



THE SIBSAGAR COMMERCE COLLEGE

(Re Accredited by NAAC with B Grade, 2015)

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

Estd. : 1969

E-mail : principalsec@yahoo.com

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

Academic Year 2021-2022

Date :/.../20.....

Plan of Actions	Action taken
Conducting an online coaching programme for competitive examination	Conducted an online programme "How to Prepare for APSC and UGC-NET (Economics): Learn from Professors and Officers" successfully
Observation of Gandhi Jayanti	Observed
Observation of Azadi Ka Amrut Mahotsav	Observed
Observation of Gandhi Jayanti	Observed
State level award giving ceremony introduced in the memory of Santos Kumar Karmakar	Done successfully and award is given to poet Jiwan Narah
Signing MOU with USTM (pending work)	Signed
Signing MOU with NGO	MOU with Aaranyak Signed
Establishment of a Centre of Training for Competitive Exam	Process has started to establish a Centre named "Kiran"
Covid Testing in College	Done
Observation of Death Anniversary of Dr. Bhupen Hazarika	Observed
Organising an event by Event Management Department	Organised Art Competition on Pre-Children's' Day Celebration
Organising a programme on poetry	Organised Successfully
Conducting a Workshop on Extra-Curricular Activities	Conducted a workshop on 'Sangeet' successfully
Organising a seminar on NEP and Skill Education	Organised Successfully
Organising a Lecture Programme on Personality Development and Character Formation	Organised Successfully
Organising a Covid-19 Vaccination Camp (15-18 Years)	Organised Successfully
Webinar on Corporate Governance	Done Successfully
State level Workshop on Uses of Statistical Software in Academics and Research	Organised Successfully
Webinar on IPR	Organised Successfully
Observation of National Voters Day	Observed
Motivational Talk on Stress Management	Done
Workshop on Wildlife crime and Wildlife Trade	Completed Successfully
Observation of International Mother Language Day	Observed Successfully
Introduction of MCA Programme from the session 2022-23	Process Initiated
Introduction of Add on Courses	Necessary Approval given by Dibrugarh University. Course to start from April, 2022.

Co-ordinator, IQAC
Sibsagar Commerce College
Sivasagar

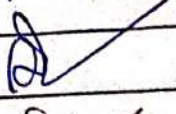
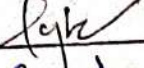
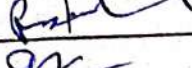
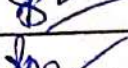
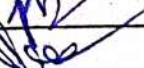
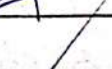
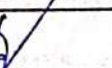
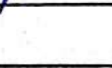
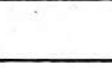
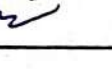
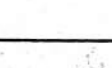
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SIBSAGAR COMMERCE COLLEGE

website : www.sibsagarcommercecollege.org, 03772-223476 (O)

Proceeding of the meeting held on 10/02/2021

Signatures of the members present

AGENDA

- (1) 
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- (1) President takes Chair
- (2) Approval of the proceeding of the previous meeting
- (3) A review on the preparation for NAAC Accreditation and 3rd cycle of Assessment.
- (4) A discussion on new activities to be undertaken.
- (5) Vote of Thanks

Principal and President of IQAC eare Committee
Dr S. J. Mahanta chairs the meeting and
asks IQAC coordinator to give an account
of activities undertaken during the lockdown
for Covid-19. IQAC coordinator ~~give~~ informs all
the members present about the activities conducted
during the lockdown period online by reading
out the ~~proceeding of the~~ previous meeting.

The proceeding is ~~then~~ unanimously approved by all the members and principal appreciates all the departments for organising webinars.

(B) A threadbare discussion is held among the members about the activities ^{to be} undertaken in next period. Accordingly, the ^{is} committee decided to organise the following programmes to be undertaken by the different departments for the next session.

(1) Updation of College website.

(2) IQAC coordinator requests every teacher to maintain Teacher's Diary Maintenance. Principal instructs everyone to follow that request.

(3) A workshop on Training on self defence for girls. IQAC coordinator requests Women's Study Cell to conduct this workshop.

(4) A notification about Student Satisfaction survey should be displayed in the campus.

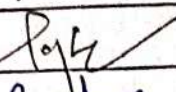
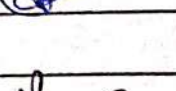
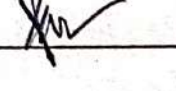
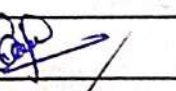
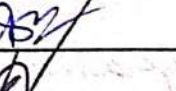
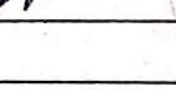
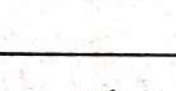
(5) Organising webinars should continue.

