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Agenda og Meeting held og 11/8/23
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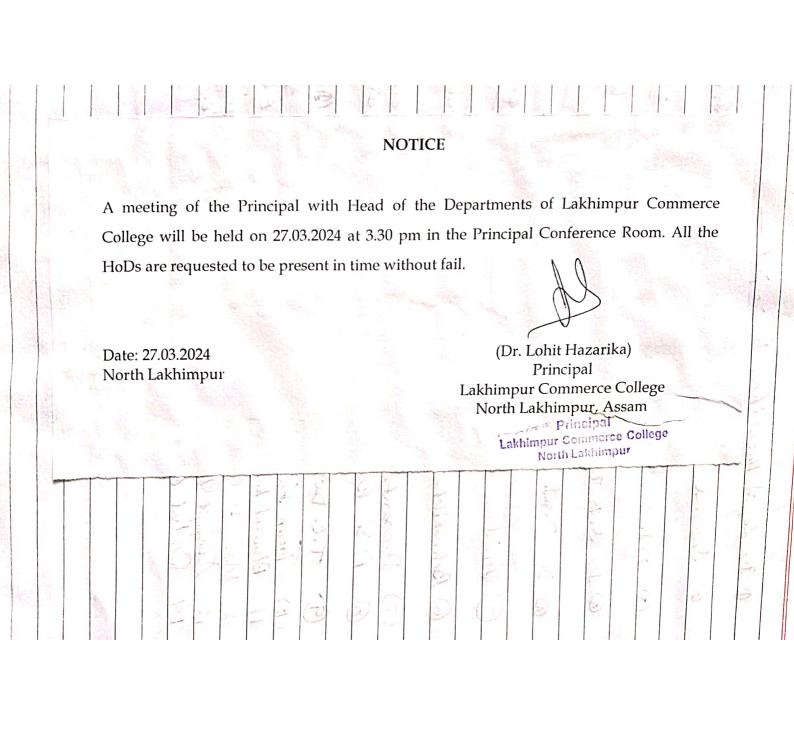
Proceeding A meeling of Heads of Departs of various entry its
of the college was held today with the Principal
at 12'45 pm today. The weeling was chand
by Principal, Pr Lahit Hazanthy and was
otherded by all the Hals and Vilee Principal. The muling discussed the walling of poor alterduce of students of closses of veries enfects and expressed concerned for the the trend, the Hops of the department suggested measures to check the issue white Dilling the forms for the examinations of the II I want by Sewerth Examinations. The meeting renaminously resolved to take the following deciseas: -Will be allowed to fill the forms for exams. De Students with 201 - 50%, allinding will be allowed to fill this exam forms by paying a fine of \$55007 leachy & Students with 20%, and less padlindine will be allowed to fill their exam forms with a fine of Ps Frog- (each) 1 The concorned deportment will later necessary actions in selecting the students For John Jill up.

