

IQAC: DHSK COMMERCE COLLEGE: DIBRUGARH: ASSAM

IQAC MEETING

AGENDA

The Internal Quality Assurance Cell (IQAC) of DHSK Commerce College organized the Core Committee Meeting on 10th June, 2023 at 03:00 pm to discuss the following agenda:

1. Welcome address by IQAC Co-ordinator
2. Agenda handover to the Principal of the College cum President of the meeting
3. Objectives of the meeting by IQAC Coordinator (Dr. TP Upadhyaya)
4. Review and approval of the minutes of the previous meeting
5. To discuss about Re - accreditation of NAAC (3rd Cycle) and IQA/AQAR submission
6. To discuss about IQAC plan for the next
7. Any other matter with the permission of the Chair
8. Presidents comments
9. Vote of Thanks by Dr. Bidisha Mahanta, Assistant Coordinator, IQAC

The Following Members were present in the meeting

SL No	Name	Designation
1.	Dr. KM Bhagawati	Principal
2.	Mr. Sailen Gogoi	Vice - principal
3.	Dr. B. Bhagawati	Associate Prof. & HOD, Commerce
4.	Dr. TP Upadhyaya	Associate Prof. & HOD, Banking
5.	Mr. N. Dutta	Assistant Prof. & HOD, Assamese
7.	Dr. Ajit Goswami	Assistant Professor
8.	Dr. Bidisha Mahanta	Assistant Professor
10.	Dr. Mintu Kr. Das	Assistant Prof. & HOD, Statistics
11.	Mr. Dhruborshi P. Sen	Advocate, Dibrugarh Bar Association
12.	Mr. Mausum Bharali	Entrepreneur & Businessman
13.	Ms. SS Gogoi	Librarian, DHSK Com College

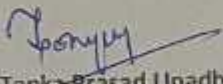
1. The meeting was started with President Dr. KM Bhagawati taking the chair
2. The IQAC Coordinator explained the objective of the meeting followed by presentation of minutes of the previous meeting.
3. The minutes of the previous IQAC meeting held on 18/06/2022 were presented for confirmation. After a thorough review, the minutes were approved unanimously.
4. The progress of the implementation of the recommendations from the previous IQAC meeting was discussed. IQAC Coordinator provided an update on the status of the assigned tasks, and necessary actions were taken to ensure timely completion of pending activities. He stated that during the period, more than 100 various activities have been organised in the college including Academic and Administrative Audit, Environment Audit, ISO Certification of the College etc.
5. The Principal Dr. KM Bhagawati and IQAC Coordinator shared updates on the NAAC accreditation process, including the submission of the Self-Study Report and the upcoming visit of the NAAC peer team. The house discussed in details about the present status of IQAC and the future readiness for the upcoming NAAC invitation for 3rd cycle of assessment in 2023. The necessary arrangements and preparations were discussed and assigned to respective individuals.
6. The Annual Quality Assurance Report (AQAR) 2021-22 was presented to the committee for review and approval. The report highlighted the achievements, initiatives, and challenges faced during the academic year. After a detailed discussion, the AQAR was approved with minor suggestions for improvement.


IQAC Co-ordinator
DHSK Commerce College
Dibrugarh, Assam

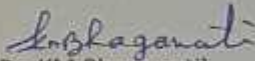

Principal
D.H.S.K. Commerce College
Dibrugarh

IQAC: DHSK COMMERCE COLLEGE: DIBRUGARH: ASSAM

7. The meeting discussed Strategies for enhancing co-curricular and extracurricular activities in the college. It was decided to organize research workshops, encourage faculty members to pursue research projects, and provide necessary support for publishing research papers and participating in conferences.
8. The house unanimously opined to continue the process of conducting Academic Audit, Green Audit, Energy Audit etc. in the next year also
9. Mr. Dhruvorshi P. Sen, members enquire about the ongoing infrastructure development works in college and Banipur campus. In this regard, the Principal provided details the following issues
 - Seat capacity of Girl's Hostel has been increased with construction of waiting room and warden's residence
 - Construction of Boy's Hostel is going on
 - Development of Banipur land to make is suitable for sports facilities is going on
 - Construction of New auditorium to start soon
 - Renovation of classroom to start soon
10. Mr. Dhruvorshi P. Sen raised the issue of career counselling in collaboration with fifth madras regiment and Dr M.K Das, coordinator ICGC informed the house that necessary steps will be taken in this regard.
11. The Principal informed the house that the college is going to organize the Diamond Jubilee Celebration with a yearlong Programme and College will celebrate 15th June, 2023 as introductory programme by organizing the following events
 - Celebration of "Diamond Jubilee Talk Programme on Commerce Education in the light of NEP 2020 – Opportunities and Challenges" to be delivered by Prof D.K.Chakraborty, Dean, Social Science, Dibrugarh University.
 - Felicitation to all retired employees and relatives of expired employees, alumni Members of the college and press personals on 15th June, 2023
12. The members discussed about the status of the 2nd Issues research book to be published by IQAC. The members unanimously suggested a name "INSIGHT" for the upcoming book to be published by 30th June, 2023
13. The IQAC Coordinator informed the house about the upcoming ICT Academy's 100 hours programme on 'Youth Empowerment Programme' on 'BFSI- Overview and Financial Product' for the BPL students of B.Com. 5th Semester and the program will be of and will be coordinated by Department of Business Management.
14. Members expressed their satisfaction over the completed and ongoing construction works under RUSA fund and other funds.
15. The meeting was adjourned with a vote of thanks offered by Dr. Bidisha Mahanta to all attendees for their active participation and valuable contributions.


