

NOTICE

The first meeting of the newly-constituted IQAC is convened on 13/02/2017 (Monday) at 2.00 pm in the Teachers' Common Room. Members of the IQAC, CKB Commerce College are requested to attend the aforesaid meeting.

Agenda:

1. Signing in
2. Taking of the Chair by Chairperson
3. Opening Remarks from Chairperson
4. Constitution & Selection of Members for different Committees
5. Roadmap (Plan or Strategy) — for Next Meeting
6. Any other issues
7. Vote of Thanks from the Coordinator.

Dr. P.C. Borah
Principal, & Chairperson (IQAC)
CKB Commerce College
Jorhat-785001

Principal
CKB Commerce College
JORHAT

Dr. Neeta Lagachu
Coordinator (IQAC)
CKB Commerce College
Jorhat-785001

Coordinator
IQAC
CKB Commerce College, Jorhat


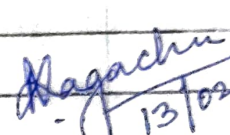
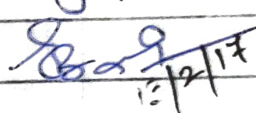
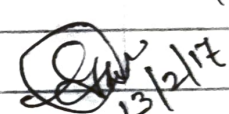
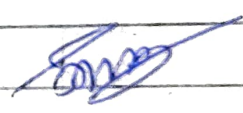



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First Meeting of the newly-constituted I.B.A.C. convened on 13/02/2017 (Monday) at 2 pm in the Teachers' Common Room.

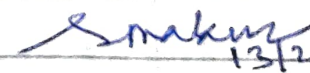
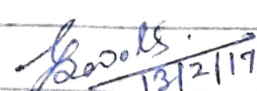
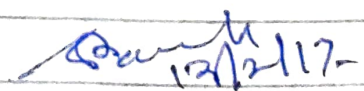
Members Present

Signature with Dt.

1. Dr. P. C. Borah (Chairperson)  13/2/17
2. Dr. Neeta Lagachu (Coordinator)  13/02/2017
3. Dr. Sarat Borah (Member)  13/2/17
4. Dr. Gobinda Deka (Member)  13/2/17
5. Mrs. Gitali Hazarika (Member) Absent (on leave)
6. Mr. Satya Deka (Member) 
7. Mr. Kironmoy Chetia (Member)  13/2/17

Advisory Members

Signature with Date

1. Mr. Santanu Thakur  13/2/17
2. Dr. G. K. Bordoloi  13/2/17
3. Dr. S. K. Baruah  12/2/17



Baruah

PROCEEDING OF THE 1st MEETING OF THE NEWLY
CONSTITUTED IQAC HELD ON 13-02-2017 AT
TEACHER'S COMMON ROOM FROM 2:30 PM

The meeting presided over by the Principal, Dr. P. C. Borah, was brought to order at 2:30 PM. Welcoming the members, the Chair referred to the decision of the Staff Meeting (convened on 09-01-2017) wherein the incumbent IQAC was newly constituted. He called upon the IQAC to remain active and regular in its functioning and duties, and offered his suggestions that relevant report preparations should be as per latest NAAC stipulation and for this, regular visits to the NAAC website is necessary.

A. As per the first ^{item of the} agenda and resultant discussion regarding the constitution of various sub-committees, the following resolution was passed:

Resolution no. 1:

The meeting resolved to constitute the following sub-committees:

I. CURRICULAR ASPECTS

Chairperson : Mr. Sobhan Saikia
Convener : Mr. K. M. Chetia
Members : Mrs. Barsha Borah
Mr. Nitul Saikia

II. TEACHING, LEARNING, AND EVALUATION

Chairperson : Dr. B. S. Bhattacharyya
Convener : Mrs. Rupasree Dutta
Members : Mrs. Gituli Hazarika



TEACHING, LEARNING AND EVALUATION (Contd.)

