

NOTICE

Date: 14.02.2022

A meeting of IQAC is being convened at 12.30 pm at Conference Hall. All members of teaching staff are requested to present at the time and venue.



(Dr. Lohit Hazarika)

Principal

Lakhimpur Commerce College

North Lakhimpur, Assam

Principal


Lakhimpur Commerce College

North Lakhimpur (Assam)

AGENDA

A meeting of IQAC is being convened on 14th February, 2022 at 12.30 pm to discuss the following matters at Conference Hall-

1. To discuss Office Memorandum issued by DHE, Assam dt. 11.02.2022.
2. Review of IQAC activities
3. Formation of committee for SSR preparation.
4. Departmental and faculty profile and list of files to be issued to the departments
5. Days to be observed.
6. Plan for 2022
7. Any other matters


Principal
Lakhimpur Commerce College
North Lakhimpur (Assam)

A Meeting of ICAC is being convened on -

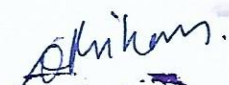
Date - 14-02-2022

Name	Signature
1. Dr. Lokit Hagarika	[Signature]
2. Gopani KV Chakr.	[Signature]
3. Madhuk Ch. Bhagawat	[Signature]
4. Rajendra Prasad Borah.	[Signature]
5. Dilok Ch. Deka	[Signature]
6. Purabi Hagarika	[Signature]
7. Songesta Borthakur Jamuli	S.B. Jamuli
8. Sikkamoni Boruahain	[Signature]
9. Monjimoni Saikia	[Signature]
10. Dr. Lina Baruah	[Signature]
11. Dr. Rupjyoti Bhattacharyya	[Signature]
12. Dr. Bina Datta	[Signature]
13. Harani Satowary Das	[Signature]
14. Kuldip Narayan Datta.	[Signature]
15. Dr. Anupa Datta	[Signature]
16. Rashmi Sarda	Rashmi Sarda
17. P. L. Das	[Signature]
18. B.K. Dhukan	[Signature]
19. S.K. Sonowal	[Signature]
20. B. Pangang	[Signature]
21. P. Borah	[Signature]
22. Bohnisikha Bordoli	Bordoli
23. Dr. Rini Sutar	[Signature]
24. Jyotsnita Barua	[Signature]
25. Dipul Boruah	[Signature]
26. Padmasan Dibingia	[Signature]
27. Mahesh Datta	[Signature]
28. Deepjan Gohain.	Gohain

Principal
Lakhimpur Commerce College
North Lakhimpur (Assam)

Plan of Action-2022

- An initiative taken to promote research environment in the college and teachers are asked to publish minimum two papers in UGC Care List Journal.
- Plantation in the campus.
- Pollution checks up.
- A popular talk on different topics will be organized.
- Each department of the college is required to organize minimum two activities during the academic year.
- Staff orientation programme is to be organized.
- Students Induction programme is to be organized.
- Academic and Administrative Audit are to be conducted.
- E-governance is to be introduced in the institution.
- Placement activities are to be conducted by ICG cell of the institution.
- Social responsibilities will be enhanced.
- Books fair and inter-college debating competition to be organized.
- Literary festival to be organized by English Department.
- Yoga centre to be established with collaboration Vivekananda Kendra, North Lakhimpur.


Coordinator
IQAC
Lakhimpur College
North Lakhimpur

Proceedings of
IQAC meeting with Principal and Faculty members
of Lakhimpur Commerce College.

Dated : 14-02-2022.

A meeting of IQAC and all the faculty members of Lakhimpur Commerce College was held under the chairmanship of Hon'ble Principal, Dr. Lokit Hazarika on 14th Feb 2022 at 12.30 P.M in the Conference Hall.

At the outset, the Chairman narrated the agenda and purpose of the meeting and pointed out that the main objective of the meeting was to discuss about the Office Memorandum issued by D.H.E, Assam, dttd 11.02.2022. He then requested prof. S. Hussain, Dept of English to read out the Minutes of the last Staff meeting held on 27-01-2022. After the minutes of the meeting was read out, the Chairman highlighted on the following actions taken based on the Resolution of the last meeting:

1. Two ICT-enabled classrooms and three smart classrooms have been fully developed and ready for use.
2. The official formalities regarding the process of filling up the vacant posts in different departments of the college are under way and nearing completion.
3. The Research cell of the college has conducted a Computer Awareness workshop for the faculty of the college. The works related to publication of the Research Journal has started.
4. The project of construction of boundary wall at Chukumbharia Campus has been approved and some minor changes has been suggested in the drawing.

