for the workshop is fixed on 19/10/2019. Then the president read out the name of the teachers selected for the responsibility of each criterion and the meeting approved it after keeping a provision to enter members and exchange responsibilities if needed. The name of teachers and responsibilities assigned are as below:

Sl.No.	Name of Criterion	Convener/Chairperson	Members
01	Curricular Aspect	Mr. Bhula Nath Tamuli	Mr. Rikhav Changmai
			Mr. Simanta Bordoloi
			Mrs. Sangeeta Tanti
			Mr. Ram Kr. Das

02	Teaching Learning and	Mrs. Anjali Saud	Mr. Umananda Phukon
	Evaluation		Mrs. Era Dutta
			Mr. Rikhav Changmai
			Mr. Diganta Ganjoo
03	Research Innovation and	Mr. Lambudor Bailung	Mrs. Anjali Borgohain
	Extension		Mrs. Kalyani Konwar
			Mrs. Banashree Gogoi
04	Infrastructure and	Dr. Binita Saikia	Miss Dipamoni Sharma
	Learning Resources		Mrs. Tamali Das
			Miss Bornali Nath
			Mr. Ram Kr. Das
05	Students Support and	Mr. Ranjan Goswami	Mr. Brajen Hazarika
	Progression		Mr. Anjan Hazarika
			Mrs Kalyani Konwar
			Mr. Diganta Ganjoo
06	Governance, Leadership	Mr. Jayanta Phukon	Mr. Bijit Saikia
	and Management		Mr. Lohit Gogoi
			Miss Jyoti Gogoi
07	Institutional Values and	Mr. Utpal Gogoi	Mr. Dipen Borah
	Best Practices		Mr. Simanta Bordoloi
			Mrs. Joyshree Kakoty
			Mr. Ripunjit Dutta

The meeting also decided to grant Rs. 10,000/- (ten thousand only) in the name of IQAC and asked DDO Miss Dipamoni Sharma to take necessary step.

In any other item, Assistant Professor Mr. Lambudar Bailung wanted to know whether the Arts Stream had to be accredited by NAAC and the coordinator replied that it must be done by Arts stream also since the streams or the colleges who had already completed six years or from which two batches had already taken Degree, are eligible for Accreditation. As our Arts Stream has fulfilled both conditions, it is fit to be accredited. Moreover, he said that it was mandatory for all educational institutions to be accredited by NAAC.

Finally the President as well as the Principal requested all to perform their duties imposed on them effectively and requested to cooperate the coordinator of NAAC to complete the accreditation timely. The meeting wined up at 3 p.m.

Minutes of the IQAC meeting on 23/11/2020

A meeting of IQAC Committee of Sonari Commerce College was held on 23/11/2020, Monday, at Teachers' Common Room, at 1 p.m. Dr. Bipul Dey, the principal of the college, presided over the meeting. IQAC Coordinator Mr. Rubul Changmai explained the objective of the meeting. He mentioned about a letter came from NAAC regarding Assessment and Accreditation. He also mentioned the need of reformation of responsibilities of different criteria. The coordinator, moreover, requested the meeting to discuss how to proceed in the activities of NAAC Accreditation.

The president proceeded to the next item and asked the coordinator to read out the minute of the previous meeting and at the end of reading he requested the coordinator to inform about the execution of the decisions taken. At this the coordinator let the members know that the proposed workshop on 'External SWOC Analysis' inviting a team of experts of preparation of SSR from Sivasagar Commerce College was held successfully on 19/10/2019. He also stated the progression of the activities. The meeting appreciated the execution of the decisions and approved the minutes of the meeting.

Next to it, opening a discussion on the objects the principal requested the coordinator to read out the letter from NAAC. On reformation of the responsibilities, he opined in favour if it was utmost necessary. The members suggested only including of a few Assistant Coordinators for help of the Coordinator and accordingly the names of Mr. Umananda Phukon, Mr. Jayanta Phukon, Mr. Brajen Hazarika and Mr. Ranjan Goswami were selected. The coordinator read out the letter from NAAC and the meeting opined to reply the letter before 30/11/1919.

