

## **Proceeding of the meeting of the IQAC, Lakhimpur Commerce College held on 03-08-2018**

A meeting of IQAC members with the Principal of Lakhimpur Commerce College, Dr. B. S. Behera was held in the Principal's chamber on Friday the 3<sup>rd</sup> of August, 2018 after reopening of the college at the end of summer vacation. The meeting was presided over by the Principal of the College.

### **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 AQAR and IIQA approval by Governing Body, Lakhimpur Commerce College.
2. Observance of Independence Day with a few literary completions.
3. Proposal for Alumni meet and Guardian's meet in the near future.
4. Any other related matter with permission from the chair.

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

### **Action Taken :**

1. The meeting decided to place the AQAR before the Governing Body in the upcoming Governing Body meeting for approval. The AQAR has

been already prepared and awaits approval by the Governing Body before sending to NAAC office.

2. As per state government order, Independence Day celebration would start from 14<sup>th</sup> August with Literary and Art competition. Selected teachers would be entrusted with the responsibility of looking after the events and its successful completion.

The Principal concluded the meeting emphasizing fast implementation of the decisions by the IQAC. The co-ordinator offered a vote of thanks.

*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**

## **Proceeding of the meeting of the IQAC, Lakhimpur Commerce College held on 19-08-2018**

An emergent meeting of the IQAC members and the Principal, Dr. B.S. Behera was held on 19-08-2018 at 2 p.m. in the Principal's chamber to discuss regarding the matter related to the approval of the AQAR by the G.B. The meeting was presided over by the Principal.

### **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 suggestion given by the G. B. regarding submission of AQAR.
2. Discussion regarding organizing Alumni meet and Guardians' meet.
3. Appraisal of the progress of S.S.R.
4. 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. The members had a discussion about the review of the AQAR as suggested by the G.B. after giving their approval for its submission to the

- NAAC. The principal entrusted the responsibility to Dr. M. K. Sil, Asstt. Co-ordinator and Prof. Dr. D. Rajkonwar to assistant co-ordinator in revising the AQAR and prepare for the final submission at the earliest.
2. A discussion was held in the meeting regarding distribution of responsibilities to the Prof.-in-charge, non-teaching members and students for the preparation of the Alumni meet and Guardians' meet and its smooth conduct.
  3. All the teaching members would be directed to update their CV submit its supporting documents to help in the documentation as well as preparation of the SSR. The C.V. of the teachers of the college would also be uploaded on the college website.

At last, in his concluding speech the Principal requests all the members for their wholehearted support for the all round development of the college. The meeting ended with vote of thanks by the IQAC co-ordinator, Dr. D. K. Das.

*Dr. D. K. Das*  
(Dr. D. K. Das)  
Co-ordinator  
IQAC

Lakhimpur Commerce College  
North Lakhimpur, Assam

**Co-ordinator  
IQAC  
Lakhimpur Commerce College  
North Lakhimpur, Assam**

*Dr. B. S. Behera*  
(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  
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

## **Proceeding of meeting of the IQAC members and Heads of the Departments of Lakhimpur Commerce College held on 13-11-2018**

A meeting was held among the Principal of the college, Dr. B. S. Behera, IQAC Co-ordinator, Dr. Diganta Das, other members of IQAC and the sub-committees for the NAAC SSR preparation team in the principal's chamber at 2 p.m. on 13-11-2018. In meeting has been called to discuss about the progress in the preparation of the Departmental Evaluative Report and the SSR to be sent to the NAAC office for assessment. The purpose of the meeting was stated by the Co-ordinator of IQAC, Dr. Diganta Das and he requested the Principal to preside over 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 Mahesh Dutta	HoD (Sociology)
15.	Dr. Kamal Boruah	HoD (Education)
16.	Prof. S. Hussain	HoD (English)

### **Agenda :**

1. Review regarding updating of the CV of all teachers in the college website and submission of documents to IQAC.
2. Review of progress of the departmental profile by all the departments.
3. An assessment of the progress of all the seven criteria of S.S.R.
4. Submission of Institutional Information for Quality Assessment (IIQA)

5. Any other matter related to NAAC assessment with permission from the chair.

After thorough assessment of the different initiatives taken for the proposed NAAC assessment of the college, the following decisions were taken in the meeting.

**Action Taken :**

- i) The personal and academic data of all the teachers of college have to be updated logging on the college website before 17<sup>th</sup> of November, 2018.
- ii) All the teachers have to submit all documents in support of their C.V. to the IQAC.
- iii) The Head of all the Departments are requested to submit the record of the students' attendance of the last five years i.e. from 2013-2018 to the IQAC before 17 November, 2018.
- iv) The chairman of the meeting queried to all the Head of the Departments regarding the progress in the preparation of the Evaluative Reports of the respective departments. The progress has been found to be satisfactory. The chairman also requested the Head of the Departments to Co-operate with the IQAC by updating the departmental records to help in the preparation and uploading of the necessary details and documents of the SSR.
- v) The officer-in-charge of the both the boys and Girls NCC wing of the college has to prepare and submit the NCC profile to the IQAC by updating all the relevant data.
- vi) The members of the meeting decided to have a separate meeting regarding the progress in the works of Library of the College and assess about its progress as the Librarian is presently on a medical leave.
- vii) The chairman and all the members present in the meeting had a discussion regarding the preparation of the SSR which would be sent to the NAAC office at the earliest. All the conveners of the SSR preparation sub-committee reported about the progress in their work and also placed a few problems that they are facing in preparing their reports.
- viii) All the necessary formalities related to the uploading of documents in the college website for online submission of the IIQA to NAAC office has to be done at the earliest. As soon as the approval is received from NAAC office, works related to submission of SSR has to be immediately started.

