

## PROCEEDING OF MEETINGS RELATED TO IQAC



OFFICE OF THE PRINCIPAL & SECRETARY

Contact No. 8638079402

### মৰাণ বাণিজ্য মহাবিদ্যালয় MORAN COMMERCE COLLEGE

Estd : 1993

NATUN NAGAR, P.O. DIKHARI MORAN

Dist. : Dibrugarh, Pin - 785675, Assam.

(Commerce Stream Degree College, Affiliated to Dibrugarh University)

www.morancommercecollege.in

e-mail : morancommercecollege@gmail.com

Ref. No. ....

Date. 31/03/2024.....

### Undertaking

This is to certify that the Internal Quality Assurance Cell (IQAC) of Moran Commerce College, Natun Nagar, Moran, was formally constituted on 11<sup>th</sup> of January, 2023.

Prior to the formal establishment of the IQAC, all quality-related activities, meetings, and initiatives were conducted under the direct supervision and purview of the Principal of the college. The Principal ensured that all necessary steps were taken to maintain and enhance the academic and administrative quality of the institution during this period.

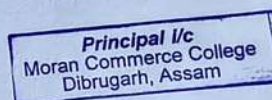
This undertaking is provided for the purpose of record and to clarify the governance structure of quality assurance at Moran Commerce College during the period before the formal formation of the IQAC.

Signature

Iveelata Chutia

Principal i/c

Moran Commerce College



**Proceedings of the Meeting Held to Discuss the Entrepreneurship Workshop at Moran Commerce College**

**Date:** 1/08/2018

**Time:** 1pm

**Venue:** Principal's Office, Moran Commerce College

**Agenda:**

1. To discuss the proposal for conducting a workshop on Entrepreneurship.
2. To finalize the objectives, schedule, and Resources Person for the workshop.

**Proceedings:**

The meeting was called to order by Mrs Ivelata Chutia, the Principal of Moran Commerce College. She welcomed the attendees and expressed the importance of promoting entrepreneurship among students. She emphasized that entrepreneurship can be a viable career option and an essential skill for students in today's competitive world and presented the proposal for the workshop. She highlighted the objectives of the workshop, which include:

- o Creating awareness among students about entrepreneurship as a career option.
- o Providing knowledge and skills required for starting and managing a business.
- o Encouraging students to think creatively and innovatively.

The attendees discussed the structure of the workshop. It was agreed that the workshop would be a one-day event and the Resource Person will be Mr Biki Sahu who is a part time employee of the college and a successful entrepreneur. The budget for the workshop was discussed, and it was agreed that the necessary funds would be sourced from the college's fund and a minimum contribution from the college staff.


It was decided that the workshop would be conducted on 3/08/2018. The topic was finalized on "**Workshop on Entrepreneurship**"

The meeting concluded with all members agreeing to the plan. The Principal thanked everyone for their valuable input and encouraged them to work together to make the workshop a success.

  
**Principal I/c**  
Moran Commerce College  
Dibrugarh, Assam

**Member Present:**

1. Mrs Ivelata Chutia (Chairperson/ Principal i/c),
2. Mr Kamaruddin Ansari
3. Mrs Kalyani Konwar
4. Mr Debajit Boruah
5. Mrs Dibyajyoti Konwar
6. Mrs Bornali Gohain
7. Mrs Leena Shree Borthakur
8. Mr Biki Sahu
9. Mrs Nayanmoni Borah
10. Mr Uttam Phukan

  
**Principal i/c**  
Moran Commerce College  
Dibrugarh, Assam



**Proceedings of the Meeting Held to Discuss the Awareness Program on Importance of Toilet Facilities**

**Date:** 1/08/2019

**Time:** 2 pm

**Venue:** Principal's Chamber, Moran Commerce College

**Agenda:**

1. To discuss the proposal for conducting an awareness program on the importance of toilet facilities.
2. To finalize the objectives, schedule, and resources for the program.
3. To assign roles and responsibilities for the successful execution of the event.

**Proceedings:**

The meeting was called to order by Mrs Ivelata Chutia, the Principal of Moran Commerce College. She welcomed the attendees and stressed the significance of promoting hygiene and sanitation among the community, particularly focusing on the importance of adequate toilet facilities. Mr. Kuntal Goswami, the NSS Program Officer, presented the proposal for the awareness program. He outlined the following objectives:

- o Educating students and the local community about the health benefits of proper toilet facilities.
- o Raising awareness about the environmental impact of inadequate sanitation.
- o Encouraging the use of toilets and proper maintenance to prevent health hazards.
- o Supporting the national campaign for cleanliness and sanitation.

