

**Proceeding of the meeting of the IQAC  
Members and Head of the Department,  
Lakhimpur Commerce College held on 13-10-2018**

A meeting was held on 13-10-2018 at 1.30 p.m. in the Principal's chamber among the members of the IQAC to discuss the given agenda. The Principal took his chair and Dr. D. K. Das, the co-ordinator, IQAC briefed the members about the purpose of the meeting.

**Members Present :**

1.	Dr. B. S. Behera	Principal and chairman
2.	Dr. D.K. Das	Co-ordinator
3.	Shri Aban Chandra Barman	Member
4.	Dr. Manoj Kumar Sil	Member
5.	Dr. (Mrs.) Harini Patowary Das	Member
6.	Shri Rajendra Prasad Borah	Member
7.	Shri Gopal Kumar Chetry	Member
8.	Shri Mahesh Chandra Bhagawati	Member
9.	Shri Manoj Kumar Tamuli	Member
10.	Dr. (Mrs.) Rupjyoti Bhattacharjee	Member
11.	Mrs. Bohnisika Bordoloi	Member
12.	Dr. Dadul Rajkonwar	Member
13.	Shri Parama Phukan	Member
14.	Mrs. Tarun Kumari	Member

**Agenda :**

1. Discussion on the documents required for all the criterion wise input.
2. Uploading of the CV in the college website.
3. Submission of the students' attendance of the last five years by all the department to the IQAC.
4. Submission of the evaluative reports of each department to the IQAC.
5. Submission of personal files of each teacher containing documents supporting the CV
6. Updating the records of the departmental libraries.

7. Any other matter.

The meeting discussed all the items in the Agenda in details and after thorough discussion, took the following decisions.

**Action Taken :**

1. As per requirement of the data for criterion 2, the convenor Dr. S. B. Tamuli was clarified to prepare a file containing the list of students who have been admitted to the college under reservation category, students of other state and specially abled students (Divyangjan).
2. All the teachers would be notified to upload their CV in the college website. Password for every teacher has been created and the teacher are requested to collective it from the office.
3. Each department is asked to submit the record of students attendance for the last five years (2013-14 to 2017-18)
4. The teacher are asked to submit the evaluative report of their department at the earliest.
5. The necessary supporting documents of CV are asked to be submitted to the IQAC within seven days.

The meeting ended with vote of thanks by the IQAC Co-ordinator assuring the chairman that all the work of SSR preparation would be completed by November, 2018.

*Diganta M. Das*

(Dr. D. K. Das)

Co-ordinator

IQAC

Lakhimpur Commerce College

North Lakhimpur, Assam

Co-ordinator

IQAC

Lakhimpur Commerce College

North Lakhimpur, Assam

*B. S. Behera*

(Dr. B. S. Behera)

Principal and Chairman

IQAC

Lakhimpur Commerce College

North Lakhimpur, Assam

Principal

Lakhimpur Commerce College

North Lakhimpur