

IQAC Meeting with Teachers

Date: 18/12/2024

Members Present

Sl. No.	Name	Signature
1.	Dr. Kranida Misra Bhagati	<i>[Signature]</i>
2.	Sarita Goswami	<i>[Signature]</i>
3.	Pratishtha Bhagati	<i>[Signature]</i>
4.	Pratishtha Bhagati	-
5.	Kshama Hali	<i>[Signature]</i>
6.	Chibbi	<i>[Signature]</i>
7.	Danika Chakri	<i>[Signature]</i>
8.	Sangeeta Senua Goswami	<i>[Signature]</i>
9.	Charati Lalung	<i>[Signature]</i>
10.	Luku Morang	<i>[Signature]</i>
11.	Mintu K. Das	<i>[Signature]</i>
12.	Pankaj Bha	<i>[Signature]</i>
13.	Pallavi Karmajyoti	<i>[Signature]</i>
14.	Spiti Bhattacharya	<i>[Signature]</i>
15.	Suapna Nath	<i>[Signature]</i>
16.	Kathuri Saha	<i>[Signature]</i>
17.	Bidisha Mahali	<i>[Signature]</i>
18.	Tulika Medach	<i>[Signature]</i>
19.	Arita Barua	<i>[Signature]</i>
20.	ASIT GOSWAMI	<i>[Signature]</i>
21.	Tanka Apalpur	<i>[Signature]</i>

[Signature]
 IQAC Co-ordinator
 DHSK Commerce College
 Dibrugarh, Assam

[Signature]
 Principal
 D.H.S.K. Commerce College
 Dibrugarh

DHSK COMMERCE COLLEGE: DIBRUGARH

IQAC Meeting of DHSK Commerce College: Minutes of the meeting held on 18/12/2021

Agenda:

1. Submission of AQAR - 2020-21
2. Academic Matters
3. Feedback Collection
4. Preparation for 3rd Cycle of NAAC Accreditation

Meeting Minutes:

The meeting of the Internal Quality Assurance Cell (IQAC) at DHSK Commerce College was held on 18th December, 2021 at 12.30 pm. The meeting was chaired by Dr. KM Bhagawati, Principal of DHSK Commerce College. The meeting was attended by 21 faculty members.

Agenda 1: Submission of AQAR - 2020-21:

Dr. KM Bhagawati initiated the meeting by highlighting the importance of the Annual Quality Assurance Report (AQAR) for the academic year 2020-21. He emphasized the need for accurate and comprehensive data to reflect the college's achievements, challenges, and continuous improvement initiatives. The IQAC Co-ordinator provided an overview of the AQAR compilation process and stressed the impending deadline for submission. All 21 faculty members were encouraged to collaborate and ensure the timely submission of the report.

Agenda 2: Academic Matters:

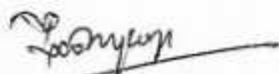
The discussion on academic matters encompassed various topics including curriculum updates, teaching methodologies, student performance, and academic support mechanisms. Faculty members shared their experiences and suggestions for enhancing the teaching-learning process. The Principal acknowledged the valuable insights and requested faculty members to actively implement innovative approaches in their classrooms.

Agenda 3: Feedback Collection:

The importance of feedback collection from stakeholders, especially students and parents, was reiterated. The IQAC Co-ordinator elaborated on the methods employed for feedback collection and the subsequent analysis to identify areas for improvement. Faculty members expressed their commitment to fostering an environment where feedback is welcomed and acted upon to enhance the college's overall quality.

Agenda 4: Preparation for 3rd Cycle of NAAC Accreditation:

Preparations for the upcoming 3rd Cycle of NAAC Accreditation were discussed in detail. The IQAC Co-ordinator outlined the accreditation criteria and the documentation required to showcase the college's progress and adherence to quality benchmarks. Dr. KM Bhagawati emphasized the collaborative effort required and stressed the role of all faculty members in ensuring successful accreditation.



IQAC Co-ordinator
DHSK Commerce College
Dibrugarh, Assam

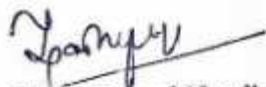
Opinions from Faculty:

- Dr. B. Bhagawati: Highlighted the need to align curriculum with industry trends and encouraged interdisciplinary collaborations among departments.
- Dr. N. Dutta: Suggested organizing workshops on pedagogical innovations and technology integration to enhance the quality of teaching.
- Prof. Sailen Gogoi (Vice-Principal): Stressed the importance of administrative support for implementing quality enhancement measures and encouraged a student-centric approach.
- Dr. Bidisha Mahanta: Recommended incorporating holistic development programs for students and promoting research culture among faculty.

