

Minutes of the meeting held on 20-08-2024

The meeting held in the conference hall was chaired by the Principal (i/c), Mangaldai Commerce College, Mr. Shyamal Krishna Biswas. The purpose of the meeting was explained by the Co-Ordinator, IQAC. The meeting was convened to allocate different attributes/Criteria under the NAAC Binary System of the college.

After a detail discussion the committee to the following resolution.

Resolution No.1:

The meeting resolved that the following members are allocated different attributes/Criteria under the NAAC Binary System of the college.

MANGALDAI COMMERCE COLLEGE		
NAAC Binary Accreditation Committee		
Advisors: 1. Mr. Ranjit Sarma 2. Dr. Hemanta Chakravarty		
Sl. No	Attributes	Name of Faculties
1	Curriculum Design	Mr. Safi Ahmed Humayun Qureshi
2	Faculty Resources	Mr. Prabodh Sarma & Mr. Manoj Kumar Sarma
3	Infrastructure	Dr. Parikshit Braman
4	Financial Resource & Management	Mr. Babul Dutta & Dr. Ramen Kalita
5	Learning & Teaching	Mrs. Minu Bora
6	Extended Curriculum Engagement	Dr. Dhiren Deka
7	Governance and Administration	Mr. Ujjwal Jyoti Sahariah
8	Student Outcomes	Mr. Kamaleswar Deka & Mrs. Satarupa Devi
9	Research & Innovation Outcomes	Dr. Rinamani Sarmah Bordoloi
10	Sustainability Outcomes (including Green Initiatives)	Mr. Sabibar Rahman & Mrs. Poonam Das Saharia

(Signature)
(Dr. Dhiren Deka)

Co-ordinator, IQAC
Mangaldai Commerce College, Mangaldai

IQAC Co-ordinator
Mangaldai Commerce College

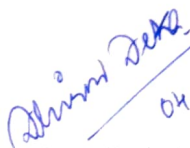
Minutes of the Meeting Held on 04-12-2024

The meeting held in conference hall was chaired by the Principal, Mangaldai Commerce College, Mr. Shyamal Krishna Biswas. The purpose of the meeting was explained by the IQAC, Co-ordinator. The meeting was convened to discuss submission of AQAR 2023-2024.

The IQAC, Co-ordinator highlighted criteria wise requirement to be submitted in AQAR. The members had a detailed discussion as regards the documents to be submitted in the AQAR.

The Principal then highlighted on submission of AQAR before deadline and requested all to submit necessary documents to IQAC office on or before 15 December, 2024.

The meeting ended with the vote of thanks from the Co-ordinator, IQAC.


(Dr. Dhiren Deka)

IQAC, Co-ordinator

Mangaldai Commerce College, Mangaldai

IQAC Co-ordinator
Mangaldai Commerce College

Minutes of the Meeting Held on 18-02-2025

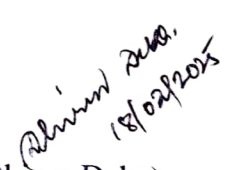
The meeting held in the conference hall was chaired by the Principal (i/c), Mangaldai Commerce College, Mr. Ranjit Sarma. The objective of the meeting was explained by the Co-ordinator of IQAC. The meeting was convened to discuss the matters related to recent reform in FYUGP syllabus, Internship, Add on course, smooth conduct of regular classes in the current Academic Session.

After detailed discussion the meeting took the following resolutions:

1. For smooth conduct of Internship, Dr. Dhiren Deka is selected as Nodal Office/Co-Ordinator of Internship Programme.
2. The meeting decided to start 6 new Add on courses from current Academic Session.

The new course will be started by the following departments:

- a) Accountancy
- b) Management
- c) Assamese
- d) BMST
- e) Environment Studies
- f) Information Technology in Business


(Dr. Dhiren Deka)

Co-ordinator, IQAC

Mangaldai Commerce College, Mangaldai

Proceedings:

The meeting commenced with the permission of the chair. The IQAC coordinator welcomed the chairperson and all the members present.

Agenda Item 1: Review of the recommendations of the NAAC Peer Team:

The IQAC coordinator presented all the recommendations put forwarded by the NAAC Peer Team. The first recommendation was to increase the students-Teacher Ratio. In this regard the members discussed the various possibilities to increase the students-Teacher ratio. concerning to this issue the following resolution was taken.

Resolution:

It was resolved that Principal will take all the necessary steps to fill up the vacant posts of Librarian and Mr. Shyamal Khatka Biswas at the earliest possible date.