(Dr. Tanka Prasad Upadhyaya)
IQAC Coordinator
DHSK Commerce College

IQAC Co-ordinator
DHSK Commerce College
Dibrugarh, Assam


(Dr. KM Bhagawati)
Principal
DHSK Commerce College
Dibrugarh
Principal
D.H.S.K. Commerce College
Dibrugarh

IQAC: DHSK COMMERCE COLLEGE: DIBRUGARH: ASSAM

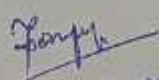
ACTION TAKEN REPORT

Date: 10th June, 2023

The Internal Quality Assurance Cell (IQAC) of DHSK Commerce College presents the Action Taken Report on the resolutions made during various IQAC meetings. The college has undertaken numerous initiatives and projects to enhance the overall quality and infrastructure. The following actions have been taken as per the resolutions:

1. Construction of top floor of the Extended Blocks (A, B & C) of the College building has been completed, providing additional space for academic and administrative purposes.
2. Improvement of covered parking facility for students and staff in the campus has been done to enhance convenience and safety.
3. Renovation of canteen facilities has been completed, offering a pleasant environment for students and staff during breaks.
4. Construction of a multistoried building is in progress, aiming to create more classrooms and facilities.
5. Construction of Boys' Hostel is in progress, catering to the accommodation needs of outstation male students.
6. Development of the second campus at Banipur is in progress, expanding the college's reach and facilities.
7. Setting up of a computer lab in the College with 50 computers, promoting digital learning and technological advancement.
8. Improvement of College's Banipur Land by completing the construction of boundary walls, ensuring safety and security.
9. Publication of peer-reviewed research Journal 'Utkarsh' with ISSN, encouraging faculty and students to contribute to research.
10. Publication of a multilingual Research book entitled 'The Intellect' with ISBN, showcasing the college's academic achievements.
11. Regular collection and review of feedback and suggestions from faculty members, students, alumni, and parents, leading to actionable improvements.
12. Purchase of textbooks and reference books for the library under RUSA fund, enhancing the learning resources available to students.
13. Organization of numerous college level, national level, and international level workshops, webinars, and seminars for teachers and students, fostering knowledge dissemination and skill development.
14. Preparation for the 3rd Cycle of NAAC's assessment and accreditation is in progress, ensuring compliance with quality standards.
15. Three Teachers have completed their Ph.D. degrees since the last NAAC accreditation, contributing to faculty research and expertise.
16. Construction of rainwater harvesting system in the campus is completed, promoting sustainable water management.
17. Vermicompost project in the girls' hostel has been initiated, supporting eco-friendly waste management.
18. Installation of solar panels in the college campus, promoting renewable energy usage.
19. A number of environment-friendly initiatives are taken by NSS, NCC, Women Cell, etc., with maximum student participation, encouraging responsible citizenship.
20. A number of social and welfare activities are conducted by various cells and departments of the college, like free eye check-up camps, blood donation camps, cloth distribution drives, benefitting the community.
21. Blended mode of teaching-learning is encouraged after the pandemic, ensuring a flexible and effective learning environment.
22. The College has been ISO certified, showcasing adherence to international quality standards.
23. Green and Environment audit has been conducted in the college, evaluating eco-friendly practices.
24. Academic and administrative audit has been conducted in the college, leading to improved academic and administrative processes.
25. Energy audit has been conducted, identifying energy-efficient measures.
26. Four MoUs have been signed during the last five years, establishing collaborations with reputed organizations for mutual benefits.

The IQAC of DHSK Commerce College continues to work diligently to improve the college's overall quality and create an excellent academic environment.