Action Taken Report:

1. **Submission of AQAR - 2020-21:** Faculty members committed to ensuring the completion and submission of the AQAR by the stipulated deadline.
2. **Academic Matters:** Faculty members agreed to explore innovative teaching methodologies and collaborate for curriculum enhancement.
3. **Feedback Collection:** Faculty members pledged to actively participate in feedback collection and to implement necessary improvements.
4. **Preparation for 3rd Cycle of NAAC Accreditation:** The IQAC Co-ordinator and the Principal would lead the efforts to compile the required documentation and involve faculty members in the process.

The meeting concluded with a vote of thanks to Dr. KM Bhagawari for chairing the meeting and fostering a productive discussion. The next IQAC meeting of Criteria wise Cells was scheduled for 4th February to review the progress on the action items and to continue the planning for NAAC accreditation.



[Dr. Tanka Prasad Upadhyaya]
IQAC Co-ordinator,
DHSK Commerce College
18/12/2021

**IQAC Co-ordinator
DHSK Commerce College
Dibrugarh, Assam**

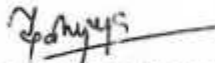
DHSK COMMERCE COLLEGE, DIBRUGARH

Notice of IQAC Meeting

(Notice date: 01.2.2022)

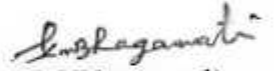
The following esteemed faculty members of DHSK Commerce College are hereby informed that an important meeting of IQAC Committee Members and conveners of Criteria-wise Cells is scheduled on 4th February (Friday), 2022 at 12.15pm at IQAC Office to discuss issues relating to submission of AQAR, preparation of SSR and any other issues

So all are requested to be present in the same.



(Dr. TP Upadhyaya)
Coordinator, IQAC



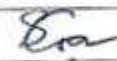
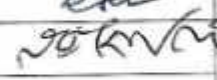



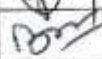


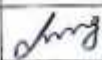
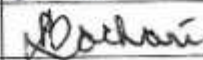
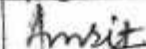
IQAC Co-ordinator
DHSK Commerce College
Dibrugarh, Assam



(Dr. KM Bhagawati)
Principal

DHSK Commerce College
Principal

D.H.S.K. Commerce College
Dibrugarh

Name of the Members/ Conveners	Signature
1. Prof. P. Das	
2. Dr. B. Bhagawati	
3. Mr. Sailen Gogoi	
4. Dr. N. Dutta	
5. Dr. (Ms) Chitra Roy	
6. Dr. Joydev Gogoi	
7. Dr. Mintu Kr Das	
8. Dr. Ajit Goswami	
9. Dr. Bidisha Mahanta	
10. Prof. Pankaj Sahu	
11. Ms. SS Gogoi	
12. Dr. Jacob Konwar (Special invitee)	
13. Prof. Luku Morang (Special invitee)	
14. Prof. B. Kachari (Special invitee)	
15. Mr. Amrit Phukan (GS)	

A meeting of IQAC's internal members and members of Criteria-wise cell was convened on 4th February, 2022 at 12.15 pm in IQAC office of DHR Commerce College to discuss issues relating to submission of AQAR, preparation of SSR and other issues. The meeting was chaired by the Principal, Dr. KM Bhaganwati and the objectives of the meeting was explained by IQAC Co-ordinator, Dr. KM Bhaganwati. The house discussed about the issues relating to early completion of AQAR-2020-21 and the house resolved to complete the process of final submission of AQAR at earliest. The following decisions were taken in the meeting:

1. The house requested all the faculty members to contribute papers/articles etc for the multi-disciplinary book to be published by IQAC. The book is open for all papers/subscribers on any topic. The editorial board will be consisting of all Associate Professors including Dr. Nabajyoti Dutta and also house decided the name of Dr. Debabrata Das and Prof. A. B. Rajkumar as adviser and all GIB members as patrons.
2. The house decided to take measures for the collection of feedback from employers at the earliest for 2020-21 & 2021-22.
3. The house decided to conduct Academic & Administrative Audit before the end of current Academic session.
4. The house requested all the HOD's to organise Seminars, workshops etc before 2022 June.
5. The house decided to ^{request administration} re-imburse the Seminar/Workshop registration fees to all presenters in National/international events only. The re-imbursment may be done for actual registration costs or ₹ 1000/- whichever is less. This provision is applicable to both offline and on-line participation. This facility shall be restricted to one Seminar/Workshop per person-per-year for the academic year, subject to submission of money receipt and certificates.
6. The house decided to provide the ^{50% of} financial assistance of Students Welfare Scheme to ^{Regular} Students of B.Com. 1st Semester on merit.

