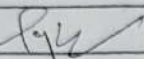
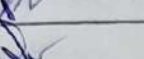
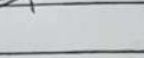
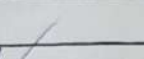


Proceeding of the meeting held on 10/08/2019

Signatures of the members present

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Agenda

- (1) President takes chair
- (2) Approval of the proceeding of the previous meeting
- (3) A discussion of different activities to be considered for undertakers in the next period
- (4) Discussion on new projects to be undertaken
- (5) Vote of thanks

Principal of Sibsagar Commerce College takes the chair of the IQAC Core committee meeting and requests IQAC coordinator to inform the members present in the meeting about the activities undertaken by the IQAC during the last period.

IQAC coordinator reads out the proceeding

of the previous meeting and gave an account of the activities undertaken successfully and also informed about the remaining works to be done. The proceeding was unanimously approved.

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 departments for the next session -

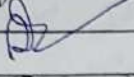
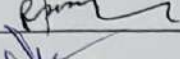
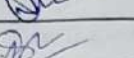
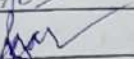
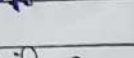
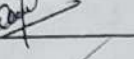
- (1) An interactive session with the college staff on latest accreditation and assessment of college by NAAC. In this connection, the IQAC coordinator suggested that Dr. Brijmohan Hazare of DEB, Gwalior College could be invited.
- (2) A faculty exchange programme to be scheduled with Noida College by Department of Accounting and Finance.
- (3) A decision was taken to distribute food and cloth to the flood affected people of Dhangra area.
- (4) The meeting advised the department of Mathematics and Statistics to popularize mathematics among school students.
- (5) A review of all previous works was done to take stock of the situation.

In the end, coordinator offered the vote of thanks.

Proceeding of the meeting held on 14/09/2019

Signatures of the members present

Agenda

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- (1) President takes chair
- (2) Approval of the proceeding of the previous meeting.
- (3) A discussion on new programmes to be undertaken
- (4) Vote of thanks

President takes chair and asks IC&AE coordinator to give an account of all the activities which have been successfully completed and what remains to be done. The IC&AE coordinator read the proceeding of the previous meeting and gave an account of all the activities undertaken and mentioned about remaining works too. The proceeding was unanimously approved by all the members.

A threadbare discussion was held on different

activities to be undertaken for the present session.

(1) An interactive session with experts from IIT, Guwahati under Unnat Bharat Abhiyan (UBA) to be organised in association with IQAC

(2) A NAAC sponsored workshop to be organised in the month of April 2020 on the topic

"Ensuring Quality Pedagogy in the Higher Educational Institutions: The Paradigm Shifts in the 21st Century" by IQAC in association with KKHSCU study centre, etc.

(3) Workshop on "Intellectual Property Rights" to be organised by Department of Accounting and Finance.

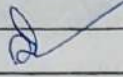
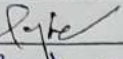
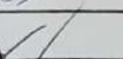
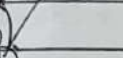
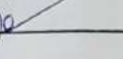
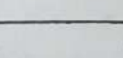
Also the departments are advised to continue MOU with other institutions, programmes with visiting faculty, faculty exchange programme, extension programme, soft skill development programmes etc.

At the end, the coordinator offered his vote of thanks for various suggestions offered by the faculty members and non-teaching staff.

Proceeding of meeting held on 15/02/2020

Signatures of the members present

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- (1) President takes chair
- (2) Approval of the proceeding of the previous meeting.
- (3) An analysis of the completed and remaining works
- (4) A discussion on new programmes to be undertaken
- (5) Vote of thanks

President and principal of the college, Dr. S.J. Mahanta takes chair and asks IBAC coordinator to give an account of the activities undertaken during last period. IBAC Coordinator reads out the proceeding of the previous meeting and informs the members present all the activities undertaken and remaining works to be done. The proceeding is unanimously approved by all the members.

In the meeting it was decided to observe the World Environment Day. The Department of Accounting and Finance is requested to sign MoUs with few organisations so that the students get hands on training on accounting system followed by the organisations.

IQAC requests all the departments to hold periodic meetings with stakeholders to enhance the feedback and coordination process.

At the meeting it was decided that capacity enhancing workshop for faculty and non teaching staff will be regularly organised following demand driven approach. The focus will be on development of skills and expansion of existing knowledge here on matters of subject knowledge, research pedagogy and administrative capabilities.

The IQAC requests various units of the college to promote holistic development of students in the college by organising workshops on topics such as stress management, mindfulness, wellness and nutrition.

To facilitate greater information dissemination and convenience to student community during admission process by constant update

of website, online admission process, display
signboards etc.

To undertake few webinars on different
topics.

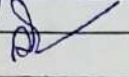
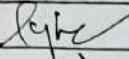
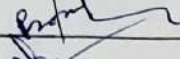
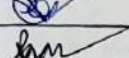
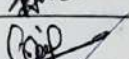
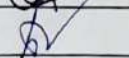
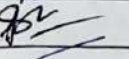
At the end, the coordinators express vote of
thanks.