Regarding various events and achievements of the college and the next issue of the Bulletin - (Com. No. 1) will be published by the end of March 2022.

After a thorough discussion, the minutes of the previous staff meeting was passed by the principal as the chairman of the meeting. Thereafter, discussions were carried out on all the agenda of the meeting.

1. Discussion regarding the office memorandum issued by DHE on 12-02-2022. The chairman informed all the members that the Govt. of Assam has formed a committee with Nonigopal Mahanta as the advisor and 8 other members to formulate rules and regulations for the institution of higher education in the state. After a thorough discussion of all the guidelines given in the OM, the chairman highlighted on the significance of taking the following initiatives at the earliest:

(i) Uploading of all the latest details (academic and professional) of the teachers regularly in their profile.

(ii) Taking steps and innovative measures to make teaching-learning more enjoyable and fruitful.

(iii) Regular maintenance of the departmental profile with the following details -

- * vision and mission
- * Details of students' progression (at least year

* Alumni profile -

(iv) All the members of the Committee contributed for Seven criteria of NAAC to regularly update the details. The chairman further suggested to adopt the following measures:

- (i) Almost all the classrooms would be updated to ICT-enabled classrooms in the near future.
- (ii) Log Book to be maintained for ICT users.
- (iii) Teachers' Diary and Students' Diary to be maintained semester wise.
- (iv) Class-o-clock to be introduced for maintaining all the details regarding classes conducted.

Agenda 2 Discussion regarding IQAC activities.

→ The co-ordinator of IQAC, Dr. Sabul Raykonwar informed the members that AQAR 2020-21 is almost ready and will be submitted after a review of the details.

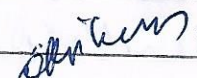
→ A list of details for filling up the Departmental profile has been given to all the HODs by the IQAC. The chairman directed the departments to prepare the departmental profile before March 31, 2022 and submitted to the IQAC.

→ A plan of Achari - 2022 was submitted by IQAC to the chairman. The list has been attached herewith. The chairman approved the plan of Achari and suggested adding a few other measures of best practices.

→ The names of the CSR Preparatory Committee members were read out and the committee for preparatory of the Seventh criteria was ~~was~~ changed. Prof. P. L. Das was assigned

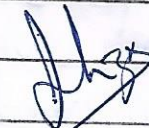
by different departments was distributed to all the
Head of the Departments.

The meeting was concluded with a vote of thanks
by the IQAC Co-ordinator.

Signature 

(Dr. Dadul Rajkonwar)
Co-ordinator, IQAC
Lakhimpur Commerce College

Coordinator
IQAC
Lakhimpur Commerce College
North Lakhimpur, Assam

Signature 

(Dr. Lehit Hazarika)
Principal & Chairman
Lakhimpur Commerce College

Principal
Lakhimpur Commerce College
North Lakhimpur (Assam)

**GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR : GUWAHATI-6**

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No.AHE.544/2021/9

Dated Dispur, 11th February, 2022.

OFFICE MEMORANDUM

Subject : NAAC Assessment and Accreditation

To expedite NAAC Accreditation of the provincialised colleges of Assam, the Government of Assam after due consideration of all aspects, framed the following broad guidelines for necessary follow up by all concerned.

1. **Reconstruction of IQAC:** IQAC must be formed as per NEW guidelines of UGC/NAAC and develop infrastructure for IQAC office room (ICT-enabled IQAC office, with modular cabinet etc. for keeping all documents, department wise).
2. **Formation of Special Committees for NAAC:** At least 7 Special Committees must be formed for 7 Criteria of NAAC (1-7, Criteria wise). The 7 criteria of NAAC are:
 1. Curricular Aspects
 2. Teaching, Learning, and Evaluation
 3. Research, Innovation, and Extensions
 4. Infrastructure and Learning Resources
 5. Student Support and Progression
 6. Governance, Leadership, and Management
 7. Institutional Values & Best Practices

Each criterion must comprise of two Associate Professors. If not available, the responsibility may be assigned by the Principal concerned.

3. **Teachers' Quarterly Profile:** Creation of Personal Profiles of all the Teachers and uploading the same in the college website regularly. Every teacher shall submit
 - (a) courses covered,
 - (b) extension activities undertaken with pictorial and videographic evidences (through mobile) endorsed by Principal.
 - (c) Student related activities e.g. student career counselling, soft skills like computer skills, communicative skills in Hindi and English, conducting debates, extempore speech, group discussions etc..
 - (d) Any other works pertaining to the overall development of the college like examination, IQAC, admission, college student union election etc.
 - (e) Academic works like research articles, publication works, research projects undertaken and ongoing etc. These would be taken into consideration while considering each faculty member for promotion. The methodology of such evaluation would be developed by the Department of Higher Education.