IQAC Meeting

Date: 4.2.2022

Members Present

- 1.
2. Dr. Bhupesh Chandra
3. Dr. Habajit Dutta
4. Sailem Gogoi
5. Pankaj Sahu
6. Chibi Roy
7. Bidisha Mahanta
8. Bani Kalari
9. Sanjita Sena Gogoi
10. Dr. Ajit Ghosh
11. Amrit Phukan (6002245429)
12. Jayda Gogoi
13. Jeet Kanwar
14. Luke Marang
15. Mintu M. Das

4/2/2022
Jitendra
Em
Sb
S
S
Wachan
S
Amrit
4/2/2022
4/2/2022
M

~~Jayda Gogoi~~
IQAC Co-ordinator
DHSK Commerce College
Dibrugarh, Assam

Soblaganath
Principal
D.H.S.K. Commerce College
Dibrugarh

DHSK COMMERCE COLLEGE, DIBRUGARH

IQAC Meeting Notice

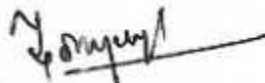
All the esteemed faculty members of DHSK Commerce College are hereby informed that an important meeting is scheduled on 29th April (Friday), 2022 at 3.15pm : to discuss following agenda

So all are requested to be present in the same.

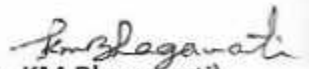
Venue : Library Auditorium

Agenda:

- Discussion on ensuing International Workshop
- Discussion on Academic & Administrative Audit
- Discussion on academic matter
- Any other matter



(Dr. TP Upadhyaya)
Coordinator, IQAC



(Dr. KM Bhagawati)
Principal

DHSK Commerce College

Principal

D.H.S.K. Commerce College
Dibrugarh

IQAC Meeting on 29.4.2022

Members Present

Name

Signature

- | | |
|---------------------------------|------------|
| 1. Dr. Manindra Misra Bhagavati | Manindra |
| 2. Dr. Tanka Prasad Upadhyay | Tanka |
| 3. Dr. Chandra Prasad Bhagavati | Chandra |
| 4. Dr. Jyoti Goswami | Jyoti |
| 5. Dr. Bidisha Mahanta | Bidisha |
| 6. Mr. Anuraj Saha | Anuraj |
| 7. Pooja Kashyap | Pooja |
| 8. Ms. Smita Bhattacharya | Smita |
| 9. Charati Kalung | Charati |
| 10. Dr. AJIT GOSWAMI | Ajit |
| 11. Dr. Chitra Roy | Chitra |
| 12. Dr. Swapna Nath | Swapna |
| 13. Dr. N. Dutta | N. Dutta |
| 14. Satya Ranjan Doley | Satya |
| 15. Dr. Madhusudan Saha | Madhusudan |
| 16. Indira Chetia | Indira |
| 17. Manoj B. Ghosh | Manoj |
| 18. Sangeeta Sena Goswami | Sangeeta |
| 19. Bani Kachari | Bani |
| 20. Manita Pr. Das | Manita |
| 21. Kanta Morang | Kanta |
| 22. Kehsanla Hali | Kehsanla |

29/04/2022


IQAC Co-ordinator
DHSK Commerce College
Dibrugarh, Assam


Principal
D.H.S.K. Commerce College
Dibrugarh

IQAC: DHSK COMMERCE COLLEGE: DIBUGARH [ASSAM]

MINUTES OF IQAC MEETING

A meeting of IQAC, DHSK Commerce College with all teaching staff, librarian and office staff was held on 29th April (Friday) 2022 at 03:15 pm in library auditorium of the college to discuss the following agenda:

1. Discussion on organizing international workshop on fundamentals of filmmaking
2. Discussion on CONDUCTING of Academic and Administrative audit
3. Discussion on submission of AQAR 2020-21
4. Discussion on Academic matters
5. Any other matter with the permission of the Chair

Following faculty members, office staff and library staff were present for the meeting

SL No	Name	SL No	Name
1.	Dr. KM Bhagawati (Principal)	12.	Dr. B. Mahanta
2.	Dr. TP Upadhyaya	13.	Ms. Bharati Lalung
3.	Dr. Bhupesh Bhagawati	14.	Mr. Pankaj Sahu
4.	Dr. Ajit Goswami	15.	Ms. Pallavi Kashyap
5.	Dr. J. Gogoi	16.	Mr. K. Haloi
6.	Dr. C. Roy	17.	Mr. Luku Morang
7.	Dr. S. Nath	18.	Dr. MK Das
8.	Dr. Ipsita Bhattacharyya	19.	Ms. Bani Kachari
9.	Dr. N. Dutta	20.	Ms. SS Gogoi
10.	Dr. SR Doloy	21.	Ms. MB Bhowmick
11.	Dr. Kasturi Saikia	22.	Ms. Padma Chetia

