

## **Proceedings of the meeting of the IQAC, Lakhimpur Commerce College held on 07-04-2018**

A meeting was held among the members of the IQAC and the Principal of the college in the principal's chamber at 2.30 p.m. to discuss the agenda given below. The newly appointed co-ordinator of IQAC, Dr. D. K. Das welcomes the members in his welcome address and requests the Principal to preside over the meeting. The following members attended 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. A discussion on the ICT tools in the classroom to improve class room teaching and the need of a training to the teachers to update regarding the use ICT and smart classrooms.
2. Organizing Departmental seminars and other Intra-institutional evaluative tools for students assessment before the semester examination.
3. Continuation of the extension activities and outreach programmes with co-operation of the teaching members and students of the college.

4. Any other related matter regarding the upcoming NAAC assessment of the college with permission from the chair.

After threadbare discussion on all the items in the Agenda, the meeting took the following decisions.

### Action taken

1. The members decide to organize an orientation and training for the teachers inviting a few experts from the field regarding to utilization of ICT tools in the classrooms. More smart classrooms would be arranged in the future with the construction of the proposed new building.
2. The Head of the Department would decide the dates for organizing departmental seminars, quiz, group discussion according to their convenience and intimate the students accordingly.
3. A decision to observe Road Safety Day and cleanliness drive under Swachh Bharat Abhiyan at adopted village 1 No. Mahaijan Kuhimari, Lakhimpur.
4. Field trips to be organized for students to increase knowledge of Banking Management and Postal Transactions.
5. The teachers assigned to prepare the criteria wise inputs for S.S.R. to keep updating regarding their progress to the co-ordinator from time to time.

At the conclusion of the meeting, the Principal and chairman, Dr. B. S. Behera requested all the members to extend their active co-operating and support in the NAAC assessment and Accreditation of the college.

*Diganta K. 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**