The conveners of different criterion explained the improvement in their activities. The principal advised to take help of BPB memorial College, Borhat to proceed in different activities. The meeting decided to buy necessary things for the help of different activities.

In his short speech the president thanked all for improving in the activities and assured to provide needed things from the office. He also thanked all members present and declared the winding up of the meeting.

Minutes of the IQAC Meeting held on 08/04/2021, Thursday

A meeting of IQAC is held on 08/04/2022, Thursday at Teachers' Common Room at 1 p.m. under the chairpersonship of Dr. Bipul Dey, the Principal of the college. IQAC Coordinator Mr. Rubul Changmai organized the meeting with items like: i) plantation in college campus, ii) observation of Bohag Bihu, iii) Charge Handover and iv) Any other.

In the beginning the president asked the coordinator to read out the minutes of the previous meeting and to inform about actions taken. The coordinator read out the minutes and informed the meeting that all decisions taken in the earlier meeting were executed in time. The responsibilities to the new members were given. A team of criterion conveners visited Borhat College to gather information to proceed on activities. The respective criterion conveners were provided necessary equipments to proceed their work.

Vice Principal of the college Mr. Bhulanath Tamuli initiated the discussion over the objectives and said that it would be a very good job to plant trees in the college campus since it would develop the green environment of the college and it is mostly necessary for the atmosphere. He also suggested to observe the Bohag Bihu as 'Rongali Bihu Adoroni Aanusthan' (welcome ceremony of Rongali Bihu). Next to him Professor Jayanta Phukon spoke on the objectives and thanked the IQAC Coordinator for inviting the meeting on such important issues. Regarding plantation he suggested only to plant small and shady trees. Most of the teachers spoke on the objectives suggesting to select suitable tree saplings and to plant them after a proper planning. Mr. Ananda Garh, the peon, volunteered to take the charge of planting trees. Finally two action groups were formed under IQAC to perform the tasks of plantation and Bohag Bihu Adoroni. The department of Assamese was given the charge of organizing the Bohag Bihu Adoroni Aanusthan while Mr. Jayanta Phukon, Mr. Depen Borah, Mr. Utpal Gogoi, Mr. Ranjan Goswami and Mr. Ananda Gorh were given the charge of plantation under the supervision of IQAC.

The president then proceeded to the next item in the agenda and the coordinator Mr. Rubul changmai resigned from the post of coordinator of IQAC and handed

over the charge to newly appointed coordinator Dr. Brajen Hazarika. All present in the meeting thanked the old coordinator and welcomed the new coordinator.

The chairperson, from his desk, appreciated the steps taken by the IQAC of the college and asked all teaching and non-teaching staff of the college to cooperate and make both programs successful. He also thanked Mr. Rubul Changmai for his valuable contribution as IQAC coordinator and expressed his hope that the actions of IQAC would be more accelerating in the days of new coordinator Dr. Brajen Hazarika and all half done activities of old coordinator would be fulfilled.

The meeting winded up at 2 p.m.

Minutes of the Meeting on 02/09/2021

A meeting of IQAC is held today on 02/09/2022, Thursday at Teachers' Common Room at 2 p.m. under the president ship of the Principal of the college Dr. Bipul Dey. After the President had taken his seat, IQAC Coordinator Dr. Brajen Hazarika explained the objectives of the meeting as: 1. Progression of Academic Syllabus, 2. Faculty Exchange and Motivational Classes to students, 3. Others.

Next to it the IQAC coordinator read out the minutes of the earlier meeting of IQAC on 10/04/2021 and all applauded it unanimously and it was accepted. Then the Vice Principal of the college Mr. Bhulanath Tamuli, who is in the charge of academic development of the college, initiated the discussion over the objectives giving a detailed description over the progress of academic syllabus given by the affiliated university and the AHSEC. He expressed satisfaction on the timely advancement of the courses. All departmental heads and subject heads of the college spoke on the satisfactory progress of the units within the given time frame. Some teachers mentioned taking class tests at the end of every chapter and initiatives to clear their doubts before starting new chapters. The Principal advised the teachers to keep minute notice on the attention of the students in classroom and equal progress of all students.