1. Dr. KM Bhagawati, Principal has welcomed all the members and presented agenda of the meeting. He explained the role and importance of the Internal Quality Assurance cell (IQAC) and stated the purpose of formation of the new composition to the previous Quality Assurance Committee.
2. IQAC Coordinator explain the objectives of the meeting and 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. IQAC coordinator placed the minutes of last IQAC meeting and the house passed the same
3. IQAC coordinator briefed that the College is going to organize one day International Workshop on fundamentals of Filmmaking to be conducted by Redcardinal motion Pictures, a leading multi-accolade film production company in association with ACTA Women Cell and IQAC. All the members present have assured full cooperation in this regards
4. The house constituted the following sub-committees for the smooth function of the international workshop:
 - (a) Registration Sub Committee: Dr. I. Bhattacharyya, Dr. MK Das, Ms. B. Lalung, Ms Pallavi Kashyap & Ms. SS Gogoi
 - (b) Felicitation Sub-Committee: Dr. T. Mattack, Ms. B. Kachari, Ms. MB Bhowmick


IQAC Co-ordinator
DHSK Commerce College


Principal
DHSK Commerce College
DIBUGARH

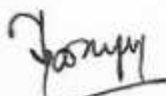
IQAC: DHSK COMMERCE COLLEGE: DIBUGARH [ASSAM]

- (c) **Stage Sub-Committee:** Dr. B. Bhagawati, Dr. S. Nath, Dr. N. Dutta, Mr. A. Macchey, Mr. L. Morang & Dr. B. Mahanta
- (d) **Technical Support Sub-Committee:** Mr. P. Sahu, Ms. S. Bansal & Dr. P. Dhanuka
- (e) **Food Sub-Committee:** Mr. S. Gogoi, Dr. J. Gogoi, Dr. C. Roy, Dr. J. Konwar, Dr. A. Goswami & Mr. B. Hanse
- (f) **Certificate Sub-Committee:** Dr. SR Doley, Mr. K Haloi & Dr. K. Saikia
5. IQAC coordinator briefed the members with the activities and initiative undertaken by the College during 2020-21. Further discussions were held on issues such as organizing students centric programme on career Counselling, organizing national level workshop on photography etc. by all department.
 6. The Chairperson of IQAC Dr. KM Bhagawati has requested all the members of the different cells to make necessary arrangements for updating different criteria's so as to submit the AQAR at the earliest.
 7. The members present in the meeting including Dr. J. Gogoi, Dr. S. Nath assured the house that they would provide necessary cooperation in achieving the activities of IQAC particularly with regard to collection of data/ information required for the purpose of AQAR 2021-22 submission
 8. Dr. B. Bhagawati also suggested activating the work to be done by different cells and opined to take extra remedial classes in order the complete the syllabus before the examinations.
 9. The meeting ended with vote of thanks proposed by Dr. Ajit Goswami, Assistant Coordinator of IQAC

Action Taken Report

1. **Minutes of Last IQAC Meeting:** The IQAC Coordinator presented the minutes of the last IQAC meeting, and the house unanimously passed the same.
2. **One Day International Workshop on Filmmaking:** The IQAC Coordinator briefed about the upcoming one-day International Workshop on fundamentals of Filmmaking to be conducted by Redcardinal Motion Pictures, in association with ACTA Women Cell and IQAC. All members present assured full cooperation for the successful organization of the workshop.
3. **Constitution of Sub-Committees:** The following sub-committees were constituted for the smooth functioning of the International Workshop: **Registration Sub Committee, Felicitation Sub-Committee; Stage Sub-Committee; Technical Support Sub-Committee; Food Sub-Committee, Certificate Sub-Committee**
4. **Activities and Initiatives in 2020-21:** The IQAC Coordinator provided an overview of the college's activities and initiatives during 2020-21. Discussions were held on organizing students' centric programs on career counseling and national-level workshops on photography by various departments.
5. **Updating Criteria and AQAR Submission:** Dr. KM Bhagawati, the Chairperson of IQAC, requested all members of different cells to make necessary arrangements for updating criteria to submit the Annual Quality Assurance Report (AQAR) at the earliest.
6. **Cooperation for AQAR Preparation:** Members, including Dr. J. Gogoi and Dr. S. Nath, assured the house of providing necessary cooperation for IQAC activities, especially concerning data collection for the AQAR 2021-22 submissions.
7. **Remedial Classes and Cell Activations:** Dr. B. Bhagawati suggested activating the work to be done by different cells and recommended the organization of extra remedial classes to complete the syllabus before examinations.