PRINCIPAL
SIBSAGAR COMMERCE COLLEGE
SIBSAGAR

Proceeding of the meeting held on 16/05/2020
(online)

Signatures of the members present

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- (1) President takes chair
- (2) Approval of the proceeding of the previous meeting
- (3) A discussion on new activities to be undertaken
- (4) Vote of thanks

An online meeting was held where all the IQAE members participated in zoom platform.

President and principal, SEC takes chair and asks IQAE coordinator about the activities undertaken after the last meeting. The IQAE coordinator presents the proceeding of the last meeting online and informs all the members about the activities taken up and remaining works to be done. The proceeding is unanimously approved by all the members.

The members also expressed interest about their new experience of attending a meeting in the digital platform.

During the online meeting, following issues were discussed among the members →

- (1) To arrange a Covid-19 awareness programme in online mode.
- (2) To organise a webinar on Intellectual Property Rights and e-content development to be jointly organised by IACC and college library.
- (3) To organise web lecture series on entrepreneurship, rural livelihood promotion, tourism, folk culture, role of women etc.
- (4) The sanitisation process of the entire college campus to be done as per Govt of India and Govt of Assam guidelines based on SOPs issued from time to time. The entire Covid protocol to be strictly implemented among teaching staff, students and office employees.

At the end, coordinator offers the vote of thanks.

PRINCIPAL
SIBSAGAR COMMERCE COLLEGE
SIBSAGAR



THE SIBSAGAR COMMERCE COLLEGE

(Re Accredited by NAAC with B Grade, 2015)

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

Estd. : 1969

E-mail: principalccc@yahoo.com

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

Date: 10 /02/2019

Action Taken Report of IQAC Meeting Held on 10/08/2019

Plans	Actions Taken
Faculty Exchange Programme to be scheduled	Done by Department of Accounting and Finance with Nowgong Girls College
Outreach College by the college	Distribution of cloths and foods to the flood affected people of Disangmukh, Sivasagar
Popularization Programme	Initiative is taken by Department of Mathematics and Statistics and done successfully

Dr. P. N. Sharma

IQAC Coordinator

Sibsagar Commerce College

Dr. Saumar Jyoti Mahanta

Principal

Sibsagar Commerce College

PRINCIPAL

SIBSAGAR COMMERCE COLLEGE

SIBSAGAR



THE SIBSAGAR COMMERCE COLLEGE

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

Estd. : 1969

E-mail: principalser@yahoo.com

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

Date 14 /09/2019

Action Taken Report of IQAC Meeting Held on 14/09/2019

Plans	Actions Taken
Initiative under Unnat Bharat Abhiyan	An interactive session with experts from IIT, Guwahati organised by IQAC, SCC
A NAAC sponsored Workshop Scheduled for April 2020 on the topic "Ensuring Quality Pedagogy in Higher Educational Institutions: The Paradigm Shifts in the 21 st Century" to be jointly organised by IQAC and KKHSOU Study Centre, Sibsagar Commerce College	Could not be organised because of Covid-19 pandemic and subsequent lockdown.
A workshop on Intellectual Property Rights to be organised by Department of Accounting and Finance	Could not be organised because of Covid-19 pandemic and subsequent lockdown.

Dr. P. N. Sharma

IQAC Coordinator

Sibsagar Commerce College

Dr. Saumar Jyoti Mahanta

Principal

Sibsagar Commerce College

PRINCIPAL
SIBSAGAR COMMERCE COLLEGE
SIBSAGAR



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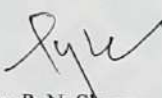
E-mail: principalscc@yahoo.com

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Date. 15 /02/20 20

Action Taken Report of IQAC Meeting Held on 15/02/2020

Plans	Actions Taken
Observation of World Environment Day	Done successfully.
Signing of MOUs	Department of Accounting and Finance signed MOUS- with an academic institution and another with entrepreneurial organisation to provide the hands-on training.
Review of Feedback Mechanism	Meetings with stakeholders to enhance the feedback and co-ordination process conducted successfully.
Promote holistic development of students in the college	Tasks allotted to various units of the college and the process is in underway.
To utilise various components of digital platform for online admission	Training to faculty and non-teaching staff for using the digital platform.
Regular Updates of website	Process has started
Online Admission Process to start by collaborating with My Class Campus Digital platform	Started Successfully


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


Dr. Saumar Jyoti Mahanta
Principal
Sibsagar Commerce College
PRINCIPAL
SIBSAGAR COMMERCE COLLEGE
SIBSAGAR



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Estd. : 1969

E-mail: principalscc@yahoo.com

Ref. No. SCC/S/

Date 16/05/2020

Action Taken Report of IQAC Meeting Held online 16/05/2020

Plans	Actions Taken
Arrangement of Covid-19 awareness	Done successfully
Organising Webinars	Webinars on IPR, entrepreneurial promotion, Assamese Folk Culture, Rural Livelihoods and Agricultural Market organised Successfully
Sanitisation of college campus	Done
Implementation of covid protocol among teaching staff, students and office employees.	Protocol Implemented properly as per revised SOP of the state govt, from time to time

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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