In the discussion of Faculty Exchange and Motivational Classes to students Mr. Rubul Changmai, HOD, Commerce, opined the need of basic accounting practices to all irrespective of Arts or Commerce students. Similarly the knowledge of social norms and political affairs are needed to Commerce students. Mr. Jayanta Phukon suggested to prepare a proper structure to exchange faculties without hampering the major classes of any subject. All, present in the meeting, supported his viewpoint and the duty of making the proper plan was given to the coordinator of IQAC consulting with departmental heads.

In the discussion of Other section the teachers requested the Principal to provide good classroom equipments to the students. In his reply the Principal mentioned the decision of Purchasing Committee of the college to buy only iron framed desks and benches I from the next time. He also viewed that all should concern to encourage the students to maintain the cleanliness in the college.

The meeting ended at 3.30 p.m. with the remark of the President.

Minutes of the Meeting on 10/12/2021

A meeting of IQAC is held today on 10/12/2022, Friday at Teachers' Common Room at 2 p.m. under the president ship of the Principal of the college Dr. Bipul Dey. IQAC Coordinator Dr. Brajen Hazarika organized the meeting with three main items: 1. Progress of academic syllabus, 2. Faculty exchange and motivational classes to students, 3. Others.

In the beginning the IQAC coordinator read out the minutes of the earlier meeting of IQAC and all applauded it unanimously. Next the Vice Principal of the college Mr. Bhulanath Tamuli, who is in the charge of academic development of the college, initiated the discussion over the objectives giving a detailed description over the progress of academic syllabus given by the affiliated university and the AHSEC. He expressed satisfaction on the timely advancement of the courses. All departmental heads and subject heads of the college spoke on the satisfactory progress of the units within the given time frame. Some teachers mentioned taking class test at the end of every chapter clear their doubts before starting new chapters. The Principal advised the teachers to keep minute notice on the attention of the students in classroom and equal progress of all students.

In the discussion of faculty exchange Mr. Rubul Changmai, HOD, Commerce, opined the need of basic accounting practices to all irrespective of Arts or Commerce students. Similarly the knowledge of social norms and political affairs are needed to Commerce students. Mr. Jayanta Phukon suggested prepare a proper structure to exchange faculties without hampering the major classes of any subject. All, present in the meeting, supported his viewpoint and the duty of making the proper plan was given to the coordinator of IQAC consulting with departmental heads.

In the discussion of Any Other item the teachers requested the Principal to provide good classroom equipments to the students. In his reply the Principal mentioned the decision of Purchasing Committee of the college to buy only iron framed desks and benches from the next time. He also viewed that all should take care to encourage the students to maintain the cleanliness in the college.

The meeting wound up at 3.30 p.m. after the speech from the chair.

Minutes of the IQAC Meeting held on 21/11/2022 (Monday)

A meeting of IQAC is held on 21/11/2022, Monday at Teachers' Common Room at 2 p.m. under the president ship of the Principal of the college Dr. Bipul Dey. IQAC Coordinator Dr. Brajen Hazarika organized the meeting with three main items: 1. Implementation of more Add-on Courses, 2. Information regarding completion of NAAC Templates, 3. Fixation of possible date for submission of IQA and 4. Others.

In the beginning the IQAC coordinator read out the minutes of the earlier meeting of IQAC and all applauded it unanimously.

Next the meeting discussed on the action taken on the decisions of the earlier meeting. The coordinator informed the meeting that all decisions were executed. Work on Academic Audit and Faculty Exchange collaborations were made.

Next the members discussed on the items of the Agenda and following decisions were taken:

1. To implement more Add-on courses in the college
2. To submit the SSR on 28th November, 2022

The meeting discussed on the Academic and infrastructural Development of the college and advised the teachers to keep documents well for future use.

The president, in his speech, praised all for valuable suggestions.

The meeting wound up at 4 p.m. with the vote of thanks from the coordinator.