

# MORAN COMMERCE COLLEGE



NATUN NAGAR, MORAN P.O. DIKHARI  
PIN-785675, DIST: DIBRUGARH (ASSAM)

**FIRST CYCLE NAAC ACCREDITATION:2024**

**CRITERION: 6.5.2**

**INTERNAL QUALITY ASSURANCE CELL**

**MINUTES OF IQAC MEETINGS**

*SUBMITTED TO*



**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

## MINUTES OF IQAC MEETINGS

### MINUTES OF THE MEETING

IQAC Meeting on 1st February, 2023

Venue: Office of the IQAC

Time: (3:15 pm)

Moran Commerce College, Moran

1: **Minutes of the Meeting:** Coordinator of the IQAC, Debajit Boruah read the minutes of the meeting and placed it for approval.

2: **Discussion on the topic Quiz and Workshop:** In order to enrich students' knowledge and skills it was decided to conduct a inter -departmental quiz competition on the topic social issues, Current affairs, GK, Banking and Business Management and a workshop on Art and Craft.

3: **Discussion on students' career counselling workshop:** To give an insight to choose students career a workshop based on Decision making and career counselling was decided to conduct.

4: **Discussion on the Activities of Cell/Club/Committee:** The Chairperson wants to know from Coordinator, IQAC about the programmes/ activities by the cells/clubs and committees. The coordinator presents a brief report on the activities of Cell/Club/Committee. The IQAC coordinator ask all conveners to organize various programmes in their respective Cell/Club/Committee. The chairperson says that IQAC should ensure the submission of the reports of such programmes and activities as these reports will have to be submitted in SSR.

4: **Discussion on further activities to be undertaken and sports week prize distribution:** A discussion on upcoming events were discussed and to boost the students' spirit in Annual sports week performance the date of prize distribution was discussed.

5: **Vote of thanks:** At last, the coordinator of the IQAC offers vote of thanks to all members for their active participation and valuable suggestions.

  
Principal /  
Moran Commerce College  
Date: 1 / 2 / 2023

IQAC Meeting on 31<sup>st</sup> March, 2023  
Venue: Office of the IQAC  
Time: (3:15 pm)  
Moran Commerce College, Moran

**1: Read Previous Minutes:**

- Coordinator of the IQAC, Debajit Boruah read the previous minutes of the meeting and placed it for approval. The meeting approves the previous proceedings.

**2: Discussion on Industrial field visit of 6<sup>th</sup> and 4<sup>th</sup> semesters students:**

To enrich students both theoretically and practically it is essential to give practical outlook of activities. It was decided to give exposure of industrial sector.

**3. Discussion about admission for next academic session:** The meeting also discusses the Admission Procedure of next academic session.

**4. Discussion on Workshop and Alumni Meet:** To conduct workshop on Entrepreneurship and arrange alumni meet a discussion meet was called.

**5. Discussion on Cluster Union:** The Meeting also discusses about the formation of Cluster Union among Moran Commerce College, Moran, Sonari Commerce College, Khowang College, Khowang and Pithubor Girl's Degree College. Mrs. Nayanmoni Borah presents the MOU and the objectives of the Cluster Union.

**6: Vote of thanks:** At last, the coordinator of the IQAC offers vote of thanks to all members for their active participation and valuable suggestions.

  
Principal's  
Moran Commerce College  
Date: 31/3/23

IQAC Meeting on 7<sup>th</sup> August, 2023  
Venue: Office of the IQAC  
Time: (3:15 pm)  
Moran Commerce College, Moran

**1: Read Previous Minutes:**

- Coordinator of the IQAC, Debajit Boruah read the previous minutes of the meeting and placed it for approval. The meeting approves the previous proceedings.

**2: Discuss about progress of syllabus:** The Meeting discussed about status report of syllabus coverage. IQAC coordinator also presents a brief report on various activities performed by concerned departments.