IQAC Co-ordinator
DHSK Commerce College
Dibrugarh, Assam


Principal
D.H.S.K. Commerce College
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IQAC: DHSK COMMERCE COLLEGE: DIBRUGARH: ASSAM

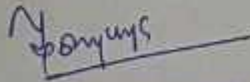
The Internal Quality Assurance Cell (IQAC) of DHSK Commerce College organized a Core Committee Meeting on 18th June, 2022 at 03:30 pm with the following agenda:

1. Welcome address by IQAC Coordinator
2. Felicitation of new IQAC member
3. Agenda handover to the Principal of the College cum President of the meeting
4. Objectives of the meeting by IQAC Coordinator
5. Placement, Approval & Confirmation of the minutes of the previous meeting
6. To discuss about Re - accreditation of NAAC (3rd Cycle) and status of AQAR
7. To discuss about IQAC action plan for the year 2022-2023 i.e. conducting FDP, Seminars/ Workshops/ Student Induction Programme etc.
8. Any other matter with the permission of the Chair
9. Presidents comments
10. Vote of Thanks

Following members were present in the virtual meeting:

SL No	Name	Designation	IQAC Designation
1	Dr. KM Bhagawati	Principal	Chairperson
2	Mr. Sailen Gogoi	Vice - principal	Nominee from Management
3	Dr. B. Bhagawati	Associate Prof. & HOD, Commerce	Teacher Member
4	Dr. TP Upadhyaya	Associate Prof. & HOD, Banking	IQAC Coordinator
5	Mr. N. Dutta	Assistant Prof. & HOD, Assamese	Teacher Member
6	Dr. J. Gogoi	Associate Prof. & HOD, Management	Teacher Member
7	Dr. Ajit Goswami	Assistant Professor	Assistant coordinator
8	Dr. Bidisha Mahanta	Assistant Professor	Assistant coordinator
9	Dr. K. Goswami	Professor, Dibrugarh University	Nominee from Parent
10	Dr. Mintu Kr. Das	Assistant Prof. & HOD, Statistics	Teacher Member
11	Mr. Dhruvborshi P. Sen	Advocate, Dibrugarh Bar Association	Local Representative
12	Mr. Mausum Bharali	Entrepreneur & Local Businessman	Alumni Representative

1. The meeting was started with President taking the chair and the felicitation of the new members.
2. The IQAC coordinator explained the objective of the meeting followed by presentation of minutes of the previous meeting.
3. After presentation a condolence was held in the memory of Late Prof Chimun Nath who was also the IQAC core committee member.
4. The house discussed in details about the present status of IQAC and the future readiness for the upcoming NAAC invitation for 3rd cycle of assessment in 2022-23.
5. Principal and Chairman of the IQAC Dr. K.M Bhagawati opined that NEP should be linked with next AQAR preparation and the work should be done on regular basis.
6. A proposal was given by the Principal and Dr. B. Bhagawati for conducting national level seminar under the sponsorship of NAAC in 2022-23 session and Dr. Bidisha Mahanta has been assigned the task in this regard.

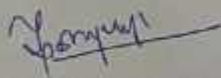

IQAC Co-ordinator
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7. The House decided to complete the process of conducting Academic and Administrative Audit by 30th June, 2022
8. The house unanimously opined to complete the process of conducting Green Audit by September, 2022
9. The house opined that the research aspect of the college should be strengthened and more faculties should come up with minor and major research project.
10. Dr. J. Gogoi asked about plagiarism check and institutional accessibility regarding it and the house recommended for personal check on plagiarism.
11. Mr. Dhruvorshi P. Sen, IQAC member enquired about infrastructure and raises the high court issue of the Banipur campus. The chairperson informed the house that that administration has already taken necessary care regarding all court cases to safeguard the interest of the college
12. Mr. Dhruvorshi P. Sen raised the matter of career prospect in collaboration with fifth madras regiment and Dr M.K Das, coordinator ICGC informed the house that necessary steps have already been taken.
13. Regarding the IQAC action plan for 2022-23, Prof K.C.Goswami proposed to organise a workshop on framing of curriculum keeping in view of NEP which would help the board of studies of the Dibrugarh University to frame the curriculum. He also suggested to organize student induction programme immediately after admission
14. A proposal was given by Prof M.K. Das to form a cell to handle the external communications with other institutions regarding MOU, Exchange programme etc.
15. Principal/ president let the house know that in the place of existing Higher Secondary courses the college is going to introduce Non- honors course in the morning shift w.e.f 2022-23 academic session. He also inform the house that the college is going to introduce 3 (three) Add on courses w.e.f. 2022-23 academic session. In this regard, Dr. J. Gogoi suggested that more number of students friendly course should be opened. Mr. Sen suggested opening of course on personality development and spoken English. However already one add on course would be started in English Deptt related to this topic soon.
16. Finally, status of research book was also discussed and IQAC coordinator informed the house that the book will be published by the end of July.
17. The house discussed the matter of recruitment of office staff for IQAC and keeping in view the enormous work load, the house permitted the IQAC office to recruit one staff for data entry and other official work.
18. The meeting ended with vote of thanks offered by Dr. Ajit Goswami, Assistant Coordinator of IQAC.