The attendees discussed and agreed on the structure of the awareness program. It will be a half-day event and it was decided that the event will be conducted on Mazhi Gaon a nearby village of the college on 3/08/2019. The budget required for the event was discussed. It was decided that funds would be allocated from the NSS budget. Additional resources, such as printed materials and refreshments, will be sourced from the college fund.

The Principal thanked everyone for their active participation and encouraged the team to work diligently to ensure the program's success. She emphasized the importance of reaching out to the broader community and making a tangible impact through this initiative.



Principal i/c  
Moran Commerce College  
Dibrugarh, Assam

**Member Present:**

1. Mrs Ivelata Chutia (Chairperson/ Principal i/c),
2. Mr Kuntal Goswami. (NSS Program Officer)
3. Mr Kamaruddin Ansari
4. Mrs Kalyani Konwar
5. Mr Debajit Boruah
6. Mrs Dibyajyoti Konwar
7. Mrs Bornali Gohain
8. Mrs Leena Shree Borthakur
9. Mr Biki Sahu
10. Mrs Nayanmoni Borah
11. Mr Uttam Phukan



Principal i/c  
Moran Commerce College  
Dibrugarh, Assam

### Proceedings of the Meeting

**Date:** 25/09/2019

**Time:** 1pm

**Venue:** Principal's Chamber, Moran Commerce College

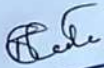
#### **Agenda:**

1. To discuss the organization of a workshop on research projects for undergraduate students.
2. To finalize the title, resource person, and date for the workshop.
3. To assign roles and responsibilities for the successful conduct of the event.

#### **Proceedings:**

The meeting was initiated by Mrs Ivelata Chutia, the Principal of Moran Commerce College. She welcomed the attendees and emphasized the importance of integrating research projects into undergraduate programs and pointed out that research skills are crucial for students' academic and professional growth. After a brief discussion, the attendees agreed on the title of the workshop as "**The Role of Research Projects in UG Programs.**" The title reflects the workshop's objective to enlighten students on the significance of research in their academic curriculum. The Principal proposed Dr. Jatin Chutia, Vice Principal of Moran College, as the resource person for the workshop. Given Dr. Chutia's extensive experience and expertise in academic research, the proposal was unanimously accepted. The date for the workshop was finalized as **9th October 2019**. It was agreed that the workshop would be a half-day event, with a focus on practical aspects of conducting research projects at the undergraduate level. The budget required for the workshop was discussed, and it was decided that funds would be sourced from the college's fund. Any additional materials or resources needed for the workshop will be arranged by the contribution of the Faculty Members of Moran Commerce College.

At the Principal thanked all attendees for their inputs and expressed his confidence in the team's ability to organize a successful workshop. She highlighted the workshop's potential to inspire students to pursue research projects with greater enthusiasm and rigor.

  
Principal i/c  
Moran Commerce College  
Dibrugarh, Assam

**Member Present:**

1. Mrs Ivelata Chutia (Chairperson/ Principal i/c),
2. Mr Kamaruddin Ansari
3. Mrs Kalyani Konwar
4. Mr Debajit Boruah
5. Mrs Dibyajyoti Konwar
6. Mrs Bornali Gohain
7. Mrs Leena Shree Borthakur
8. Mr Pranajit Mahanta
9. Mrs Nayanmoni Borah
10. Mr Uttam Phukan

*Rale*  
Principal i/c  
Moran Commerce College  
Dibrugarh, Assam



## Proceedings of the Meeting

**Date:** 13/12/2022

**Time:** 11:30 am

**Venue:** Teacher's Common Room

### Agenda of the Meeting:

1. Taking chair by the Chairperson.
2. To discuss and finalize the details for conducting a workshop on preparation for NAAC (National Assessment and Accreditation Council).


