

Proceeding of the meeting of the IQAC, Lakhimpur Commerce College held on 09-08-2017

A meeting was held on 09-08-2017 at 2 p.m. in the chamber of the Principal among the members of the IQAC and the Principal to discuss the agenda given below. The Principal took his chair and Prof. S Hussain, the IQAC Co-ordinator narrated the objective of the meeting.

Members Present :

1.	Dr. B. S. Behera	Principal and chairman
2.	Prof. S. Hussain	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 departmental profile.
2. Review of the work assigned to different member of IQAC.
3. An assessment of the revised format of manual for SSR to compare it with the earlier one.

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

Action Taken :

1. An extensive discussion took place among the members of IQAC regarding the progress of work for NAAC assessment. The assignment given to members, Dr. S.B. Tamuli, Dr. R. Bhattacharjee and H.P. Das on curricular aspects/teaching learning evaluation were discussed in detail.

2. The Principal suggested many addition and new points to the assigned members on this subject and to keep supporting documents against every aspect prepared.
3. The co-ordinator of IQAC, Prof. S. Hussain was asked to gather documentary evidence against all filled in informations in the AQAR forms which had already been submitted by the college to NAAC i.e. 2009-10, 2010-11, 2011-12, 2012-13 in hard copies.
4. The meeting also resolved to download and check the Revised Format of Manual for SSR and compare with the earlier one.

The meeting ended with vote of thanks by the Co-ordinator, IQAC.



(S. Hussain)
Co-ordinator
IQAC

Lakhimpur Commerce College
North Lakhimpur, Assam

Co-ordinator
IQAC
Lakhimpur Commerce College
North Lakhimpur, Assam



(Dr. B. S. Behera)
Principal and Chairman
IQAC

Lakhimpur Commerce College
North Lakhimpur, Assam

Principal
Lakhimpur Commerce College
North Lakhimpur

**Proceeding of the meeting of the IQAC,
Lakhimpur Commerce College held on 21-10-2017**

A meeting of the IQAC members and the Principal of the college was held today at 2:30 p.m. to discuss the agenda given below. The following members attended the meeting.

Members Present :

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

Agenda :

1. Distribution of the Revised format of manual for self study Report.
2. Distribution of the supporting documents required for different criteria of the S.S.R.
3. Any other related matter.

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

Action taken :

1. The Revised format of manual for S.S.R. Preparation is distributed among all the members of the IQAC. The Principal and Chairman requested the members to go through the new format carefully
2. All the committee for preparation of the seven criteria of S.S.R. in provided with Revised formats according to their criteria
3. A list of all the necessary documents which has to collected to upload with the SSR is also distributed to the convenors of the committees for the preparation of the criteria.
4. The meeting also discussed at length about the format of the students', Alumni and Guardian' feedback and decided that any New addition in the feedback form according to the Revised fomate of NAAC manual would be included from the next year.

The meeting ended with vote of thanks by the Co-ordinator Prof. S. Hussain.

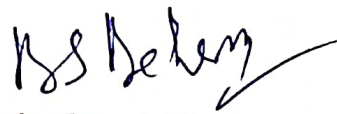


Co-ordinator
IQAC

Lakhimpur Commerce College
North Lakhimpur, Assam

~~Co-ordinator~~
IQAC

Lakhimpur Commerce College
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Principal and Chairman
IQAC

Lakhimpur Commerce College
North Lakhimpur, Assam

Principal
Lakhimpur Commerce College
North Lakhimpur, Assam

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

Proceedings of the meeting of the IQAC, with the students and Non-teaching staff members Lakhimpur Commerce College held on 19-05-2018

A meeting of the members of the IQAC with students and Non-teaching members of the college was held in the conference hall at Lakhimpur Commerce College on 19th May, 2018 at 2 p.m. All the members of the students' Union Body and the student members of the college and the Non-teaching staff 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 and HoD
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.	Shri M. Saikia	Member
15.	Shri Dipak Bor Borah	Member
16.	Mrs. R. Boruah	Member
17.	Shri Subham Sarmah	Student Nominee
18.	Shri Dibya Borah	Student Member
19.	Shri Chimpal Hazarika	Student Member

Agenda:

1. Principal to take chair.
2. Introduction and the purpose of the meeting by the Co-ordinator.
3. Analysis on the progress of preparation of the S.S.R.
4. A discussion with Non-teaching staff members on updating of office files, records and systematization of Documentations.
5. Discussion on college library automations.

6. Discussion with the student members about students' feedback
7. Recommencement of discontinued Spoken English Course.

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

Action Taken:

1. The conveners of the S.S.R. preparation Committee presented a satisfactory program in the preparation of the seven criteria which would further gain speed after the completion of the semester examination. The AQAR are also being prepared and only the concluding works are remaining.
2. The Non-teaching members of the college discussed with the Principal about a few requirement in the office. The Principal assured to supply two new computers at present and all the other requirements after assessing the funds.
3. A discussion was made with the library staff and the Principal advised them to update the library details.
4. Various suggestion curricular and extra-curricular matters were taken from the students members based on the students' feedback form. The student members were asked to participate and take initiative to sensitize the students of the college about maintaining cleanliness in the college campus and value its property.
5. The meeting decided to re-start the Spoken English Course (six monthly) as a self financing course which has been discontinued since 2013.

The Principal concluded the meeting expecting full co-operation from the teaching and non teaching staffs of the college. The co-ordinator extended vote of thanks.

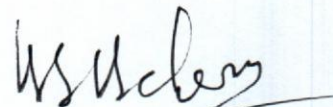


(Dr. D. K. Das)
Co-ordinator
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(Dr. B. S. Behera)
Principal and Chairman
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