


Notice

Date: 07-10-2022

A meeting of IQAC, Lakhimpur Commerce College with the Principal and HoDs will be held on 7th October, 2022 at 2 P.M. at the Principal's Conference Hall.

All the core members of IQAC and HoDs are requested to attend the meeting.


(Dr. Lohit Hazarika)
Principal
Lakhimpur Commerce College
North Lakhimpur, Assam

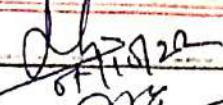
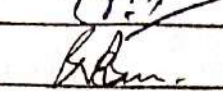
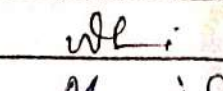
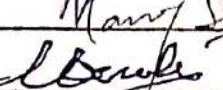
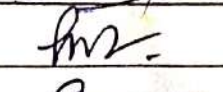
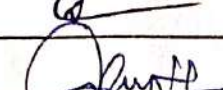
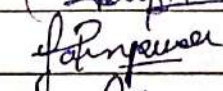
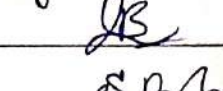
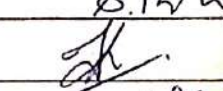
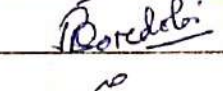
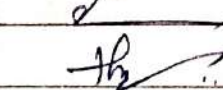
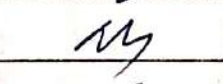
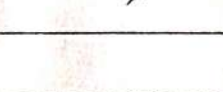
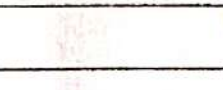

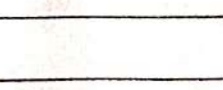

Principal
Lakhimpur Commerce College
North Lakhimpur, Assam

Agenda for the meeting

1. **Discussion on Multidisciplinary approach:** initiatives to become Degree granting Multidisciplinary institution.
2. **Departmental work:** Departmental profile, Presentation
3. **Discussion on Best practices:** Providing minimum operational knowledge to students in Banking and Postal Service and Clean, Pollution Free, Healthy and Green Campus
4. **Website Development:** Code of conduct for teachers, Strategic plans, anti ragging cell, Teaching faculties, add-on courses, Remedial class, hostel, CGC, sports policy, computer centre, canteen, medical and health centre, NSS,
5. LCD installation at Principal's Conference Hall
6. Preparation of NAAC visit
7. Discussion on plan 2022-23
8. Others


Principal
Lakhimpur Central College
North Lakhimpur, Assam

07-10-2022

1. Principal & chairman 
2. Mahesa chandra Bhagawati 
3. Rajendra Prasad Borah - 
4. Achyut kumar Gogoi - 
5. Manoj kr. Sii 
6. Manoj kr. Jamuli 
7. Prasanta Borah 
8. Diganta Kr. Das 
9. Lakshyjit Shyam. 
10. Purabi Janyassa. 
11. Dr. Lima Baruah 
12. Dr. Sangeeta Borhokun Jamuli 
13. Tarun Kumari 
14. Bohusikha Borah 
15. Purabi Hazarika 
16. Harini patwary Das 
17. Dadul Lajkenwah 

7-10-2022

**Proceeding of IQAC Meeting with Principal and HoDs, Lakhimpur Commerce College
on 7.10.2022 at 2 PM in the Conference Room.**

A meeting of IQAC members, HoDs of all departments and the Principal of Lakhimpur Commerce College was held on 7th October 2022 at 2pm in the conference hall. The meeting started with the IQAC Coordinator Dr. DadulRajkonwar addressing all the members and requesting the Principal, Dr. Lohit Hazarika to take the Chair. The Principal takes chair and narrates the agenda of the meeting. The meeting proceeds according to the agenda and the following resolutions were taken:

Agenda No 1: Discussion on multidisciplinary Approach:

Dr. Dadulrajkonwar informs the members regarding a notification received from UGC on 2nd September regarding the initiatives taken by the institution to become a degree granting Multidisciplinary institution. A thorough discussion about the different prospects of using the available human and infrastructural resources in the college to start new departments in case of receiving no financial assistance from UGC takes place. The Principal asks IQAC to arrange a meeting specifically on multidisciplinary approach for all the faculties.

Resolution No 1: A committee for Implementation of Multidisciplinary Approaches in the college has been formed with the following members:

1. Dr. Diganta Kr. Das
2. Mrs. Tarun Kumari
3. Mr. LakhyajitBhuyan

A time period of 10 days from the date of issue of its notice has been given to the team to submit the report to the Principal.