IQAC Co-ordinator
DHSK Commerce College
Dibrugarh, Assam




Principal
P.H.S.K. Commerce College
Dibrugarh

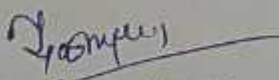
IQAC: DHSK COMMERCE COLLEGE: DIBRUGARH: ASSAM

Action Taken Report, 2022

The Internal Quality Assurance Cell (IQAC) of DHSK Commerce College presents the Action Taken Report on the minutes of the meeting held on 18th June, 2022. The following actions have been taken:

1. **Felicitation of New Members:** The meeting commenced with the President taking the chair and felicitating the new members of the IQAC committee.
2. **Objective and Minutes Presentation:** The IQAC Coordinator explained the objectives of the meeting and presented the minutes of the previous meeting for review and approval.
3. **Condolence:** A condolence was observed in the memory of Late Prof Chimun Nath, who was a valuable member of the IQAC core committee.
4. **Preparation for NAAC 3rd Cycle Assessment:** The house extensively discussed the present status of the IQAC and preparedness for the upcoming NAAC invitation for the 3rd cycle of assessment in 2022-23.
5. **NEP Linkage with AQAR:** Dr. K.M Bhagawati, Principal, and Chairman of IQAC suggested linking the National Education Policy (NEP) with the next AQAR preparation. The house emphasized the need for continuous work in this regard.
6. **Academic and Administrative Audit:** The house decided to complete the process of conducting Academic and Administrative Audit by 30th June 2022.
7. **Green Audit:** The house unanimously agreed to complete the process of conducting Green Audit by September 2022.
8. **Strengthening Research Aspect:** The house highlighted the importance of strengthening the research aspect of the college and encouraged more faculties to undertake minor and major research projects.
9. **Infrastructure and Banipur Campus:** Mr. Dhruborshi P. Sen raised concerns about infrastructure and the high court issue related to the Banipur campus. The Chairperson assured the house that necessary steps had been taken by the administration to safeguard the college's interests in all court cases.
10. **IQAC Action Plan for 2022-23:** Prof K. Goswami proposed organizing a workshop on framing the curriculum in line with the NEP, which would assist the Board of Studies of Dibrugarh University in curriculum development. He also suggested organizing a student induction program immediately after admission.
11. **External Communications Cell:** Prof M.K. Das proposed forming a cell to handle external communications with other institutions regarding MOUs, exchange programs, etc.
12. **Introduction of New Courses:** The Principal informed the house that the college would introduce Non-honors courses in the morning shift from the 2022-23 academic session. Three Add-on courses would also be introduced. The house suggested opening more student-friendly courses, such as personality development and spoken English.
13. **Status of Research Book:** The IQAC Coordinator informed the house that the research book would be published by the end of July.

The IQAC has taken prompt action on all the decisions made during the meeting. Necessary arrangements have been initiated for the upcoming NAAC assessment. Committees have been constituted to conduct audits and organize workshops and seminars. The college is proactively working on curriculum framing, research publications, and course introductions to meet the college's vision and improve overall quality.


IQAC Co-ordinator
DHSK Commerce College
Dibrugarh, Assam


Principal
D.H.S.K. Commerce College
Dibrugarh

IQAC: DHSK COMMERCE COLLEGE: DIBUGARH [ASSAM]

MINUTES OF IQAC MEETING

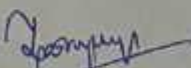
A meeting of IQAC, DHSK Commerce College with all teaching staff, librarian and office staff was held on 29th April (Friday) 2022 at 03:15 pm in library auditorium of the college to discuss the following agenda:

1. Discussion on organizing international workshop on fundamentals of filmmaking
2. Discussion on CONDUCTING of Academic and Administrative audit
3. Discussion on submission of AQAR 2020-21
4. Discussion on Academic matters
5. Any other matter with the permission of the Chair

Following faculty members, office staff and library staff were present for the meeting

SL No	Name	SL No	Name
1.	Dr. KM Bhagawati (Principal)	12.	Dr. B. Mahanta
2.	Dr. TP Upadhyaya	13.	Ms. Bharati Lalung
3.	Dr. Bhupesh Bhagawati	14.	Mr. Pankaj Sahu
4.	Dr. Ajit Goswami	15.	Ms. Pallavi Kashyap
5.	Dr. J. Gogoi	16.	Mr. K. Haloi
6.	Dr. C. Roy	17.	Mr. Luku Morang
7.	Dr. S. Nath	18.	Dr. MK Das
8.	Dr. Ipsita Bhattacharyya	19.	Ms. Bani Kachari
9.	Dr. N. Dutta	20.	Ms. SS Gogoi
10.	Dr. SR Doley	21.	Ms. MB Bhowmick
11.	Dr. Kasturi Saikia	22.	Ms. Padma Chetia