The IQAC has taken prompt action on all the decisions made during the meeting. The sub-committees are actively working towards the successful execution of the International Workshop. Data collection and updating criteria for AQAR are in progress, and cooperation from all members is commendable.



IQAC Co-ordinator
DHSK Commerce College
Dibrugarh



Principal
D.H.S.K. Commerce College
Dibrugarh

DHSK COMMERCE COLLEGE: DIBRUGARH: ASSAM

Notice of IQAC Meeting

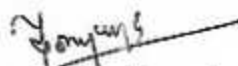
(21.5.2022)

Following faculty members, Librarian and students representative of DHSK Commerce College are hereby informed that an important meeting is scheduled on 27th May, 2022 at 1.30pm in IQAC office to discuss following agenda.

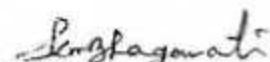
So the following members requested to be present in the same.

Agenda:



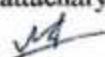

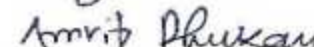
1. Discussion on Starting of Add-on-courses
2. Discussion of Book publication
3. Discussion on plan of action as per NAAC Report 2018's recommendations
4. Discussion on Preparation of IQA & SSR for NAAC invitation in 2022-23
5. Discussion on conducting Academic & Administrative Audit, Green Audit etc.
6. Discussion on activities/meetings/ minutes of various cell/ committees/associations
7. Any other matter


(Dr. TP Upadhyaya)
Coordinator, IQAC


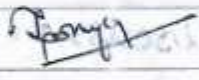




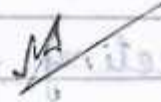




(Dr. KM Bhagawati)
Principal
DHSK Commerce College
Principal
D.H.S.K. Commerce College
Dibrugarh

Copy for information to :

1. Dr. B. Bhagawati
2. Prof. Sailen Gogoi 
3. Mr. N. Dutta
4. Dr. J. Gogoi
5. Dr. J. Konwar (Special Invitee) 
6. Prof. Luku Morang (Special Invitee) 
7. Dr. Ipsita Bhattacharyya (Special Invitee) 
8. Dr. MK Das 
9. Dr. Ajit Goswami
10. Dr. Bidisha Mahanta
11. Ms. Sangita S. Gogoi 
12. Mr. Amrit Phukan (G.S.) 

Members Present.

Name	Signature
1. Dr. K. M. Bhagawati	
2. Prof. Sailen Gogoi	
3. Dr. B. Bhagawati	
4. Dr. T. P. Upadhyaya	
5. Dr. N. Dutta	 27/5/22
6. Dr. J. Konwar	
7. Prof. L. Morang	
8. Dr. I. Bhattacharyya	
9. Dr. M. K. Das	
10. Dr. A. Goswami	
11. Ms. S. S. Gogoi	

The IQAC of DHSK Commerce College organized a meeting on 27/5/2022 at IQAC office at 1.30 pm with the following agenda.

1. Discussion on starting of Add-on courses


IQAC Co-ordinator
DHSK Commerce College
Dibrugarh Assam


Principal
D.H.S.K. Commerce College
Dibrugarh

2. Discussion on book publication
3. Discussion on plan of action as per NAAC report 2018's recommendations.
4. Discussion on preparation of IQA & SSR for NAAC invitation in 2022-23.
5. Discussion on conducting Academic and Administrative audit, Green audit etc.
6. Discussion on activities/meetings/minutes of various cells/committees/associations
7. Any other matter.

The meeting was presided over by the Principal of the College Dr. K.M. Bhagawati. The discussion on the introduction of new Add-on courses were held. The house decided to keep open ended numbers of enrollment within June. The add-on courses are introduced by dept. of English and Banking. So the class timings would be decided by the respective departments. Outsiders or the students other than this institute can enroll for the courses as decided by the house. The house also took decisions regarding fee structure of the courses and about the co-ordinator. These informations are furnished

Name of the course	Dept.	Fee	Co-ordinator
Spoken English 2 nd PD	English	1500	Dr. J. Bhattacharyya
Film Appreciation	English	1500	Mr. L. Morang
Stock Market	Banking	2000	Dr. T. P. Upadhyaya

The house opined that the necessary information and motivations to be imparted by the concern dept. by visiting classes.