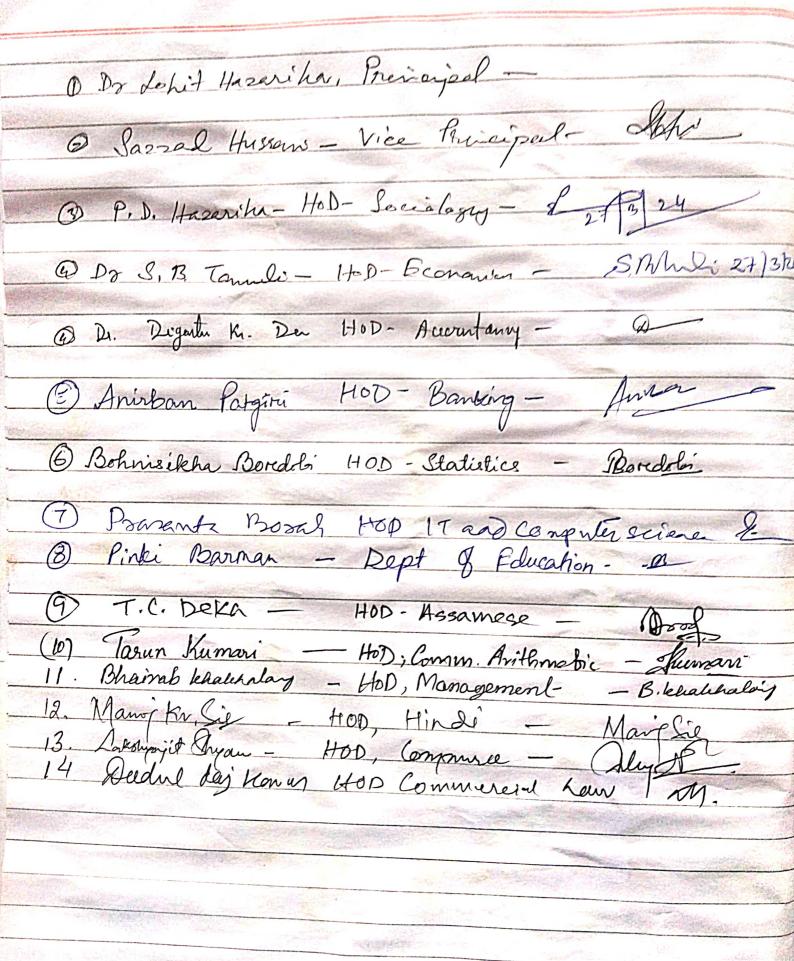
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	D Dr Lohit Hazariha-, Principal-	
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Proceeding of Principal-HoDs meeting held on 27th March, 2024 at 3.30 pm at Principal's Chamber:

A meeting of Principal-HoDs was held at 3.30 pm at Principal's Chamber today. The meeting was chaired by Principal Dr. Lohit Hazarika and was attended by all HoDs different departments of the college. The meeting discussed on matters of the following agenda;

a) To discuss matters related to daily class monitoring.

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b) To discuss the form-fill-up procedure and attendance checking of students of B.Com/BA II Semester (NEP)

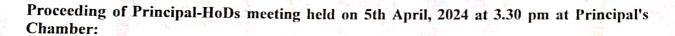
After a thorough discussion on the aforesaid matters of the agenda from all the stakeholders, today's meeting adopted the following resolutions unanimously:

Resolution: 1: The concerned HoD of the department will brief and discuss the issue of absence of teachers during their allotted duty periods and devise a mechanism to sort it out.

Resolution: 2 The departments would check the attendance of students and guide them to select their specific subjects before filling up their forms for BCom/BA II Semester Examinations (NEP). Students qualifying in their Core/Major subjects in attendance should be checked in their Minor subjects for before allowing them to fill their forms for the examination. Fines will be imposed on students for bellow average percentage of attendance. The students will also be verified by their respective departments before their personal log in for the examination form-fill-up.

Resolution: 3: For the next Academic session/Semester Examinations the Dibrugarh University norms on class attendance of the students will be strictly followed by the concerned departments.

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A meeting of Principal-HoDs of Lakhimpur Commerce College was held at 3.30 pm at Principal's Chamber today. The meeting was chaired by Principal Dr. Lohit Hazarika and was attended by HoDs of each departments and Vice Principal of the college.

The meeting discussed on matters related to the DHE letter dated Kahilipara, 04.04.2024 on

- 1. Master Time Table
- 2. Biometric Attendence Records
- 3. Minutes on Academic Monitoring Committee

The meeting discussed all the matters specified in the agenda and took following resolutions unanimously:

- 1. All the departments will prepare reports of their daily academic activities, classes, tests and examinations, answer script checking, question setting, attendance of students, parents meeting etc. and present them to the Convener, Academic Monitoring Committee of the college on or before 8th April, 2024.
- 2. The period of the departmental reports should be on or before 8th April, 2024.
- 3. Departmental reports by individual teachers on format w.e.f. 1st April, 2024 to be continued for following periods.



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NOTICE

All HoDs are hereby requested to submit the academic reports of their respective departments on monthly basis from 17th January, 2024 to 31st March, 2024 to the undersigned on or before 8th April, 2024.

(Sazzad Hussain)

Convener,

Academic Monitoring Committee, Lakhimpur Commerce College,