1. Dr. KM Bhagawati, Principal has welcomed all the members and presented agenda of the meeting. He explained the role and importance of the Internal Quality Assurance cell (IQAC) and stated the purpose of formation of the new composition to the previous Quality Assurance Committee.
2. IQAC Coordinator explain the objectives of the meeting and emphasize the importance of the IQAC team representing all strata of the society and accentuate to plan and execute the processes in order to meet the Vision of the College and augment the name and fame of the College. IQAC coordinator placed the minutes of last IQAC meeting and the house passed the same
3. IQAC coordinator briefed that the College is going to organize one day International Workshop on fundamentals of Filmmaking to be conducted by Redcardinal motion Pictures, a leading multi-accolade film production company in association with ACTA Women Cell and IQAC. All the members present have assured full cooperation in this regards
4. The house constituted the following sub-committees for the smooth function of the international workshop.
 - (a) Registration Sub Committee: Dr. I. Bhattacharyya, Dr. MK Das, Ms. B. Lalung, Ms Pallavi Kashyap & Ms. SS Gogoi
 - (b) Felicitation Sub-Committee: Dr. T. Mattack, Ms. B. Kachari, Ms. MB Bhowmick


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DIBRUGARH

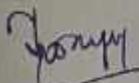
IQAC: DHSK COMMERCE COLLEGE: DIBUGARH [ASSAM]

- (c) Stage Sub-Committee: Dr. B. Bhagawati, Dr. S. Nath, Dr. N. Dutta, Mr. A. Macchey, Mr. L. Morang & Dr. B. Mahanta
 - (d) Technical Support Sub-Committee: Mr. P. Sahu, Ms. S. Bansal & Dr. P. Dhanuka
 - (e) Food Sub-Committee: Mr. S. Gogoi, Dr. J. Gogoi, Dr. C. Roy, Dr. J. Konwar, Dr. A. Goswami & Mr. B. Hanse
 - (f) Certificate Sub-Committee: Dr. SR Doley, Mr. K. Haloi & Dr. K. Saikia
5. IQAC coordinator briefed the members with the activities and initiative undertaken by the College during 2020-21. Further discussions were held on issues such as organizing students centric programme on career Counselling, organizing national level workshop on photography etc. by all department
 6. The Chairperson of IQAC Dr. KM Bhagawati has requested all the members of the different cells to make necessary arrangements for updating different criteria's so as to submit the AQAR at the earliest.
 7. The members present in the meeting including Dr. J. Gogoi, Dr. S. Nath assured the house that they would provide necessary cooperation in achieving the activities of IQAC particularly with regard to collection of data/ information required for the purpose of AQAR 2021-22 submission
 8. Dr. B. Bhagawati also suggested activating the work to be done by different cells and opined to take extra remedial classes in order the complete the syllabus before the examinations.
 9. The meeting ended with vote of thanks proposed by Dr. Ajit Goswami, Assistant Coordinator of IQAC

Action Taken Report

1. **Minutes of Last IQAC Meeting:** The IQAC Coordinator presented the minutes of the last IQAC meeting, and the house unanimously passed the same.
2. **One Day International Workshop on Filmmaking:** The IQAC Coordinator briefed about the upcoming one-day International Workshop on fundamentals of Filmmaking to be conducted by Redcardinal Motion Pictures, in association with ACTA Women Cell and IQAC. All members present assured full cooperation for the successful organization of the workshop.
3. **Constitution of Sub-Committees:** The following sub-committees were constituted for the smooth functioning of the International Workshop: **Registration Sub Committee, Felicitation Sub-Committee; Stage Sub-Committee; Technical Support Sub-Committee; Food Sub-Committee, Certificate Sub-Committee**
4. **Activities and Initiatives in 2020-21:** The IQAC Coordinator provided an overview of the college's activities and initiatives during 2020-21. Discussions were held on organizing students' centric programs on career counseling and national-level workshops on photography by various departments.
5. **Updating Criteria and AQAR Submission:** Dr. KM Bhagawati, the Chairperson of IQAC, requested all members of different cells to make necessary arrangements for updating criteria to submit the Annual Quality Assurance Report (AQAR) at the earliest.
6. **Cooperation for AQAR Preparation:** Members, including Dr. J. Gogoi and Dr. S. Nath, assured the house of providing necessary cooperation for IQAC activities, especially concerning data collection for the AQAR 2021-22 submissions.
7. **Remedial Classes and Cell Activations:** Dr. B. Bhagawati suggested activating the work to be done by different cells and recommended the organization of extra remedial classes to complete the syllabus before examinations.

The IQAC has taken prompt action on all the decisions made during the meeting. The sub-committees are actively working towards the successful execution of the International Workshop. Data collection and updating criteria for AQAR are in progress, and cooperation from all members is commendable.