**3: Discussion on Anti-ragging Week:** The IQAC, Coordinator discussed with the Convenor of Anti-ragging Cell about the letter No.D.O.No.F.1-74/2016(ARC) dated July 5,2023 received from UGC directed to observe Anti Ragging Week from 12<sup>th</sup> to 18<sup>th</sup>

**4. Discussion on Workshop of Intellectual Property Rights:** order to Create awareness among the students a workshop title "Role of Intellectual Property Rights in Educational Sector" was decided to conduct by IQAC.

**5: Vote of thanks:** At last, the coordinator of the IQAC offers vote of thanks to all members for their active participation and valuable suggestions.



Principal i/c  
Moran Commerce College  
Date: 3/8/23

IQAC Meeting on 22<sup>nd</sup> September, 2023  
Venue: Office of the IQAC  
Time: (3:15 pm)  
Moran Commerce College, Moran

**1: Read Previous Minutes:**

- Coordinator of the IQAC, Debajit Boruah read the previous minutes of the meeting and placed it for approval. The meeting approves the previous proceedings.

**2: Discussion on to Celebrate NSS Day:** A discussion with the programme officer of NSS and other Cell heads to observe the NSS Day with a suitable theme on Plastic Pollution and Steps to prevent it.

**3: Discussion on Debate Completion among students:** In order to enhance the debating quality of students a debate competition was decided to arrange by IQAC and Teachers' Unit of the College.

**4: Discussion on Extension activities:** Coordinator requests the convener of Extension Activity Cell to carry out activities in the concern field.

**5: Discussion on Parent-Teacher Meet:** A Parent Teacher Meet was decided to called for in order to build a healthy cordial relation with parents and find out the type of problems face by students in his/her study.

**6: Discussion on Workshop on Research Methodology:** In the meeting it was decided to arrange a workshop on Research Methodology in order to create awareness about relevance of research among students.

**7: Vote of thanks:** At last, the coordinator of the IQAC offers vote of thanks to all members for their active participation and valuable suggestions.



Principal I/c  
Moran Commerce College  
Date: 22/9/23



MINUTES OF THE MEETING  
IQAC Meeting on 28th February, 2024  
Venue: Office of the IQAC

Time: (3:15 pm)  
Moran Commerce College, Moran

**1: Read Previous Minutes:**

- Coordinator of the IQAC, Debajit Boruah read the previous minutes of the meeting and placed it for approval. The meeting approves the previous proceedings.

**2: Discuss about a Workshop on Self-employment Generation:** A workshop on role of entrepreneur in generation of self-employment was decided to arrange to boost the students mind towards a positive direction.

**3: Discussion on future activities:** A discussion on further activities that need to be carried out.

**4: Vote of thanks:** At last, the coordinator of the IQAC offers vote of thanks to all members for their active participation and valuable suggestions.

  
Principal i/c  
Moran Commerce College  
Date : .....

MINUTES OF THE MEETING

IQAC Meeting on 27th March, 2024

Venue: Office of the IQAC

Time: (3:15 pm)

Moran Commerce College, Moran

**1: Read Previous Minutes:**

- Coordinator of the IQAC, Debajit Boruah read the previous minutes of the meeting and placed it for approval. The meeting approves the previous proceedings.

**2: Discuss about progress of Syllabus:** The Meeting discussed about status report of syllabus coverage. IQAC coordinator also presents a brief report on various activities performed by concerned departments.

**3: Discussion on Entrepreneurship:** A workshop on title "Earning While Learning" was decided to conduct to encourage students to learn how to make oneself self-sufficiency while pursuing his/her education.

**4: Discussion on Chitra Divas:**

On the Birth Anniversary of Bodo Students Leader Bodofa Upendra Nath Brahma it was decided to observe on 31<sup>st</sup> March, 2024.

**5: Vote of thanks:** At last, the coordinator of the IQAC offers vote of thanks to all members for their active participation and valuable suggestions.