### Proceeding

The meeting began with a welcome address by Mrs Ivelata Chutia by mentioning the purpose of the meeting which is to discuss and finalize the a workshop aimed at preparing for NAAC accreditation. She provided an overview of the NAAC (National Assessment and Accreditation Council) accreditation process, emphasizing its importance for institutional growth and quality enhancement. The need for comprehensive awareness and preparation among all stakeholders was highlighted. The committee discussed the content to be covered in the workshop. Key focus areas identified included:

- Understanding NAAC's criteria and process.
- The significance of proper documentation and evidence gathering.
- Best practices for fulfilling accreditation requirements.
- Engaging faculty, staff, and students in the preparation process.

After a thorough discussion, the title for the workshop was finalized as: **"Awareness and Preparation for Assessment & Accreditation of NAAC."** This title was agreed upon as it clearly encapsulates the dual focus on raising awareness and equipping participants with the necessary tools and knowledge for effective preparation. After that she assigned Mr Debajit Baruah and Mrs Bornali Gohain to make a list of Resource Person to be invited for the meeting.

The meeting concluded with a vote of thanks by Principal Mam. Appreciation was extended to all members for their contributions to the discussion. Special thanks were given to Mr Debajit Baruah for taking the lead in organizing the meeting. The efforts made towards achieving NAAC accreditation were acknowledged as a collective responsibility.

  
**Principal I/c**  
Moran Commerce College  
Dibrugarh, Assam



**Member Present:**

1. Mrs Ivelata Chutia (Chairperson/ Principal i/c),
2. Mr Pranajit Mahanta
3. Mr Kamaruddin Ansari
4. Mrs Kalyani Konwar
5. Mr Debajit Boruah
6. Mrs Dibyajyoti Konwar
7. Mrs Bornali Gohain
8. Mrs Leena Shree Borthakur
9. Mr Biki Sahu
10. Mrs Nayanmoni Borah
11. Mr Uttam Phukan

  
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Dibrugarh, Assam

## ACTION TAKEN REPORT

### Action Taken Report

Subject: Workshop on "Awareness and Preparation for Assessment & Accreditation of NAAC"

#### 1. Workshop Coordination and Speaker Finalization

The list of speakers has been finalized. Confirmations have been received from the experts who will cover various aspects of the NAAC accreditation process.


1. Mr. Pranjal Phukan - IQAC Coordinator, Moran Mahila Mahavidyalaya.
2. Dr. Rima Katakya - Assistant IQAC Coordinator, Moran Mahila Mahavidyalaya.
3. Mrs. Dipali Saikia-Vice Principal, Khowang College.

#### 2. Overall Workshop Preparation

- All preparatory tasks are progressing as planned. The committee is satisfied with the progress and is confident that the workshop will proceed smoothly.
- Final review meeting to be held on a day before the event to address any last-minute issues and finalize the workshop agenda.

#### Conclusion:

All actions identified have been implemented successfully. The committee is well-prepared for the upcoming workshop on "Awareness and Preparation for Assessment & Accreditation of NAAC." Further updates will be provided post-workshop.

  
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Moran Commerce College  
Dibrugarh, Assam

## Proceeding of the Meeting

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**Date:** December 26, 2022

**Time:** 11:00 AM

**Venue:** Room 1, Moran Commerce College Campus.

### Agenda:

1. Discussion of the 7 Criteria for NAAC Accreditation.
2. Selection of Conveyors and Members for Each Criterion.
3. Detailed Discussion on Each Criterion.

### Proceedings:

The meeting commenced at 11:00 AM with a warm welcome by the IQAC Coordinator. The agenda of the meeting was outlined, focusing on the discussion of the 7 criteria for NAAC accreditation, the selection of conveyors and members, and the planning for an upcoming workshop. The Coordinator introduced each of the 7 criteria crucial for NAAC accreditation. These criteria were discussed in detail, emphasizing their importance and relevance to the institution's quality enhancement.

For each of the 7 criteria, one conveyor and one member were selected from the staff. All selected individuals gave their consent to take on the responsibility.

1. Criterion I: Curricular Aspects: Conveyor: Mr Kamaruddin Ansari.
2. Criterion II: Teaching-Learning and Evaluation
  - o Conveyor: Mrs Kalyani Konwar, Mrs Bornali Gohain.
  - o Member: Mr Swadhinjyoti Gogoi.
3. Criterion III: Research, Innovations, and Extension
  - o Conveyor: Mr Debajit Baruah
4. Criterion IV: Infrastructure and Learning Resources
  - o Conveyor: Mrs Dibyajyoti Konwar Sonowal.
  - o Member: Mr Uttam Phukon.
5. Criterion V: Student Support and Progression
  - o Conveyor: Mrs Nayanmoni Borah.
6. Criterion VI: Governance, Leadership, and Management
  - o Conveyor: Mrs Leena Shree Borthakur.
7. Criterion VII: Institutional Values and Best Practices
  - o Conveyor: Mr Pranajit Mahanta.



