

Public College of Commerce  
Dimapur: Nagaland  
Internal Quality Assurance Cell (IQAC)

**MINUTES OF THE IQAC MEETING HELD ON 18<sup>TH</sup> OCTOBER, 2023**

A meeting of the IQAC was held on 18<sup>th</sup> October, (Wednesday) 2023 at 12:30 PM in the Faculty Room of the College on the following agenda:

1. Planning of activities to be undertaken and allocation of work responsibility for the academic session 2023-24.
2. Any other(s).

The meeting began with the welcome note by the chairperson of IQAC, who highlighted the agenda of the meeting. The members discussed at length the activities to be undertaken for the session 2023-24. Some of the important activities that were undertaken during the session 2023-24 was as follows:

The following resolutions were taken for the academic session 2023-24:

1. Resolved that regular activities of the college that are undertaken every year shall be continued.
2. Resolved that, students' feedback collection process be continued and analyzed and measures be initiated accordingly.
3. Resolved that to organise seminar
4. Resolve that to organise quiz, webinar, debate competition.
5. Resolve to organise Faculty Exchange Programme
6. Resolve to conduct Online Students Satisfaction Survey
7. Resolve to organise Extension activities for community development
8. Resolve to organise Physical Fitness Programme
9. Resolve to organise Skills enhancement Activities like soft skill and language
10. Resolve to initiate Performance Appraisal System for Teaching and Non-teaching staff.
11. Resolve to organise programme on Gender Equity.
12. Resolve to organise professional development/administrative training programmes for teaching and non teaching staff
13. Resolve that to continue with best practices adopted by the college

**ACTION TAKEN REPORT ON RECOMMENDATIONS OF NAAC PEER TEAM  
FOR QUALITY ENHANCEMENT OF THE INSTITUTION**

In addition to the above Resolutions adopted on 18/10/2023, the following actions were also initiated which were based on the recommendations given by NAAC Peer Team during the 2<sup>nd</sup> Cycle of Accreditation, for the Quality Enhancement of the Institution.

**1. College infrastructure needs to be improved and modernized**

**Action Taken:** The improvement of infrastructure is in progress. More library books have been procured and additions to class rooms are under construction.

**2. The vacant post of Librarian has to be filled, Library automation system has to be effectively implemented and bar coding of books should be undertaken and budget of Rs. 15,000/- per annual should be allocated for purchase of text/reference books.**

**Action Taken:** The vacant post of Librarian has been filled by appointing a qualified librarian. The process of library automation is in progress. Books worth Rs. 77,422.00 (Rupees Seventy Seven Thousand Four Hundred Twenty Two) have been procured during the year 2022-23. A budgetary allocation of Rs. 80,000 (Rupees Eighty Thousand) made for the year 2023-24.

**3. The faculty should make the best use of MOOCs/E-Pathashala and Swayam and other e-resources in teaching the students in the class.**

**Action Taken:** Different links have been created to facilitate students and teachers to reap the benefits of MOOCs/E-Pathashala and Swayam for teaching-learning

**4. One P.G Course of M.Com., a self-financing course B.Com (E-Commerce) and B.A. Arts may be introduced.**

**Action Taken:** Undergraduate Arts Course (i.e., B.A Major in Economics, Political Science and Education; and B.A General in Economics, Political Science, Education, History, Sociology, and English) as per NEP 2020 have been introduced in the college during the academic session 2023-24.

**5. Extending the benefit of scholarship to more students**

**Action Taken Report:** Fee concession/Scholarship amounting to Rs. 1,02,945.00 was allowed to students during the academic session 2023-24 and a budgetary allocation of Rs. 1,79,900.00 made for the year 2024-25.

**6. Industry/Business and Institution interaction for practical training to students should be organised and strengthened.**

**Action Taken Report:** Will be undertaken shortly during the even semester 2024.

**7. Entrepreneurship Development course need to be made more practical oriented.**

**Action Taken Report:** A programme shall be organized with experts from banks/industries.

**8. Commerce Laboratory may be established to provide hands on training to the students.**

**Action Taken Report:** HoD, Commerce has been entrusted to take steps to establish commerce lab.

**9. Faculty members should prepare research proposals and apply and get UGC Research grants.**

**Action Taken Report:** Dr. Pradip Chakraborty, Dr. Ranjit Paul and Dr. Nipul Sutradhar have been advised to prepare major/minor research proposal for submission to UGC.

**10. IQAC of the College has to be strengthened and documentation process has to be organised and maintained systematically.**

**Action Taken Report:** IQAC Coordinator has taken necessary steps for proper documentations and maintenance of records of all activities/events organized by the college or participated by the students outside the college.

**11. Smart class/ Spoken English Language lab may be established for employability of students.**

**Action Taken Report:** Mr. A.K. Singh, HoD-English has been entrusted to engage Soft Skill language classes. Moreover, the services of Mentor Academy, Dimapur has been sought for in this regard and they will be engaging soft skill classes to the students of final semester during the session 2023-24. Certificate shall also be provided to the students on completion of the training.

**12. Quality of Research publications needs to be improved.**

**Action Taken Report:** Faculty members had been advised to undertake research works and publish research articles in national/international journals.

There being no other items for discussion, the meeting ended with a vote of thanks from the Chair.

The signature sheet of the members attended the meeting enclosed in the last.



(Dr. A.K. Talukder)

**Principal**  
**Public College of Commerce**  
**Dimapur : Nagaland**