IQAC Co-ordinator
DHSK Commerce College
Dibrugarh, Assam


Principal
D.H.S.K. Commerce College
Dibrugarh

D. H. S. K. COMMERCE COLLEGE
INTERNAL QUALITY ASSURANCE CELL

P.O. DIBRUGARH (ASSAM), PIN: 786001



MINUTES OF IQAC MEETING held on 29.6.2021

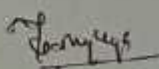
The IQAC of DHSK Commerce College organized a virtual meeting through Zoom Platform (Meeting ID: srj-tosr-mrk) on 29th June, 2021 at 04:00 pm with the following agenda:

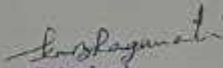
1. Welcome address by IQAC Coordinator
2. Agenda handover to the Principal of the College cum President of the meeting
3. Objectives of the meeting by IQAC Coordinator
4. Placement, Approval & Confirmation of the minutes of the previous meeting
5. Discussion on quality initiatives to be undertaken by IQAC for 2021-22 academic session
6. Any other matter with the permission of the Chair
7. Presidents comments
8. Vote of Thanks

Following members were present in the virtual meeting:

Sl. No	Name	Designation	IQAC Designation
1	Dr. KM Bhagawati	Principal	Chairperson
2	Dr. B. Bhagawati	Associate Prof. & HOD, Commerce	Teacher Member
3	Dr. TP Upadhyaya	Associate Professor	IQAC Coordinator
4	Mr. N. Dutta	Assistant Prof. & HOD, Assamese	Teacher Member
5	Dr. J. Gogoi	Associate Prof. & HOD, Management	Teacher Member
6	Dr. Ajit Goswami	Assistant Professor	Assistant coordinator
7	Dr. Bidisha Mahanta	Assistant Professor	Assistant coordinator
8	Ms. SS Gogoi	Librarian	Library Nominee
9	Dr. K. Goswami	Professor, Dibrugarh University	Nominee from Parent
10	Dr. CK Nath	Asso. Professor & Head, Dibrugarh University	Alumni member
11	Mr. Dhruvorshi P. Sen	Advocate, Dibrugarh Bar Association	Local Representative
12	Mr. Akum Baglari	Student	Student Member

1. Dr. TP Upadhyaya, IQAC Coordinator has welcomed all the members and presented agenda of the meeting. He also explained the objectives of the meeting and explained the importance of the Internal Quality Assurance cell (IQAC) in this challenging situation of corona pandemic.
2. Dr. KM Bhagawati, Principal has stressed the importance of the IQAC team representing all strata of the society and accentuates to plan and execute the processes in order to meet the Vision of the College and augment the name and fame of the College.
3. IQAC coordinator placed the minutes of last IQAC meeting and the house passed the same unanimously.


IQAC Co-ordinator
DHSK Commerce College
Dibrugarh, Assam


Principal
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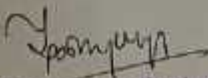
4. IQAC coordinator briefed the members with the activities and initiative undertaken by the College during 2020-21.
5. Dr. Kumud Goswami has suggested to organizing motivation talks for the students on stress management in view of Covid-19 pandemic/ lockdown by inviting doctors and psychiatrics. He also advised to arrange certain sessions by College library department to orient students on how to use various resources and e-resources.
6. Mr. DP Sen suggested organizing more national level virtual seminars/ webinars by IQAC in association with departments in different areas students. He also suggested stimulating the works to be done by various cells of IQAC committee after reopening of lockdown.
7. Dr. CK Nath suggested showcasing activities done by NSS/NCC on vaccination drive. He also suggested to the administration to take further initiatives to develop Banipur land
8. Dr. J Gogoi suggested that the ICGC Cell should take initiatives to conduct activities for the benefits of students who are interested to appear in various competitive examinations. He also requested the authorities to organize parking facilities for teachers and students and suggested to induct ICGC Co-ordinator in IQAC Committee
9. The meeting ended with vote of thanks offered by of IQAC Coordinator Dr. TP Upadhyaya

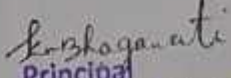
Action Taken Report

The Internal Quality Assurance Cell (IQAC) of DHSK Commerce College presents the Action Taken Report on the decisions and suggestions discussed during the meeting held on 29.6.2021. The following actions have been taken:

1. **Agenda Presentation and Objectives:** Dr. TP Upadhyaya, IQAC Coordinator, welcomed all members and presented the agenda of the meeting. He also highlighted the importance of the IQAC in dealing with the challenges posed by the COVID-19 pandemic.
2. **Representation and Planning:** Dr. KM Bhagawati, Principal, stressed the significance of ensuring diverse representation within the IQAC team, encompassing all strata of society. The IQAC committee will plan and execute processes in line with the college's vision, aiming to enhance the college's reputation.
3. **Approval of Minutes:** The minutes of the last IQAC meeting were presented by the IQAC Coordinator, and the house unanimously passed them.
4. **Activities in 2020-21:** The IQAC Coordinator provided a comprehensive overview of the activities and initiatives undertaken by the college during the challenging year of 2020-21.
5. **Motivational Talks and Library Sessions:** Dr. Kumud Goswami suggested organizing motivation talks for students to manage stress during the COVID-19 pandemic and lockdown. The college will invite doctors and psychiatrists for these talks. Additionally, the college library department will arrange sessions to orient students on effectively using various resources and e-resources.
6. **Virtual Seminars and Post-Lockdown Plans:** Mr. DP Sen proposed conducting more national-level virtual seminars/webinars in association with different departments to engage students. He also suggested planning activities for various IQAC committee cells after the lockdown is lifted.
7. **Showcasing NSS/NCC Activities and Banipur Land Development:** Dr. CK Nath recommended showcasing the activities done by NSS/NCC during the vaccination drive. Moreover, he advised the administration to take further initiatives to develop the Banipur land.
8. **ICGC Cell Activities and Parking Facilities:** Dr. J Gogoi suggested that the ICGC Cell should conduct activities for students interested in appearing in competitive examinations. Additionally, he requested the authorities to organize parking facilities for both teachers and students. Furthermore, he recommended including the ICGC Coordinator in the IQAC Committee.