Agenda No 2: Discussion on Departmental Profile and Presentation:

A discussion with all the Head of the Departments was held regarding modification of the departmental profiles after the suggestions given by the Team of Academic audit conducted in the institution. The newly appointed HoD of Management Department said that he would have to look at the profiles of a few other departments to review their departmental profile. He also brought to notice that their departmental computer is not working. The Principal asked Mr. Prasanta Borah of Computer Science Department to look into the matter. Dr. sangeetaBorthakurTamuli suggested a demo presentation by any department for improving the presentation.

Resolution No 2: The following departments are asked to give presentation of Departmental Profile in presence of Principal, IQAC members and HoDs on 11th October,2022 at 2 pm at Seminar Hall.

Departments:

1. English
2. Accountancy
3. Sociology

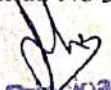
Resolution No 3:

All the departments are asked to maintain stock registers of departmental furniture, book shelf and almirahs and other facilities.

The departments must maintain Library stock registers, issue and receipt book.

Minimum of one meeting should be held in the department every month and the proceeding book should be maintained.

Agenda No 3: Discussion on Best Practices:


Principal
Lakhimpur Commerce College
North Lakhimpur, Assam

7-10-2022

The IQAC Coordinator Dr. DadulRajkonwar emphasised upon the need to increase the number of best practices in the institution. Dr. S. B. Tamuli informed that the officials from RBI, Guwahati has agreed to facilitate training on RBI working through site visit to the students.

Resolution No 4:

A team of students from the college would be taken for a day-long training programme and site visit to Reserve Bank of India, Guwahati.

The Principal asked the IQAC to make policies regarding Best Practices to be adopted by the institution.

Agenda No 4:

Website Development:

The IQAC informed the respective cells and committees and departments to submit policies and information needed to be uploaded on the website.

1. Code of Conduct for teachers
2. Anti-ragging Policy and reports
3. Add-on Courses'
4. Record of remedial classes
5. Hostel Rules and regulations
6. Sports Policy
7. Computer Centre Policy and documents
8. Canteen Policy
9. Medical and Health Centre Policy

Resolution No 5: It was resolved that IQAC will prepare a list of all the information, policies and data and collect it from concerned departments and committees to upload in the website.

Agenda No 5: LCD Installation at Principal's Conference Room:

Resolution No 6:

It was resolved that a Smart T.V and microphones would be installed at the Principal's Conference Room to facilitate video conferences, presentation etc.

Agenda No 7: Preparation for NAAC Visit:

The Principal asks all the departments, Cells and Committees to be ready with proceedings and supporting documents during NAAC Peer Team visit.

The tentative programme of NAAC Peer team visit for two days prepared by IQAC is narrated by the Principal to all the members.

Agenda No 8: Discussion on plan 2022-23: The strategic plan of the institution for the session prepared by IQAC was narrated and all the points were discussed in the meeting. A few resolutions were taken in addition to the chalked out plans.

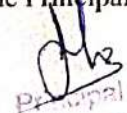
Resolution No 7: Selected students with 100% attendance would be taken for field visit to different places funded by the institution.

Resolution No 8: Eco-club will initiate the construction of a vermi compost in the institution and plantation in the pots and flower beds.

Resolution No 9: A policy will be drafted by the institution for financial aid to students from weaker economic background.

Agenda no 9: Vote of thanks

The Principal and Chairman concluded the meeting with a vote of thanks to all.


Principal
Lakhimpur College
North Lakhimpur, Assam

Notice

Date: 25-11-2022

A meeting of IQAC, Lakhimpur Commerce College with the Principal and HoDs will be held on 29th November, 2022 at 2 P.M. at the Principal's Conference Hall.

All the core members of IQAC and HoDs are requested to attend the meeting.



(Dr. Lohit Hazarika)
Principal
Lakhimpur Commerce College
North Lakhimpur, Assam

Principal
Lakhimpur Commerce College
North Lakhimpur, Assam

Agenda of Meeting

Date: 29-11-2022

1. Action taken report of previous meeting held on 7.10.2022
2. Action Plan for-2022-23
3. Preparation for NAAC visit



Principal
Lakhimpur Commerce College
North Lakhimpur, Assam

29-11-2022

29/11/22

1. Principal —
2. Vice Principal —
3. Mahesh Ch. Bhagavat — H.O.D. Banking, *MB*
4. Saazad Hussain — English HOD — *Shus*
5. Rajendra Prasad Borah — HOD, PSE *RB*
6. Nilok Ch. Deka, HOD-Ass. — *Deka*
7. Dr. Songeta B. Jomli HOD ECO — *SB Jomli*
8. Purbabi Hagarika, HOD, Soc. — *P*
9. Dr. Lima Baruah *LB*
10. Dr. Harini Pakwary Des *Harini*
11. Bohusikha Borah *Borah*
12. Tarun Kumari *Kumari*
13. Lakshyajit Ghyan. *Lakshyajit*
14. Dr. Bhairab Kalaharaj *Bhairab*
15. Manoj Kr. Sii *Manoj Sii*
16. Sadul Raj Kumar *Sadul*