The IQAC coordinator presented the Second recommendation related to ICT based Teaching Learning System. In this respect, Dr. Rumunay Sahakar Das, Principal, Mangaldai Commerce College suggested that every department should take classes on Smart Board.

Resolution:

The meeting resolved that ICT Tools will be installed in Room NOs 01, 04, 08 and 10. In addition, necessary action will be initiated to apply PM Usha regarding ICT Tools.

The IQAC coordinator highlighted the need for implementing Welfare measures for Teaching and Non-Teaching staff as recommended by NAAC Peer Team. The members discussed the possible Welfare measures for Teaching and non-teaching staff. In this matter, Principal of the college suggested to introduce measures like PPF, GIS and ES1 facilities.

Resolution:

The meeting resolved to start a Cooperative Society of the college in the name "Mangaldai Commerce College Cooperative Society".

(4)
The coordinator discussed the recommendation on enhancing the number of quality publications among the faculty members. In this matter, principal, Hargaldaj Commerce College, stressed on publishing at least one research paper per year in indexed journal. The following resolution is taken in this connection:

Resolution:

Mrs. Poonam Das Sahasrab, Assistant Professor, Deptt. of ITB has been entrusted the task to verify all the Computers in the laboratory and instructed to provide one computer to every department of Hargaldaj Commerce College.

The coordinator also ~~highlighted~~ highlighted the issues related to coaching for competitive examination, opening of Entrepreneurship cell, Demand Driven courses, and opening of Regular M.com courses. After detailed discussion on these issues the following resolutions are taken:

Resolution:

- a. The meeting resolved to start coaching for preparation for competitive examination at the College premises.
- b. An Entrepreneurship cell will be opened in the College.
- c. The meeting resolved to introduce various demand driven certificate courses.
- d. The meeting resolved to take all the required steps to start regular M.com courses in the College.

Agenda Item 2: Discussion on allocation of Portfolios as per Proposed Binary Accreditation Framework.

The coordinator of IQAC presented different portfolios under proposed Binary Accreditation Framework. After necessary discussion the following portfolios have been identified,

Sr. No.	Portfolios	Name of Faculty Members.
1.	Curriculum Design.	1. Mr. Ranjit Sarma 2. Mrs. Satampr Devi.
2.	Faculty Resources.	1. Dr. Hemant Chakravarty. 2. Mr. Prabodh Sarma.
3.	Infrastructure	1. Dr. Parikshit Barman 2. Mr. Safi, A.H. Ghosh.
4.	Financial Resources & Management.	1. Mr. Babul Dutta 2. Dr. Ramen Kalita.
5.	Learning & Teaching.	1. Mrs. Minu Bora 2. Coordinator of IQAC.
6.	Extended Curriculum Engagements.	1. Mr. Ujjwal Jyoti Sahaniak. 2. Mrs. Gournam Das Sahaniak.
7.	Governance & Administration.	1. Principal of the College. 2. Coordinator of IQAC.
8.	Student Outcomes.	1. Mr. Kamalakar Deka
9.	Research and Innovation outcomes.	1. Dr. Binamoni Sarma Boudoi.
10.	Sustainability Outcomes. (Including Green Initiatives).	1. Mr. Sakibaz Rahman 2. Mr. Haroj Sarma.
*	Uniqueness / Situatedness.	1. Coordinator of IQAC.

Agenda 3: Action Plan for the Session 2026-27.

The meeting discussed the matter on annual action plan and it is suggested to all the Heads of the departments to submit departmental Action plan within May 2026.

Resolution:

The meeting resolved that departmentwise Action plan be submitted by all heads on or before 30th May 2026.

Agenda 4: Discussion on Best Practices.

The coordinator of IBAC highlighted the matter of best practices and the meeting discussed different possibilities of best practices. The following best practices are specifically emphasised in the meeting,

- a. Creative Series for the Students.
- b. Adoption of villages through Vastat Bhavat Abhiyan.
- c. Visiting polluted Areas and develop some measure by R&D Cell.

Agenda 5: Discussion on Internship:

The coordinator of IQAC brought the matter of Internship for the Session 2026-27. After detailed discussion by the members following resolution is taken.

Resolution:

The meeting resolved that Dr. Chandrajyoti Borah has been selected as Nodal officer of Internship and will be responsible for internship related matters.

Agenda 6: Related to Examination.

The meeting discussed the upcoming End Semester Examination. The members suggested that Examination is a crucial matter so there should not be any lapse in the preparation of End Semester Examination. No resolution has been taken in the meeting related Examination.

Conclusion: There being no matter to discuss, the meeting concluded with a vote of thanks to the chair and members of the meeting.

Dr. Shivan Deka,
Coordinator of IBAC. 19/05/2026.