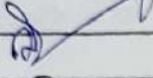
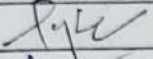
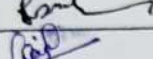
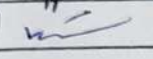


Proceeding of the meeting held on 29/09/2018

Signatures of the members present

- (1) 
- (2) 
- (3) 
- (4) 
- (5) 
- (6) 
- (7) 
- (8) 

AGENDA

- ① President takes chair
- ② Approval of the proceeding of the previous meeting
- ③ A discussion on various activities to be conducted during the next session
- ④ Any other matter
- ⑤ Vote of thanks

The coordinator informed the members that due to other issues forced by the faculty, the programmes decided as per the last meeting held on 16/05/2018 could not be carried out. Therefore, he requested the members to organize the programmes. The members asked the coordinator why the programmes could not be completed per schedule, to which he replied to the satisfaction of all. The principal also explained the members about the difficulties faced.

during the period. The coordinator, however asked to add atleast two new events during the period. An interview with UPSC Civil service topper to be organised by IQAC itself & two motivational programme to be organised by dept of Banking & Insurance.

In the end, coordinator offered vote of thanks



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Proceeding of the meeting held on 02/12/2018

Signatures of the members present

- (1)
- (2)
- (3)
- (4)
- (5)
- (6)
- (7)
- (8)
- (9)
- (10)
- (11)
- (12)
- (13)
- (14)
- (15)
- (16)
- (17)
- (18)

Agenda

- (1) President takes chair
- (2) Approval of the proceedings of the previous meeting
- (3) A discussion on various activities to be conducted during the next session
- (4) Any other matter
- (5) Vote of thanks

President takes chair and asks IBAE coordinators to give an account of the implementation of various activities by concerned departments.

The IBAE coordinator informed the esteemed members that almost all the activities decided on the previous meeting have been successfully conducted by different departments. He thanked

all the members for their cooperation in this regard.

The members in the meeting requested the research committee to channelise the research aptitude and skills of faculty members in the college in order to enhance research competency among faculty members.

In the meeting it was decided that the publication of journals should be expedited and if possible new journals to be introduced.

The members in the meeting requested to completely overhaul the wifi system of the college by incorporating the latest technology.

The members requested the administration to build a new auditorium as the existing one is unable to carry the load of increasing number of students.

The IQAC members requested the principal to introduce the new software for MIS programme.

The IQAC coordinator requested all the members to maintain proper records of all the works and activities and to follow a format for feedback mechanisms under the guidance of IQAC.

In the end, coordinator offered vote of thanks.

Proceeding of the meeting held on 16/05/2019

Signatures of the members present

- (1) ✓
- (2) ✓
- (3) ✓
- (4) ✓
- (5) ✓
- (6) ✓
- (7) ✓
- (8) ✓
- (9) ✓
- (10) ✓
- (11) ✓
- (12) ✓
- (13) ✓

Agenda

- (1) President takes chair
- (2) Approval of the proceedings of the previous meeting
- (3) A discussion on projects completed and remaining works
- (4) Discussion on new events / projects to be undertaken.
- (5) Vote of thanks

President and Principal of SCC, Dr. S.J. Mohanta takes chair to preside the meeting of IQAC Core Committee and asks IQAC coordinators to give an account of the activities undertaken by concerned departments.

The IQAC coordinators presented the proceeding of the previous meeting and informed the members present about the activities that have been successfully completed and what remains to be done. The proceeding was accepted by all the members.

A thorough discussion was held on the upcoming tasks to be undertaken by different departments. Accordingly, the core committee decided to organise the following programmes to be undertaken by the different departments for the next session -

- (1) Awareness programme on commerce education to be undertaken by the Department of Accounting and Finance.
- (2) A state level workshop on CBCS implementation to be organised by IQAC.
- (3) A Cleanliness drive to be undertaken by Student Union.
- (4) A workshop on latest accreditation and assessment process for the faculty to be organised by IQAC.
- (5) The IQAC extends full support for Golden Jubilee Celebrations. Also the concerned departments should continue with programmes such as panel discussion, industry visits etc.

In the end, IQAC coordinator offered vote of thanks.



THE SIBSAGAR COMMERCE COLLEGE

(Re Accredited by NAAC with B Grade, 2015)

P.O. & Dist. Sivasagar, Assam- 785640

Estd. : 1969

E-mail: principalscc@yahoo.com

Ref. No. SCC/S/.....

Date 29/09/2018

Action Taken Report of IQAC Meeting Held on 29/09/2018

Plans	Actions Taken
Literacy Programme (Pending work of last academic year)	Done
Organising a Documentary Festival (Pending work of last academic year)	Completed
A workshop on Communication Skill Development for Non-Teaching Staff (Pending work of last academic year)	Conducted
An Academic Discussion on Tax Planning (Pending work of last academic year)	Done
An Interview with UPSC Civil Service Topper, Rahul Gupta	Conducted Successfully by IQAC
Career Counselling Sessions	Done by Career Counselling Cell in association with ONGC and All Assam Tribal Sangha Sivasagar District Committee
Motivational Programme for the students	Completed Successfully

Dr. P. N. Sharma

IQAC Coordinator

Sibsagar Commerce College

Dr. Saumar Jyoti Mahanta

Principal

Sibsagar Commerce College

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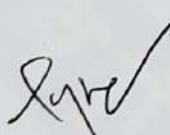
E-mail: principalscc@yahoo.com

Ref. No. SCC/S/.....

Date 8 /12 /2018

Action Taken Report of IQAC Meeting Held on 8/12/2018

Plans	Actions Taken
Research Committee to channelise research aptitude and skills among faculty members	Many UGC minor research projects and ICSSR sponsored projects were approved by UGC and ICSSR
To make special publications on the occasion of Golden Jubilee Celebration along with revamping other regular journals	The publication committee was given direction for publication of articles for special Golden Jubilee editions.
Overhauling the Wi-Fi system of the college	Complete new system Wi-Fi was installed in the campus.
Proposal for building a new auditorium within the college campus	The process has started
Introduction of New Software for College MIS	Done successfully
To follow a proper Feedback mechanism	A new format for Feedback is developed under the guidance of IQAC.
Campus Recruitment Drive	Conducted successfully by Reliance Jio and ICICI Prudential and Gen pact


Dr. P. N. Sharma
IQAC Coordinator
Sibsagar Commerce College


Dr. Saumar Jyoti Mahanta
Principal
Sibsagar Commerce College
PRINCIPAL
SIBSAGAR COMMERCE COLLEGE
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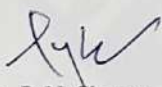
E-mail: principalscc@yahoo.com

Ref. No. SCC/S/.....

Date: 16 /05/2019

Action Taken Report of IQAC Meeting Held on 16/05/2019

Plans	Actions Taken
A state level workshop on CBCS implementation	Organised successfully by IQAC
Cleanliness Drive in and around the Town area of Sivasagar	Done by Students Union
Workshop on Latest Accreditation and Assessment Process	Conducted successfully by IQAC
Planning for Golden Jubilee Celebration Programme	Various Committees have been formed for successful celebration of the Golden Jubilee Programme
Invitation to Faculty from institute accredited under RAF	Dr. B. M. Hazarika of DCB Girls College visited the college.
To change the admission process from offline mode (manual) to online mode	Negotiations are on to avail digital platform from private organisations.


Dr. P. N. Sharma

IQAC Coordinator

Sibsagar Commerce College


Dr. Saumar Jyoti Mahanta

Principal

Sibsagar Commerce College

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