After that the meeting discussed on the publication of research based book by IQAC. The name of the book is decided as "Chinta Tyoti / The Intellect".

There was a discussion of plan on actions as Recommended by NAAC, 2018. Most of the recommendations are materialised. For instance PG courses were opened. There were computer class lab, smart class, sport facilities, playground as recommended by NAAC during 2nd cycle visit. The meeting proposed to organise 7-days coaching classes for the students by ICGC & PGC Dept of Commerce within the month of June.

The next agenda was submission of IQA, SSR, NAAC invitation. The IQAC requested the committee to prepare all the details, meeting minutes, resolutions, photograph etc so that they can face NAAC in the session 2022-23.

Another discussion was held on the formation of different cells. The cells are constituted with the following members as suggested in the meeting.

Cell	Convener	Members
① ST/SC Cell	Prof. K. Haloi	① Dr. S. R. Doley, B. Laleng, Amit Saikia, Subrata Roy.
② OBC Cell	Dr. J. Gogoi	② Prof. Gogoi, R. Baruah, P. Chetia
③ Anti-Ragging Cell	Dr. J. Konwar	③ Prof. P. Sahu, Dr. Bidisha Mahanta, Dr. K. Saikia.
④ Students Grievance Redressal cell	Prof. S. Gogoi	④ Dr. B. Bhagwati, Dr. S. Nath, Dr. I. Bhattacharyee, student Union Secretary / Girl's Commoi room, Secy.
⑤ Equal Opportunity Cell		
(Adviser → Dr. K. M. Bhagwati → Prof. S. Gogoi)	Dr. K. Saikia	⑤ Prof. L. Marang, Dr. M. K. Das, B. Laleng.

There was a discussion on conduction of Academic Audit & Green Audit. The committee requested the department to be ready with departmental profile.

Prof. G. Hazarika of D.V and Dr. Chaitanya Bara of

Tinsukia Commerce College would be invited to conduct the audit. The whole process of audit to be completed within time. Green audit to be conducted after discussion.

[Signature]
IQAC Co-ordinator
DHSK Commerce College
Dibrugarh, Assam

[Signature]
Principal
D.H.S.K. Commerce College
Dibrugarh

IQAC Meeting Notice

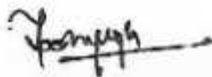
(Date: 11.6.2022)

All the esteemed members of Internal Quality Assurance Cell (IQAC), are hereby informed that an IQAC meeting will be held on **18th June, 2022 (Saturday)** at **3.30 pm** in the IQAC Office of DHSK Commerce College to discuss the following agenda.

Agenda of the Meeting:

- Taking of Chair / Introduction of new member & facilitator*
1. Approval and Confirmation of the minutes of previous IQAC meeting
 2. To discuss about Re - accreditation of NAAC (3rd Cycle) and status of AQAR
 3. To discuss about IQAC action plan for the year 2022-2023 i.e. conducting FDP, Seminars/ Workshops/ Student Induction Programme etc.
 4. Any other matter with the permission of the Chair

Therefore all the respected members are requested to make it convenient to attend the same and extend valuable cooperation.



(Dr. TP Upadhyaya)
IQAC Coordinator
DHSK Commerce College



(Dr. KM Bhagawati)
Principal
DHSK Commerce College

Copy for Circulation to IQAC Members:


1. Prof. Sainen Gogoi (Vice- Principal)
2. Dr. Bhupesh Bhagawati (HOD, Commerce)
3. Dr. Kumud Chandra Goswami (Professor, Dibrugarh University)
4. Mr. Mausum Bharali (Alumni Representative)
5. Mr. Dhruvorshi P. Sen (Alumni Representative, Advocate, Dibrugarh Bar Association)
6. Dr. Nabajyoti Dutta, (HOD, Assamese)
7. Dr. Joydev Gogoi (HOD, Business Management)
8. Dr. Mintu Kr. Das (HOD, Statistics)
9. Dr. Ajit Goswami (Assistant Coordinator of IQAC)
10. Dr. Bidisha Mahanta (Assistant Co-ordinator of IQAC)
11. Ms. SS Gogoi (Librarian)
12. Mr. Amrit Phukan (Secretary, Students Union Body: 2021-22)