The IQAC has taken note of all the suggestions and recommendations and has initiated actions as per the presented proposals. The IQAC Committee, in collaboration with various departments, is actively working to implement the plans to achieve the college's vision and objectives. Regular follow-ups and reviews will be conducted to ensure effective execution.


 IQAC Co-ordinator
 DHSK Commerce College
 Dibrugarh, Assam


 Principal
 D.H.S.K. Commerce College
 Dibrugarh



D. H. S. K. COMMERCE COLLEGE

P.O. DIBRUGARH (ASSAM) Pin - 786 001

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MINUTES OF IQAC MEETING held on 30.6.2020

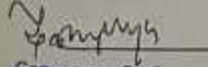
The IQAC of DHSK Commerce College organized a virtual meeting through Zoom Platform (Meeting id 8806542343) on 30th June, 2020 at 04:00 pm with the following agenda:

1. Taking of chair and welcome address by the Principal & Chairperson of IQAC
2. Objectives of the meeting by IQAC Coordinator Dr. TP Upadhyaya
3. Approval and confirmation of the minutes of previous IQAC meetings
4. Discussion on the quality initiatives to be undertaken by IQAC for 2020-21 academic session
5. Any other matter with the permission of the Chair
6. Vote of Thanks

Following members were present for the virtual meeting:

Sl. No	Name	Designation	IQAC Designation
1.	Dr. KM Bhagawati	Principal	Chairperson
2.	Mr. P. Das	Vice – Principal & HOD, Economics	Member from Management
3.	Dr. TP Upadhyaya	Associate Professor	IQAC Coordinator
4.	Mr. S. Gogoi	Associate Prof. & HOD, Accountancy	Teacher Member
5.	Dr. J. Gogoi	Assistant Prof. & HOD, Management	Teacher Member
6.	Dr. J. Konwar	Assistant Professor	Assistant coordinator
7.	Dr. K. Goswami	Professor, Dibrugarh University	Nominee from Parent
8.	Dr. CK Nath	Associate Professor & Head, Dibrugarh University	Alumni member
9.	Ms. SS Gogoi	Librarian	Library Nominee
10.	Mr. Aktim Baglari	Student	Student Member

1. Dr. KM Bhagawati, Principal & Chairperson of IQAC has welcomed all the members and presented agenda of the meeting. He explained the role and importance of the Internal Quality Assurance cell (IQAC) in this challenging situation of corona pandemic.
2. IQAC Coordinator then stressed the importance of the IQAC team representing all strata of the society and accentuates to plan and execute the processes in order to meet the Vision of the College and augment the name and fame of the College.
3. IQAC coordinator placed the minutes of last IQAC meeting and the house passed the same unanimously.
4. IQAC coordinator briefed the members with the activities and initiative undertaken by the College during 2019-20.
5. Dr. CK Nath suggested to organizing national level virtual seminars/ webinars by IQAC in different areas in the subsequent periods for teachers and students. He also suggested to activate the works to be done by various cells of IQAC committee after completion of lockdown.
6. Dr. CK Nath suggested organizing such meetings in future through online platform only if possible and all present members accepted the same.
7. Prof. K Goswami suggested creating and preserving more E-resources & E - contents for the student communities with the help of College Library.
8. The meeting ended with vote of thanks proposed by Dr. TP Upadhyaya Coordinator of IQAC.