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Dibrugarh, Assam

Each criterion was thoroughly discussed, considering the current status, challenges, and areas of improvement. The role of each conveyor and member was clearly defined, and expectations were set regarding the documentation, implementation, and monitoring of activities under each criterion.

The meeting concluded with the IQAC Coordinator thanking everyone for their active participation and cooperation. The next steps were outlined, and it was agreed that follow-up meetings would be held to ensure the smooth progress of activities under each criterion.




Principal i/c  
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Dibrugarh, Assam



**Member Present:**

1. Mrs Ivelata Chutia (Chairperson/ Principal i/c),
2. Mr Pranajit Mahanta
3. Mr Kamaruddin Ansari
4. Mrs Kalyani Konwar
5. Mr Debajit Boruah
6. Mrs Dibyajyoti Konwar
7. Mrs Bornali Gohain
8. Mrs Leena Shree Borthakur
9. Mr Biki Sahu
10. Mrs Nayanmoni Borah
11. Mr Uttam Phukan
12. Mr Swadhinjyoti Gogoi

  
Principal i/c  
Moran Commerce College  
Dibrugarh, Assam

### **Proceedings of the Meeting Held to Discuss the Organization of a Free Health Camp**

Date: 10/02/2023

Time: 2 pm

Venue: Principal's Chamber, Moran Commerce College

#### **Agenda:**


1. To discuss the proposal for conducting a free health camp in Moran, Natun Nagar.
2. To finalize the objectives, schedule, and collaboration details for the health camp.
3. To assign roles and responsibilities to ensure the smooth execution of the event.

#### **Proceedings:**

The meeting was initiated by Mrs Ivelata Chutia, the Principal of Moran Commerce College, who welcomed the participants and emphasized the college's commitment to community service. She highlighted the importance of organizing a free health camp to benefit the residents of Moran, Natun Nagar, under the NSS banner, in collaboration with the IQAC and Women Cell.

Mr. Pranajit Mahanta, the NSS Program Officer, presented the proposal for the free health camp. The proposed objectives include:

- o Providing basic health check-ups and consultations for the residents of Moran, Natun Nagar.
- o Raising awareness about common health issues and preventive measures.
- o Offering specialized services for women and children in collaboration with the Women Cell.
- o Engaging the college students in community service and practical learning experiences.

  
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Dibrugarh, Assam

The attendees discussed the roles of the collaborating entities: NSS Unit will oversee the overall organization of the event, including volunteer management and coordination with medical professionals. IQAC will ensure the quality and effectiveness of the services provided, manage documentation, and evaluate the impact of the camp and the Women Cell will focus on addressing women's health issues, including providing Lady Doctor and awareness sessions on women's health. The student volunteers of NSS Unit will ensure their active involvement in assisting the medical team and managing the crowd. The budget for the camp was discussed, with funds to be sourced from the NSS budget and college welfare fund.

At the end Mr Debajit Baruah (IQAC Coordinator) expressed gratitude to all attendees for their commitment to this community service initiative. He emphasized the importance of collaboration and encouraged all teams to work together to make the health camp a success. The meeting concluded with a reaffirmation of the college's mission to serve the community and provide valuable learning experiences for students.



Principal i/c  
Moran Commerce College  
Dibrugarh, Assam

**Member Present:**

1. Mrs Ivelata Chutia (Chairperson/ Principal i/c),
2. Mr Debajit Boruah (IQAC Coordinator)
3. Mr Pranajit Mahanta (NSS Program Officer)
4. Mr Kamaruddin Ansari
5. Mrs Kalyani Konwar
6. Mr Debajit Boruah
7. Mrs Dibyajyoti Konwar
8. Mrs Bornali Gohain
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10. Mr Biki Sahu
11. Mrs Nayanmoni Borah
12. Mr Uttam Phukan
13. Mr Swadhinjyoti Gogoi

  
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