Principal
DHSK Commerce College
DIBRUGARH

IQAC Meeting: 18.6.2022

Members Present

Name	Signature
1. K.M. Bhagwati	K. Bhagwati
2. V. Ch. Anwarani	V. Ch. Anwarani
3. Saiten Gogoi	Saiten Gogoi
4. Bhupendra Kumar	Bhupendra Kumar
5. Advocate Dhruvishri Padmanagu Sora	Dhruvishri Padmanagu Sora 18/6/22
6. Jaydev Gogoi	Jaydev Gogoi 18/6/22
7. Bidisha Mahanta	Bidisha Mahanta 18/6/22
8. Ajit Goswami	Ajit Goswami 18/6/22
9. Mintee K. Das	Mintee K. Das 18/6/22
10. Dr. Tanva Pd Upadhyay	Dr. Tanva Pd Upadhyay 18/6/22
11. Mausumi Bhattacharya	Mausumi Bhattacharya
12. N. Dutt	N. Dutt 18/6/22



IQAC Co-ordinator
DHSK Commerce College
Dibrugarh, Assam



D.H.S.K. Commerce College
Dibrugarh

IQAC: DHSK COMMERCE COLLEGE: DIBRUGARH: ASSAM

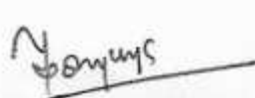
The Internal Quality Assurance Cell (IQAC) of DHSK Commerce College organized a Core Committee Meeting on 18th June, 2022 at 03:30 pm with the following agenda:

1. Welcome address by IQAC Coordinator
2. Felicitation of new IQAC member
3. Agenda handover to the Principal of the College cum President of the meeting
4. Objectives of the meeting by IQAC Coordinator
5. Placement, Approval & Confirmation of the minutes of the previous meeting
6. To discuss about Re - accreditation of NAAC (3rd Cycle) and status of AQAR
7. To discuss about IQAC action plan for the year 2022-2023 i.e. conducting FDP, Seminars/ Workshops/ Student Induction Programme etc.
8. Any other matter with the permission of the Chair
9. Presidents comments
10. Vote of Thanks

Following members were present in the virtual meeting:

SL No	Name	Designation	IQAC Designation
1	Dr. KM Bhagawati	Principal	Chairperson
2	Mr. Sainen Gogoi	Vice - principal	Nominee from Management
3	Dr. B. Bhagawati	Associate Prof. & HOD, Commerce	Teacher Member
4	Dr. TP Upadhyaya	Associate Prof. & HOD, Banking	IQAC Coordinator
5	Mr. N. Dutta	Assistant Prof. & HOD, Assamese	Teacher Member
6	Dr. J. Gogoi	Associate Prof. & HOD, Management	Teacher Member
7	Dr. Ajit Goswami	Assistant Professor	Assistant coordinator
8	Dr. Bidisha Mahanta	Assistant Professor	Assistant coordinator
9	Dr. K. Goswami	Professor, Dibrugarh University	Nominee from Parent
10	Dr. Mintu Kr. Das	Assistant Prof. & HOD, Statistics	Teacher Member
11	Mr. Dhruborshi P. Sen	Advocate, Dibrugarh Bar Association	Local Representative
12	Mr. Mausum Bharali	Entrepreneur & Local Businessman	Alumni Representative

1. The meeting was started with President taking the chair and the felicitation of the new members.
2. The IQAC coordinator explained the objective of the meeting followed by presentation of *minutes of the previous meeting*.
3. After presentation a condolence was held in the memory of Late Prof Chimun Nath who was also the IQAC core committee member.
4. The house discussed in details about the present status of IQAC and the future readiness for the upcoming NAAC invitation for 3rd cycle of assessment in 2022-23.
5. Principal and Chairman of the IQAC Dr. K.M Bhagawati opined that NEP should be linked with next AQAR preparation and the work should be done on regular basis.
6. A proposal was given by the Principal and Dr. B. Bhagawati for conducting national level seminar under the sponsorship of NAAC in 2022-23 session and Dr. Bidisha Mahanta has been assigned the task in this regard.