Convener, IQAC
DHSK Commerce College
Dibrugarh


Principal
K. Commerce College
Dibrugarh

Action taken Report
(2019-20)

1. Introduction of Post Graduate Program in Commerce (M.Com. Regular Course) of Dibrugarh university in the College campus
2. Introduction of Choice Based Credit System (CBCS) in Undergradual level of Dibrugarh University
3. Installation of more functional ICT classroom
4. Purchase of books for library and departments
5. Maintenance of clean and green Campus with plastic free zone by ECO club and NSS
6. Publication peer reviewed research Journal 'Utkarsh' with ISSN number
7. Collection of feedback and suggestions from faculty members, students, alumni and parents and actions taken accordingly
8. Installation of more CCTV cameras for overall security of the college.
9. Installation of sanitary napkin vending machine in Girls Common Room
10. Organized national level workshop and Webinar for teachers and students
11. Organized educational tour for students to visit Sikkim in January, 2020
12. To help students in participation in inter college youth festival
13. organized Inter College Chess championship in the College
14. Organized number of environment friendly initiatives with the help of NSS, NCC, Women Cell etc. and ensuring participation of maximum students in such initiatives


Principal
D.H.S.K. Commerce College
Dibrugarh


Convener, IQAC
DHSK Commerce College
Dibrugarh



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MINUTES OF IQAC MEETING

A meeting of IQAC, DHSK Commerce College, was held on June 07, 2019 at 02:30 pm in GB Meeting Room of the College with the following agenda:

1. Taking of chair and welcome address by the Principal
2. Objectives of the meeting by IQAC Coordinator Dr. TP Upadhyaya
3. Approval and confirmation of the minutes of previous IQAC meeting
4. Review of NAAC Peer Team Report 2018
5. Discussion on the quality initiatives to be undertaken by IQAC for 2019-20
6. Any other matter with the permission of the Chair
7. Vote of Thanks

Following members were present for the meeting

Sl. No	Name	Designation	IQAC Designation
1.	Dr. KM Bhagawati	Principal	Chairperson
2.	Mr. P. Das	Vice – Principal & HOD, Economics	Member from Management
3.	Dr. TP Upadhyaya	Associate Professor	IQAC Coordinator
4.	Mr. S. Gogoi	Associate Prof. & HOD, Accountancy	Teacher Member
5.	Dr. J. Gogoi	Assistant Prof. & HOD, Management	Teacher Member
6.	Dr. J. Konwar	Assistant Professor	Assistant Coordinator
7.	Dr. K. Goswami	Professor, Dibrugarh University	Nominee from Parent
8.	Dr. CK Nath	Associate Professor, Dibrugarh University	Alumni Member
9.	Mr. DP Sen	Advocate, Dibrugarh	Nominee from Local Society
10.	Mr. Anup Kr Gupta	Student	Student Member

1. Dr. KM Bhagawati, Principal has welcomed all the members with brief introduction of each person and presented agenda of the meeting. He explained the role and importance of the Internal Quality Assurance cell (IQAC) and affirmed the purpose of formation of the new composition to the previous Quality Assurance Committee.
2. IQAC Coordinator emphasize the importance of the IQAC team representing all strata of the society and accentuate to plan and execute the processes in order to meet the Vision of the College and augment the name and fame of the College. He also suggested adding the College Librarian in the IQAC.
3. IQAC coordinator placed the minutes of last IQAC meeting and the house passed the same
4. Detailed discussion was held regarding NAAC peer team visit to our College on 6-7th Sept, 2018, where IQAC coordinator explained in details about the criteria – wise performance and member's expressed satisfaction over the NAAC grading.
5. IQAC coordinator briefed the members with the activities and initiative undertaken by the College during 2018-19. Further discussions were held on issues such as organizing orientation programme on CBCS on 30.5.2019, organizing national level workshop on Intellectual Property right on 22nd June 2019, initiating startup by students etc.
6. Dr. CK Nath suggested to activate the work to be done by different cells
7. Mr. D.P. Sen suggested increasing the frequencies of IQAC meeting in future.
8. Prof. K Goswami suggested to celebrate the College foundation day with day long programme
9. The meeting ended with vote of thanks proposed by Dr. J. Konwar, Assistant Coordinator, IQAC

IQAC Meeting with Teaching, Library and Non-Teaching Staff on 15th June 2019 in Teachers Common Room.

A meeting of IQAC, D.H.S.K. Commerce College was held to-day i.e. on 15/6/2019 in Teachers Common room with the following agenda:

1. To discuss on the progress made by different criteria-wise calls for online AQAR submission (2018-19)
2. To discuss on organising national workshop on IPR
3. To discuss on students feedback collection
4. Academic and other matters.

The meeting was presided over by Principal, DR. K.M. Bhagwati.

Actions taken/not taken

1. The house discussed in details about the activities/ initiatives undertaken by various criteria-wise calls so that online submission of AQAR can be done in due time. All the members/ conveners present in the meeting assured the house that all necessary work would be done in this respect.
2. The house decided to organise the one day national level workshop on Intellectual Property Right under the aegis of Research, Innovation and Extension Cell of IQAC.
3. The house decided to invite NEHU Professor Dr. Chintamani Rout and DU Professor Dr. Pankaj Das as resource persons for the national workshop on IPR.
4. The house decided that students feedback forms which have been collected from students will be analysed properly.
5. The house also suggested to organise orientation Programme for 1st Semester Students of B.Com immediately after reopening of the college.
6. The meeting ended with the vote of thanks proposed by IQAC co-ordinator.