**Proceeding of the meeting of IQAC with Principal and HODs, Lakhimpur
Commerce College on 29th November, 2022**

A meeting of IQAC with the Principal and HoDs of Lakhimpur Commerce College was held on 29th of Nov, 2022 at 2 pm in the Principal's Conference Room. The IQAC co-ordinator Dr. Dadul Rajkonwer started the meeting by addressing all the members and requesting the Principal to take the chair. He hands over the agenda of the meeting and he Action taken Report of the last meeting held on 07-10- 2022. The Principal took the chair and according to Agenda No 1 presents the Annual Report of the last meeting held on 07-10-2022.


Agenda No 1:

According to the report, the tasks that have been completed till date are as follows:

1. The Three-member Committee formed in the last meeting has submitted the report on the strategies for implementation of the Multidisciplinary Approach in the institute to the Principal.
2. All the departments have updated their Stock Register in accordance with the resolution taken in the last meeting.
3. LED has been installed in the Principal's Conference Room. The Chairman asks Dr. Diganta Das and Prasanta Borah to arrange for training regarding holding video conferencing in the Conference room.
4. The Department of Accountancy, English and Sociology have made their presentation of the Departmental Profile as per the schedule.
5. The date for NAAC Peer Team visit has been fixed on 3rd and 4th of February 2023. The Chairman informs that different committees have been formed for smooth running of all the activities Team visit.

The tasks that are in the process of completion are as follows:

1. The IQAC has been verifying different documents of departments, cells and committees criterionwise as per the SOP.
2. Website development work has been under process and all the policies of different cells are being uploaded. Prof. M. K. Sil suggested that the access of website should be provided to a member of the IQAC. The Principal asks the accountant, Dipak Borborah to provide the access to the IQAC Coordinator.


Principal
Lakhimpur Commerce College
North Lakhimpur, Assam

Agenda No 2:

Action Plan for 2022-2023

A discussion about the plan of action of the institution for the year 2022-2023 took place among the members and the following resolutions were taken:

Resolution No 1: Research Hub Centre: The institution will take initiative to start its own Research Hub centre. A policy for the same will have to be drafted. The college will fund research projects of the teachers up to an amount of 1 lac.

Resolution No 2: Workshop on NEP: A workshop on Institutional Preparedness on NEP-2020 will be organised. Prof. Sazzad Hussain is entrusted with the responsibility of preparing a presentation on NEP. The date of the workshop will be fixed by the IQAC.

Resolution No 3: The conduct of Student Induction Programme (SIP) will continue in the coming academic year.

Resolution No 4: All the departments will prepare seminar proposals.

Resolution No 5: The students with 100% attendance will be taken for field visit.

Agenda No 3

Preparation for NAAC Peer Team's Visit

The chairman informs that the date of the NAAC Team's visit has been finalised on 3rd and 4th of February 2023. A discussion followed about the institutional Preparation for the NAAC visit and the following resolutions and decisions were taken in the meeting:


Resolution No 6: A **Record Keeping cell** is to be constituted to keep all the necessary records of placement, progression, scholarships, and other institutional activities.

Resolution No 7: All the departments are to keep ready files on Alumni Record, Student Performance Record, Student scholarship Record, Placement record, Student Progression record, Departmental Seminar records, Departmental Preparation on NEP-2020, Sports and Cultural activities of students, Awards and Recognition received by teachers and students and Add-On courses record. The Files will be issued by IQAC.

Agenda No 4

Vote of Thanks and Conclusion of Meeting

The meeting ended with the Principal and Chairman thanking all the members and appreciating their effort towards NAAC assessment and accreditation of the institution.