The chairman encouraged all the teachers and office staff to cooperate sincerely in the preparation of SSR which will pave way for the NAAC assessment 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**

## Proceeding of IQAC meeting held on 25-04-2019

A meeting of all the IQAC members is held today at 1 pm in the principal's chamber to discuss matters related to NAAC assessment.

Members present:

1. Dr. B.S. Behera Principal + Chairman
2. Dr. Diganta K. Das Co-ordinator.
3. Aban Ch. Barman member.
4. Tarun Kumar member
5. Rajendra Prasad Borah member & H.O.D
6. Behrisika Bordoloi member.
7. Mahesh Ch. Bhagabati member
8. Gopal K. Chetri member
9. Dr. Lumpyoti Bhatthacharjee member
10. Manoj K. Taruli member
11. Dipit Barman member.
12. Dr. Harini Patwary Das member
13. Prof. Manoj K. Sil member

### Agenda

- ① 10 copies of SSR to be prepared.
- ② New documents to be prepared
- ③ Discussion on a workshop to be organised
- ④ Development of college campus.
- ⑤ Discussion on update of Departmental profile
- ⑥ Any other topic related to NAAC assessment with permission from chair.

### Actions Taken

- ① Three to four copies of SSR to be available in the IQAC room. It has been updated that

Three criteria documentation has been completed till now. Other criteria documentation should be completed at the earliest.

- (2) It has been discussed that three members from the NAAC ~~Review~~ team/committee should be engaged to do documentation on best practice and Student's Diary.
- (3) A workshop to be organised on 30-04-2019 on Best practice (Operational Knowledge, in Banking and postal services).
- (4) The meeting decided to develop the college campus into a clean and green campus. A signboard to be prepared for Green campus.
- (5) It has been decided to engage a few teachers in the vigilance cell to make the college "ragging free campus".
- (6) The Chairman queried the IQAC co-ordinator regarding an update of the Departmental profile. The departments have to update regarding:
  - Departmental allotment of Remedial Classes.
  - Visiting faculty Report to be prepared by Departments.
  - List of Topics of Departmental Seminars to be submitted to the principal.
  - Format of model lesson plan to be distributed to all the departments.
- (7) All the departments has to advised to use their departmental computers.

25/04/2019

(Dr. D.K. Das)

(Co-ordinator, IQAC)

Lakhimpur Commerce  
Lakhimpur Commerce College  
North Lakhimpur, Assam

Ushadras


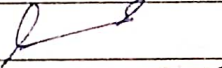
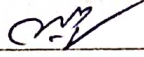

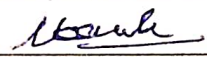
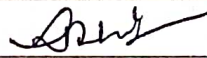

(Dr. B.S. Behera)

Principal and Chairman  
LAKHIMPUR COMMERCE COLLEGE  
NORTH LAKHIMPUR ASSAM

# Proceedings of the meeting of IQAC members and Principal, L.C.C held on May, 10, 2019.

A meeting was held on 10-05-2019 at 11 a.m in the principal's chamber among the members of IQAC and principal, Dr. B.S. Behera to ~~update~~ <sup>discuss</sup> regarding progress of the works related to updating NAAC assessment of the college. The meeting started with the principal taking the chair and addressing all the members. The Co-ordinator of IQAC, Dr. D.K. Das defined the purpose of the meeting and handed over the agenda to the chairman.

## Members Present

1/ Dr. B.S. Behera	Principal + chairman.	
2/ Dr. D.K. Das	Co-ordinator	
3) Shri Gopalk. Chetry	member.	
4) Shri Mahesh Ch. Bhagwati	member	
5) Shri Aban Chandra Barman	member.	
6) Shri Rajendra Prasad Borah	HOD + member	
7) Shri Manoj K. Tamuli	member	
8) Dr. (Mrs) Rupjyoti Bhattacharjee	member	
9) Dr. (Mrs) Harini Jankar Das	member	
10) Dr. Dadul Rajkonwer	member	
11) Shri Parama Phukan	member	
12) Shri Mahesh Dehta	HOD (Ecology)	
13) Prof. S. Kunsam	HOD (English)	
14) Prof. Manoj K. Sil		
15) Prof. Bhanusikha Bardoloi	HOD (Business Statistics)	

## Agenda

- 1) Update from HODs regarding departmental profile
- 2) Discussion regarding organising International Yoga Day on 21-06-2019.
- 3) Updating the IT infrastructure of the college.

## Actions Taken

- 1) The IQAC Co-ordinator formally informed all the members regarding the successful submission of the SSR. The NAAC office has so far not asked for any clarification on the SSR and the college is waiting for the probable dates of Peer Team visit to be given by them.
- 2) Discussion on the process of organising a workshop for both B.A & B.Com Students which has been suggested on in the last meeting regarding operational knowledge in Banking and postal services was carried out in the meeting.
- 3) A discussion on celebrating International Yoga Day on 21-06-2019 was made. Suggestions were taken from the members regarding the venue to be taken and the names of the experts to be invited.
- 4) All the H.O.Ds are requested to complete their departmental profile at the earliest and present a power point presentation of the same on a date to be decided.
- 5) The IT infrastructure of the college would be further developed by installing new digiboards and supporting systems.

10/05/2019

Dr. D.K. Das  
(Co-ordinator)

IQAC  
Lakhimpur Commerce College  
North Lakhimpur, Assam

Dr. B.S. Behera

Dr. B.S. Behera  
(Principal & Chairman)

Lakhimpur Commerce College  
PRINCIPAL  
LAKHIMPUR COMMERCE COLLEGE  
NORTH LAKHIMPUR ASSAM