Members : Mr. Satya Deka
Mrs. Bonti Saikia

III. RESEARCH CONSULTANCY AND EXTENSION

Chairperson : Dr. G.K. Bardsley
Convener : Dr. Gobinda Deka
Members : Dr. Umen Dutta
Dr. Pallavi H. Saikia

IV. INFRASTRUCTURE & LEARNING RESOURCES

Chairperson : Dr. P.C. Barah, Principal
Vice-Chairperson : Dr. S.K. Baruah
Convener : Mr. Rupam Sarma
Members : Mr. Santanu Thakur
Mr. Rubul Saikia
Mrs. Runjun Borthakur

V. STUDENT SUPPORT & PROGRESSION

Chairperson : Dr. Purabi Borthakur
Convener : Mr. Nitu Konwar
Members : Mr. Dimbeswar Bara
Mr. Prasanto Mandal
Mr. Sarangapani Phukan

VI. GOVERNANCE, LEADERSHIP & MANAGEMENT

Chairperson : Dr. P.C. Barah, Principal
Convener : Dr. Sarat Barah
Members : Dr. Raju Roy
Mrs. Barsha Barah

VII. INNOVATIONS & BEST PRACTICES

Chairperson : Dr. P.C. Barah, Principal
Joint Convener : Mr. Horemwar Das



Joint Convenors : Mrs. Mallika Das
Members : Ms. Santanu Thakur
Dr. S.K. Baruah

VIII. DOCUMENTATION COMMITTEE

Chairperson : Dr. P.C. Borah, Principal
Convenor : Mr. Prasanto Mandal
Members : Mrs. Barsha Borah
Mr. Bikinon Borthakur

IX. GRIEVANCE & REDRESSAL CELL

Chairperson : Dr. P.C. Borah, Principal
Convenor : Mr. Dimbeswar Bora
Members : Mr. M.R. Lahon
Dr. B.S. Bhattacharyya
Mrs. Mallika Das

X. PLACEMENT CELL & TRAINING

Chairperson : Dr. P.C. Borah, Principal
Convenor : Mrs. Barsha Borah
Members : Mr. Nitu Konwar
Mrs. Prakriti Sarmah

XI. RAPPORTEUR COMMITTEE

Chairperson : Dr. Umen Dutta
Convenor : Mrs. Gitali Hazarika
Members : Dr. Pallavi H. Saikia
Mrs. Rupasree Dutta
Mr. Kironmoy Chetia



XII. PUBLICATION UNIT (Members of IQAC)

Chairperson : Dr. P.C. Borah, Principal

Convener & Editor : Dr. Neeta Jagachan

Members : Mr. Santanu Thakur

Dr. Sarat Borah

Dr. Gobinda Deka

Mrs. Gitali Hazarika

Mr. Satya Deka

Mr. Kirenmay Chetia

B. The Chair declared that the next ^{item} matter of the agenda, 'Road Map', is to be discussed in the next meeting.

C. In any other matters, there were discussions on several issues. There was a discussion for a new spacious room for the IQAC as the present room is too small for its activities. The members further talked about holding regular meetings of IQAC. There was also talk on maintaining and keeping separate files for every teacher. The members opined that it would be a good practice if every teacher member submits a copy of their certificates of Seminars / Workshops / Refresher Course, etc. attended, on regular basis to the IQAC for record purposes. Furthermore, the IQAC arrived at a consensus that such individual files of the teachers can be shown in the Staff Meetings for verification and updating. In addition, the members felt that every matter / report / events / records should be maintained in soft copy and subsequently forwarded to the IQAC. The meeting also discussed the issues of regular submission of Self-Appraisal

reports, reconsideration of the earlier feedback procedure, starting of skill-based/need-based programmes in collaboration with IGNOU and other institutions. The requirement for an IGAC letter pad was also considered. The members further agreed that the NAAC Newsletter should be subscribed regularly by the College.

The meeting took the following resolutions:

Resolution no. 2 :

The meeting resolved to hold IGAC meeting every two months.

Resolution no. 3 :

It is resolved to keep separate files for each teacher member for record purposes.

Resolution no. 4 :

It is resolved to reconsider the earlier feedback procedure as per NAAC Peer Team suggestion.

Resolution no. 5 :

It is resolved that the NAAC Newsletter should be subscribed regularly by the college.

The meeting ended with a formal vote of thanks by the IGAC Coordinator.

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23/11/12

Principal
CKB Commerce College
JERAPAT

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