Principal
Lakhimpur Commerce College
North Lakhimpur, Assam

- | | | |
|----|-------------------------|--------------------|
| 1 | Dr. Lohit Hazarika | <u>[Signature]</u> |
| 2 | Deepu K. Chali | <u>[Signature]</u> |
| 3 | Suzal Hussain | <u>[Signature]</u> |
| 4 | Rajendra Prasad Borah | <u>[Signature]</u> |
| 5 | Dadul Kaitum | <u>[Signature]</u> |
| 6 | Makele Dutta | <u>[Signature]</u> |
| 7 | Sipul Boruah | <u>[Signature]</u> |
| 8 | Vilok Ch. Deka | <u>[Signature]</u> |
| 9 | Harini Pakmany Das | <u>[Signature]</u> |
| 10 | Dr. Bhairab Bhattachary | <u>[Signature]</u> |
| 11 | Birud Parnging | <u>[Signature]</u> |
| 12 | Rupiyoti Bhattacharjee | <u>[Signature]</u> |
| 13 | Lungun Boruah | <u>[Signature]</u> |
| 14 | P. L. Das | <u>[Signature]</u> |
| 15 | M. K. Jombh | <u>[Signature]</u> |
| 16 | Bhobisikha Bordoli | <u>[Signature]</u> |
| 17 | M. M. Saikia | <u>[Signature]</u> |
| 18 | Bina Dutta | <u>[Signature]</u> |
| 19 | Sangeeta Borhokun Jombh | <u>[Signature]</u> |
| 20 | Purabi Hazarika | <u>[Signature]</u> |
| 21 | Kuldip Narayan Deka | <u>[Signature]</u> |
| 22 | Achyut Kumar Gogoi | <u>[Signature]</u> |
| 23 | Anirban Patgiri | <u>[Signature]</u> |
| 24 | Sakhyajit Shyam | <u>[Signature]</u> |
| 25 | Sureff Das | <u>[Signature]</u> |
| 26 | Ladansan Silong | <u>[Signature]</u> |
| 27 | Shobakanta Sonowal | <u>[Signature]</u> |
| 28 | Jyotirmita Borah | <u>[Signature]</u> |
| 29 | Prasanta Borah | <u>[Signature]</u> |
| 30 | Satya Nath Pegu | <u>[Signature]</u> |
| 31 | Saurav Chauras | <u>[Signature]</u> |
| 32 | Deepjan Gohain | <u>[Signature]</u> |

**Proceeding of the meeting of Principal, IQAC members and teachers on 31 January 2023
at 10:30 AM in the Principal's Conference Room**

A meeting of the Principal, IQAC Members and all the teachers of Lakhimpur Commerce College was held today at 10:30 am in the Principal's Conference room to discuss regarding the NAAC Peer team's visit scheduled on 3rd and 4th of February 2023. The meeting started with the principal and the chairman narrating the objective of the meeting as,

1. To discuss the preparation of all the departments' cells, committees, clubs and office regarding the upcoming NAAC assessment of the institution.
2. To discuss regarding the final schedule of the visit starting from the arrival of the team to the exit meeting.
3. Approval of the Principal's presentation.

The Principal also informed all the members regarding the confirmation letter with the team members' names and bio data received from NAAC office and their time of arrival in the airport. He also narrated the approved schedule of the visit. Thereafter a discussion was held among the members present in the meeting and the following decisions were taken.

1. The hard copies of PPT presentation of all the departments should be submitted to the IQAC office at the earliest.
2. Hard copies of PPT presentation of Principal and IQAC will be handed to the peer team on the day of the arrival.
3. Flexes are to be prepared for the different meetings of the team with alumni, retired teachers, other members, cultural program etc. Mr. Lakhyajit Shyam and Mr. Achyut Kumar Gogoi are given the responsibility of preparing the flexes.
4. A room for the peer team would be provided with secretarial assistance in the college premises as mentioned as a requirement in the letter from NAAC office
5. The IT committee members would be ready and alert for all the presentations and necessary arrangements during the assessment.
6. The alumni committee will invite the alumni for the meeting personally through phone as well as through invitation letter.
7. Letter of invitation for guardians would be handed over to respective departments to be dispatched.
8. All the departments should be ready with the necessary documents regarding student's progression, alumni record mentor-mentee records, library records etc.
9. Protocol officers with the team members will communicate with them for all the necessary arrangement during the assessment.
10. The entire cultural program would be conducted with generator connection to avoid any power failure and disruption of the program in between.
11. Department of English, Accountancy and Economics would be suggested by IQAC for presentation.

The principal presented his PowerPoint presentation before the members and requested for suggestions or corrections if needed. A few edits were done based on the suggestions of the members. The meeting concluded with the Principal asking all the members to fully cooperate during the assessment also appreciating the hard work of every member during this period.

Signature
Coordinator
IQAC
Lakhimpur Commerce College
North Lakhimpur, Assam

31/01/2023

Notice

Date: 18-03-2023

A meeting of IQAC will be held today at 12.20 pm at IQAC Room. All the members of IQAC are requested to be present at the meeting.



