

Meeting of Academic Council held on 10/8/23

Members present

1. Adit Hazwani
2. Gopur Chakr.
3. Kunal Myn Datta
4. Rahul Raj Kousan Commercial Law
5. Rajan Baruah, Librarian, Baruah
6. Bohnisika Bordoloi
7. Anirban Patgiri
8. Prasanta Bora
9. Lima Baruah - JB
10. Harun Patowary Das - hr?
11. Purabi Hazarika - LP
12. Dr. Sonjeeta Borhaker Jamuli - SMJuli
13. Ritok Ch. Deka - Deka
14. Tarun Kumari - Kumari

Agenda of Meeting held on 11/8/23

1. President takes chair
2. Object of the meeting
3. Discussion on SEC subject
4. Any other
5. President's remarks.

Proceeding

A meeting of Heads of Departments of various subjects of the college was held today with the Principal at 12:45 pm today. The meeting was chaired by Principal, Dr. Lehit Hazare and was attended by all the HODs and Vice Principal.

The meeting discussed the matter of poor attendance of students at classes of various subjects and expressed concern for the trend. The HODs of the department suggested measures to check the issues while filling the forms for the examinations of I, IV and VI Semester Examinations.

The meeting unanimously resolved to take the following decisions: -

- ① Students with 50% or above attendance will be allowed to fill the forms for exams.
- ② Students with 20% - 50% attendance will be allowed to fill their exam forms by paying a fine of Rs 500/- (each).
- ③ Students with 20% and less attendance will be allowed to fill their exam forms with a fine of Rs 750/- (each).
- ④ The concerned departments will take necessary actions in selecting the students for form fill up.

HODs present at the meeting held on 17th March, 2024
at 12.45 pm

- ① Dr. Dehit Hazarika - Principal
- ② Sazzad Hussain - Vice Principal - *SJS*
- ③ Manoj Saha - HoD - Hindi
- ④ Mahesh Dutta - *Mahesh*
5. Dr. Songeeta Borahakam Jamuli - *S. B. Jamuli*
6. Dr. Lina Baruah - *LB*
7. Dilok Ch. Deka - *Dilok*
8. Tarun Kumari - *Kumari*
9. Bohnisikha Bordoloi - *Bordoloi*
10. Purabi Hazarika - *Purabi*
11. Dr. Bhairab Lehalahary - *B. Lehalahary*
12. Anshujit Shyam - *Anshujit*
13. Kunal Narayan Datta - *KND*
14. Anirban Patgiri - *Anirban*
15. Dr. Diganta K. Das - *Diganta*
16. Dr. Manoj K. Saha - *Manoj*
- ~~17~~ Sachin Borahkhan - *Sachin*

NOTICE

A meeting of the Principal with Head of the Departments of Lakhimpur Commerce College will be held on 27.03.2024 at 3.30 pm in the Principal Conference Room. All the HoDs are requested to be present in time without fail.

Date: 27.03.2024
North Lakhimpur



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

Principal
Lakhimpur Commerce College
North Lakhimpur

- ① Dr. Lohit Hazarika, Principal -
- ② Sajjal Hussain - Vice Principal - Sajjal
- ③ P. D. Hazarika - HoD - Sociology - S. 27/15/24
- ④ Dr. S. B. Tamuli - HoD - Economics - S. M. 27/30
- ⑤ Dr. Debanu K. Das - HoD - Accountancy - D
- ⑥ Anirban Patgiri - HoD - Banking - Anirban
- ⑦ Bohnisikha Boredbi - HoD - Statistics - Boredbi
- ⑧ Prasantk Borah - HoD - IT and Computer science - P
- ⑨ Pinki Barman - Dept of Education - P
- ⑩ T. C. DEKA - HoD - Assamese - T. C. De
- ⑪ Tarun Kumari - HoD, Comm. Arithmetic - Tarun
11. Bhairab Khatkhatary - HoD, Management - B. Khatkhatary
12. Manoj Kr. Sij - HoD, Hindi - Manoj Sij
13. Lakshyjit Deyan - HoD, Commerce - Lakshyjit
14. Abdul Raj Khan - HoD Commercial Law - M.

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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.
- 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.

[Signature]
28/03/24

Proceeding of Principal-HoDs meeting held on 5th April, 2024 at 3.30 pm at Principal's Chamber:


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 Attendance 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.


05/04/24
Principal
Lakhimpur Commerce College
North Lakhimpur

Principal
Lakhimpur Commerce College
North Lakhimpur

- ① Dr. Dehit Hazarika Principal - 5/4/24
- ② Sazzad Hussain, Vice-Principal - 5/4/24
- ③ Purabi Hazarika - 5/4/24
4. Dr. Songeta Borahakar Jamma - S.B. Jamma 5/4/2024
5. Mr. Anubam Pargiri - Anubam 5/4/24
6. Lakshyjit Sharma - Lakshyjit 5/4/24
7. Pranab Boruah - Pranab 5/4/24
8. Dr. Bhairab Chakhalary - B. Chakhalary 5/4/24
9. Bohnisikha Bordoloi - B. Bordoloi 5/4/24
10. Tarun Kumari - Tarun 5/4/24
11. Parnab Borah - Parnab 5/4/24
12. Dr. Anupa Dutty - Anupa 5/4/24
13. Abdul Rajkumar - Abdul Rajkumar 5/4/24
14. Dilota Ch. Reka - Dilota Ch. Reka 5/4/2024
15. Dr. Deyanti K. De - Deyanti K. De 5/4/24

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
5/4/24

(Sazzad Hussain)
Convener,
Academic Monitoring Committee,
Lakhimpur Commerce College,