At the end, IQAC coordinator offers Vote of Thanks.

Proceeding of the meeting held on 15/03/2021

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 review and progress of works undertaken by various committees.

(4) A discussion on new programmes to be undertaken.

(5) Vote of thanks.

President, IQAC Core Committee and Principal Sibsagar Commerce College Dr. Sammar Tyoti Mahanta takes the chair of the meeting and requests IQAC Coordinator to state about the activities undertaken after the last meeting. IQAC Coordinator reads out the proceeding of the previous meeting and informs all the members about the activities conducted in the last period. The proceeding is unanimously approved by all the members.

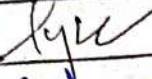
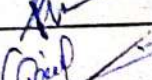
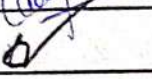
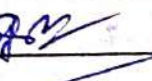
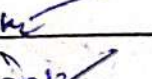
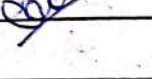
A discussion is held among the members about the activities to be organised in the next session. The following activities are decided to organise →

- (1) All committees are requested to give a review and progress of works conducted under the concerned committees and place it before IQAC.
- (2) Conducting an online coaching programme for competitive examinations.
- (3) Observation of Azadi Ka Amrit Mahotsav.
- (4) Observation of Gandhi Jayanti.
- (5) ~~Organise~~ Introducing a State level award giving ceremony in the memory of late Santosh Kumar Karmakar, retired professor of Sibsagar Commerce College.

At the end, IQAC coordinator offers the vote of thanks.

Proceeding of the meeting held on 10/12/2021

Signatures of members present

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Agenda

- (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.

The president and principal of Sibragar Commerce College chairs the meeting and asks IQAE coordinators to give an account of the activities undertaken during last session.

The IQAE coordinator reads out the proceeding of previous meeting and informs everyone about

the initiatives taken up. He also informs the members that due to the recurrence of Covid-19 pandemic no meeting could be organised between April to November 2020.

The members unanimously resolve to fight the pandemic by following Covid-appropriate behaviours and the guidelines and SOPs issued by the Government from time to time and they approve the proceedings of the previous meeting.

The members advise the coordinator to first finish the pending works before taking up new works.

The coordinator also informs the members that because of pandemic the process of AQAR could not be completed in time and that more time is needed for submission although the due time period of May 2020 has already lapsed. Decisions regarding organisation of programme on poverty, persons, ~~already~~ ~~lopped~~ by development, corporate governance, IPR, stress management, wildlife crime and observation of Bhupen Hazare's Day and Mother Language Day were also taken.

It is decided in the meeting that a Center of Training for Competitive Exam will be established in college campus which will be named as a "Kisan" and the process will be initiated by teachers of Arts stream. The

necessary guidance will be taken from USTM on the basis of MOU to be signed on 8 Feb 2021.

At the end, coordinator offers the vote of thanks.

Proceeding of the Meeting held on 7th Feb, 2022

Signatures of Member Present

- 1) Dr. S. J. Mahata
- 2) Dr. P. N. Sharma
- 3) Dr. M. K. Singh
- 4) Dr. M. K. Singh
- 5) Dr. A. B. Bhatnagar
- 6) Dr. S. K. Singh
- 7) Dr. P. N. Sharma
- 8) Dr. S. K. Singh

Agenda

- 1) President takes chair
- 2) Update regarding IQAC Report Progress by Coordinator
- 3) Discussion on programmes to be organized
- 4) Vote of Thanks

Details

- 1) President Dr S. J. Mahata is ~~was~~ requested to take chair
- 2) The Coordinator Dr. P. N. Sharma informed the members about the progress of AQAR and the kind of problems being faced by the IQAC team while compiling data.
- 3) There was a discussion on a workshop on Extra-Curricular activities (Sangeet), a seminar on NEP and Skill Education, organizing lecture series on Personality Development and character formation, webinar on Corporate Governance & IPR along with state level workshops on Use of SPSS.
- 4) The responsibility of ~~conducting~~ organizing all these programmes

was entrusted to various teachers and they were asked to do the needful for implementation. Budget was allocated as per the provision of Annual Budget.

5) The President urged all the teachers to expedite the data compilation as per laid down process. He requested all teachers to extend their whole-hearted cooperation.

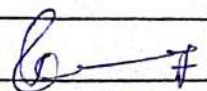
6) The Coordinator offered vote of thanks to all the members.