Principal I/C
Lakhimpur Commerce College
North Lakhimpur, Assam

Principal
Lakhimpur Commerce College
North Lakhimpur, Assam

18-03-2023

Agenda

1. President Take Chair
2. Objective of the meeting
3. Distribution of Criteriawise responsibility
4. Discussion on AQAR: 2022-23
5. End of the meeting

① Signed as Chair — 

Principal
Lakhimpur Commerce College
North Lakhimpur, Assam

18/3/23

1. Gopal kr Chakr ————— P.S.
2. Sachin Kashanwan ————— M.
3. Manoj Kr. Sir ————— Manoj Sir
4. Harini patowary Das ————— th.
5. Lakshyjit Shyam ————— Jy P.
6. Sidaji Das ————— Das
7. Anirban Patgiri ————— Anirban
18/3/23
8. Satya Nath Pegu ————— Satya
18/3/23


Proceeding of IQAC Meeting held on 18-03-2023

A meeting of IQAC members was held on 18-03-2023 at 12.20pm at IQAC Room. Prof. G. K. Chetry, Vice-principal of the college chaired the meeting. Dr. Dadul Rajkonwar, Coordinator of IQAC, Lakhimpur Commerce College explained the objective of the meeting. Prof. G. K. Chetry, Vice-principal of the college allotted the responsibilities to the conveners of seven criteria. Prof. G. K. Chetry explained the process of collection of data for AQAR-2022-23 before the conveners.

Conveners for criterion:

- | | |
|--------------------------|--------------|
| 1. Dr. H. P. Das: | Criteria-I |
| 2. Mrs. T. Kumari: | Criteria-II |
| 3. Mr. Anirban Patgiri: | Criteria-III |
| 4. Mr. Lakshyajit Shyam: | Criteria-IV |
| 5. Dr. Satya Nath Pegu: | Criteria-V |
| 6. Dr. M. K. Sil: | Criteria-VI |
| 7. Mr. Suraj Das: | Criteria-VII |

The meeting was concluded with vote of thanks by Prof. G. K. Chetry, Vice-principal of the college.


Principal
Lakhimpur Commerce College
North Lakhimpur, Assam

Notice

Date: 31-03-2023

A meeting of IQAC is being scheduled today at 3.00 pm at Principal's Chamber. All the members of IQAC are requested to be present at the meeting.



(Dr. Lohit Hazarika)
Principal
Lakhimpur Commerce College
North Lakhimpur, Assam

Principal
Lakhimpur Commerce College
North Lakhimpur, Assam

Agenda

31-03-023

1. ✓ Principal take chair
2. Progress of Criteria
3. Discussion on Best Practices
4. Discussion on AQAR-2022-23
5. End of meeting



(Dr. Lohit Hazarika)
Principal
Lakhimpur Commerce College
North Lakhimpur, Assam

Principal
Lakhimpur Commerce College
North Lakhimpur, Assam

Notice

The following members of IQAC of Lakhimpur Commerce are requested to collect data for AQAR: 2022-23 (Academic Year: June, 2022 to May, 2023)

Name of Member	Criterion
Dr. Harini Patowary Das	I
Mrs. Tarun Kumari	II
Mr. Anirban Patgiri	III
Mr. Lakshyajit Shyam	IV
Mr. Satya Nath Pegu	V
Dr. Manoj Kr. Sil	VI
Mr. Suraj Das	VII

Enclosed: Guidelines and SOP



(Dr. Lohit Hazarika)

Principal

Lakhimpur Commerce College

North Lakhimpur, Assam

Principal

Lakhimpur Commerce College
North Lakhimpur, Assam

Proceeding of IQAC Meeting held on 31-03-2023

A meeting of IQAC members with principal was held on 31-03-2023 at 3.00pm at Principal's Chamber. Dr. Lohit Hazarika, Principal of the college chaired the meeting. Dr. Dadul Rajkonwar, Coordinator of IQAC explained the objective of the meeting.

The following resolutions were taken at the meeting:

1. The principal of the college requested the conveners to suggest at least one best practice within 20th April, 2023. He also asked the conveners to make strategies for their respective criterion.
2. Dr. M. K. Sil requested the principal to form Class Monitoring Committee to look after the classes.
3. The Principal asked the conveners to go through the AQAR and SOP.
4. Dr. H. P. Das requested the principal to increase Add-on courses in the college.
5. The Principal of the college asked to reconstitute the committees/cells. The Committees/cells are required to submit Report of activities upto May, 2023.

The meeting was concluded with vote of thanks.



Principal
Lakhimpur Commerce College
North Lakhimpur, Assam