4. **Department Profiles:** Developing Departmental Profile of each Department with Vision and Mission of the department and other details (information from past to the present including students progression of at least for last five years). Department profile will also contain names of notable alumni from the Department since its inception. All departmental activities should have audio-visual testimonials to be recorded through individual faculties' android phones and must be uploaded in the college website.

5. **The NAAC 7 Criteria Team will specifically look into:**

- i. **Provisions for keeping detail records of Continuous Internal Evaluation (CIE)**
- ii. **Program Outcomes (POs) and Course Outcomes (COs)**

Making arrangement for Continuous Internal Evaluation, keeping all records of evaluation processes etc. and developing policies on Grievances Resolution measures.

Defining the importance of POs and COs and students must be informed about Program Outcomes and Course Outcomes. Moreover, there must be certain mechanisms for measuring the achievement level of Program Outcomes and Course Outcomes by the students.

6. **Innovative Teaching Practices/Experimenting learning practices:** Developing Innovative practices in Teaching/learning by the faculty members of each department.
Use of ICT in Class rooms: There must be a practice of keeping daily records of ICT-used in teaching by individual faculty member in each dept. (At least 50% courses must be taught using ICT). Log books must be used for ICT enabled class rooms for various users. Smart Class rooms: There must be minimum 3-7 smart class rooms, developing ICT enabled class room/conference halls etc.

7. **NAAC awareness program:** There must be series of regular discussions in each dept about how to make students aware of New NAAC procedures and also Students Satisfaction Survey (SSS) particularly. Analysis of each Semester Results: There should be a regular practice in the department for analysing of Results of students after declaration of each semester results.

8. **Alumni Association:** Developing a strong alumni connection/network and register the Alumni Association and record Alumni contributions on yearly basis. Each year each department may conduct Alumni get together and involve them in overall development of the department in particular and college in general.

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9. **Institutional Social Responsibility (ISR):** As a part of ISR initiating dynamic activities for helping community in nearby villages, institutions/schools/ under privileged sections of the society should be undertaken.

Colleges may contact the following persons for any NAAC related information and other activities mentioned above:

College NAAC Mentoring Team with Chairman and Members

1. Prof. Nani Gopal Mahanta, - Chairman
Adviser, Education Deptt., Assam
Ph.: +91-87230-97027
Email: ng.mahanta@assam.gov.in
2. Prof. Jogen Ch. Kalita, HoD (Zoology), Gauhati University
Ph: +91-94350-83544, 94015-64405
Email: jogenck@yahoo.co.in
3. Prof. Utpal Sarma, Dept. of Instrumentation & USIC,
Gauhati University
Ph: +91-94355-45453
Email: utpalbbc@rediffmail.com
4. Prof. Sarat Kakaty, Dept. of Statistics, Dibrugarh University
Ph: +91-94351-31993
Email: saratkakaty@gmail.com
5. Prof. Dhruva Chakraborty, Principal, B.N. College, Dhuburi
Ph: +91-94351-28800
Email: chakrabortydhruva@gmail.com
6. Prof. Dharmendra Nath, Principal, S.B. Deorah College, Guwahati
Ph: +91-94350-24667
Email: dnath4@gmail.com
7. Prof. Sarat Barkataki, Principal, Nowgong College (Autonomous), Nagaon
Ph: +91-94350-63014
Email: saratdipika@gmail.com
8. Prof. Kalyan Bhuyan, Department of Physics and Director, IQAC, Dibrugarh
University
Ph: +91-
Email: kalyanbhuyan@dibru.ac.in

All the activities listed above will be carefully scrutinized for individual promotion such as senior scale, selection grade and promotion to Associate Professor.

Those colleges who do not comply with the above guidelines will face punitive actions including pay cuts and subsequent de-provincialization.

Sd/-
(Dr. B. Kalyan Chakravarthy, IAS)
Principal Secretary to the Govt. of Assam
Higher Education Department

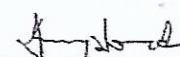
Memo No.AHE.544/2021/9-A

Dated Dispur. 11th February, 2022.

Copy to :-

- 1) PS to Hon'ble Minister, Education, Assam, Dispur
- 2) PS to Hon'ble Adviser, Education Deptt., Dispur
- 3) PS to Special Commissioner, Education Deptt., Dispur.
- 4) PS to Secretary, Higher Education Deptt., Dispur.
- 5) Director of Higher Education, Assam, Kahilipara, Guwahati-19
- 6) Persons concerned.

By order etc.,


Secretary to the Govt. Of Assam
Higher Education Department