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Proceeding of the NEP Meeting Held on 4th May, 2022

Teachers/Resource Person Present

<u>Srno.</u>	<u>Names</u>	<u>Signature</u>
1.	Rita Borkotalay	
2.	Dr. Pramod Borgeh	
3.	Dr. Mitale Konwar	M Konwar 4/5/22
4.	Dr. Ranjit K. Bora.	R Bora 4/5/22
5.	Sr. Bipul Dey -	Bey 4/5/22
6.	Dr. Binmal Chandra Goswami.	Binmal 4-5-22
7.	^{Dr.} Dipali Neog.	Dey 4.5.22
8.	Dr. Dhruvrajyoti Nath.	D Nath 4/5/22
9.	Dr. SABIASACHI MAHANTA	S Mahanta
10.	Dr. P. N. Sharma	P N Sharma
11.	Dr. S. S. Mahanta	S S Mahanta

Proceeding of COAC Meeting held on 16th May, 2022

Members Present

Agenda

1. Prt ✓

2. Lye ✓

3. Hm ✓

4. 21/11 ✓

5. Pch ✓

6. Juff ✓

7. Ababara

8. ✓

1. President lays chair

2. Review of previous decisions & their implementations

3. Programmes to be underlayer

4. Vote of Thanks

Details of the Programme

1. President Lye Dr J. J. Mahanta requested to lay chair.

2. The Coordinator explained to the house about implementation of decisions taken in the previous meeting. He explained that most of the decisions have been implemented successfully except few. The complications related to them have also been sorted out.

3. The members gave suggestion about the kind of new programmes to be underlayer such as observation of Mother Language Day, introduction of HCA programme and particularly the introduction of newly approved

Add on Courses to be Introduced by the department.

4. The Coordinator offered his vote of thanks to all the members present.

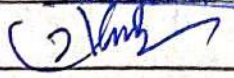
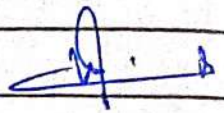
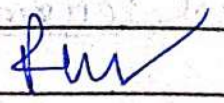
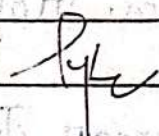
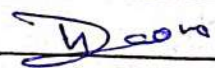
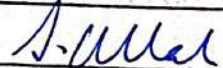
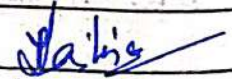
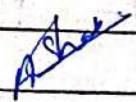
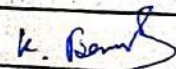


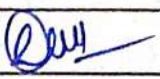
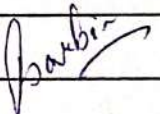
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Proceeding of the NEP Meeting Held on 2nd September, 2022
Organised By
Sibsagar Commerce College

Resource Person / Teachers Present —

<u>Sl.No</u>	<u>Name</u>	<u>Signature</u>
1.	Prof. Nani Gopal Mahanta	remah
2.	Dr. Saumar Jyoti Mahanta	Dr.
3.	Dr. Ratul Sharma	R 29/9/22
4.	Biswadeep Borakakoty	Dr.
5.	Dr. Devajit Saharia	Dr.
6.	Bijay Kr. Saikia	Biswadeep
7.	Rajumoni Sharma	Dr.
8.	Prabfula Saikia	Dr.
9.	Dr. Jiban Borah	Dr.
10.	Dr. Pradip Gogoi	Dr.
11.	Dr. PamKaj Jyoti Hazarika	Dr.
12.	Junti Patra	Dr.
13.	Dr. Dipjyoti Sarma	Dr.
14.	Mrcinali Mahanta	Dr.

Sl.No	Name	Signature
14.	Dr. Harren Hazarika	(2) 
15.	Kauranga Borgohain	
16.	Dr. Ratul Dutta	
17.	Dr. Lakhimi Dutta	
18.	Dr. Padma Nath Sharma	
19.	Dr. Ankita Borborra	
20.	Dr. Mrinal Kr. Dutta	
20.	Dr. Ankita Borborra	
21.	Mamma Dey	
22.	Debasjit Deori	
23.	Swabrey Ullah	
24.	Jun Jun Das	
25.	Preeti Rekha Saikia	
26.	Asfiya Ara Shah	
27.	Sanni Gogoi	
28.	Krishna Baruah	
29.	Padmini Kojich	

<u>Sl. No.</u>	<u>Name</u>	<u>Signature</u>
31.	Parvitha Jyoti Dutta	
32.	Rashmi Sarimah	
33.	Princy Phukan	P. Phukan
34.	Bulbulmoni Saikia	B. Saikia
35.	Binar Doweri	
36.	Zayn Ahmed	
37.	Barbie Chutia	
38.	Farbin Sultana Begum	