IQAC Co-ordinator
DHSK Commerce College
Dibrugarh, Assam




Principal
D.H.S.K. Commerce College
Dibrugarh

IQAC: DHSK COMMERCE COLLEGE: DIBRUGARH: ASSAM

7. The House decided to complete the process of conducting Academic and Administrative Audit by 30th June, 2022
8. The house unanimously opined to complete the process of conducting Green Audit by September, 2022
9. The house opined that the research aspect of the college should be strengthened and more faculties should come up with minor and major research project.
10. Dr. J. Gogoi asked about plagiarism check and institutional accessibility regarding it and the house recommended for personal check on plagiarism.
11. Mr. Dhruvorshi P. Sen, IQAC member enquired about infrastructure and raises the high court issue of the Banipur campus. The chairperson informed the house that that administration has already taken necessary care regarding all court cases to safeguard the interest of the college.
12. Mr. Dhruvorshi P. Sen raised the matter of career prospect in collaboration with fifth madras regiment and Dr M.K Das, coordinator ICGC informed the house that necessary steps have already been taken.
13. Regarding the IQAC action plan for 2022-23, Prof K.C.Goswami proposed to organise a workshop on framing of curriculum keeping in view of NEP which would help the board of studies of the Dibrugarh University to frame the curriculum. He also suggested to organize student induction programme immediately after admission
14. A proposal was given by Prof M.K. Das to form a cell to handle the external communications with other institutions regarding MOU, Exchange programme etc.
15. Principal/ president let the house know that in the place of existing Higher Secondary courses the college is going to introduce Non- honors course in the morning shift w.e.f. 2022-23 academic session. He also inform the house that the college is going to introduce 3 (three) Add on courses w.e.f. 2022-23 academic session. In this regard, Dr. J. Gogoi suggested that more number of students friendly course should be opened. Mr. Sen suggested opening of course on personality development and spoken English. However already one add on course would be started in English Deptt related to this topic soon.
16. Finally, status of research book was also discussed and IQAC coordinator informed the house that the book will be published by the end of July.
17. The house discussed the matter of recruitment of office staff for IQAC and keeping in view the enormous work load, the house permitted the IQAC office to recruit one staff for data entry and other official work.
18. The meeting ended with vote of thanks offered by Dr. Ajit Goswami, Assistant Coordinator of IQAC.



IQAC Co-ordinator
DHSK Commerce College
Dibrugarh, Assam




Principal
D.H.S.K. Commerce College
Dibrugarh

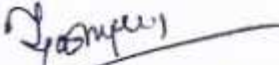
IQAC: DHSK COMMERCE COLLEGE: DIBRUGARH: ASSAM

Action Taken Report

The Internal Quality Assurance Cell (IQAC) of DHSK Commerce College presents the Action Taken Report on the minutes of the meeting held on 18th June, 2022. The following actions have been taken:

1. **Felicitation of New Members:** The meeting commenced with the President taking the chair and felicitation of the new members of the IQAC committee.
2. **Objective and Minutes Presentation:** The IQAC Coordinator explained the objectives of the meeting and presented the minutes of the previous meeting for review and approval.
3. **Condolence:** A condolence was observed in the memory of Late Prof Chimun Nath, who was a valuable member of the IQAC core committee.
4. **Preparation for NAAC 3rd Cycle Assessment:** The house extensively discussed the present status of the IQAC and preparedness for the upcoming NAAC invitation for the 3rd cycle of assessment in 2022-23.
5. **NEP Linkage with AQAR:** Dr. K.M Bhagawati, Principal, and Chairman of IQAC suggested linking the National Education Policy (NEP) with the next AQAR preparation. The house emphasized the need for continuous work in this regard.
6. **Academic and Administrative Audit:** The house decided to complete the process of conducting Academic and Administrative Audit by 30th June 2022.
7. **Green Audit:** The house unanimously agreed to complete the process of conducting Green Audit by September 2022.
8. **Strengthening Research Aspect:** The house highlighted the importance of strengthening the research aspect of the college and encouraged more faculties to undertake minor and major research projects.
9. **Infrastructure and Banipur Campus:** Mr. Dhruvorshi P. Sen raised concerns about infrastructure and the high court issue related to the Banipur campus. The Chairperson assured the house that necessary steps had been taken by the administration to safeguard the college's interests in all court cases.
10. **IQAC Action Plan for 2022-23:** Prof K. Goswami proposed organizing a workshop on framing the curriculum in line with the NEP, which would assist the Board of Studies of Dibrugarh University in curriculum development. He also suggested organizing a student induction program immediately after admission.
11. **External Communications Cell:** Prof M.K. Das proposed forming a cell to handle external communications with other institutions regarding MOUs, exchange programs, etc.
12. **Introduction of New Courses:** The Principal informed the house that the college would introduce Non-honors courses in the morning shift from the 2022-23 academic session. Three Add-on courses would also be introduced. The house suggested opening more student-friendly courses, such as personality development and spoken English.
13. **Status of Research Book:** The IQAC Coordinator informed the house that the research book would be published by the end of July.

The IQAC has taken prompt action on all the decisions made during the meeting. Necessary arrangements have been initiated for the upcoming NAAC assessment. Committees have been constituted to conduct audits and organize workshops and seminars. The college is proactively working on curriculum framing, research publications, and course introductions to meet the college's vision and improve overall quality.


IQAC Co-ordinator
DHSK Commerce College
Dibrugarh, Assam


Principal
D.H.S.K. Commerce College
Dibrugarh