


**AGENDA of the IQAC MEETING WITH  
THE TEACHERS AND NON TEACHING STAFF  
NORTH LAKHIMPUR COLLEGE  
(AUTONOMOUS)  
DATE: 10-12-2015**

1. The Chairperson takes seat
2. Objectives of the meeting (to be explained by the IQAC coordinator)
3. Proceedings of the last meeting and the follow up action
4. Environmental Audit
5. Review of the works and activities of the IQAC and college in 2015
6. Miscellaneous ( Eco friendly campus, Student Adalat, Analysis of the Student feedback, SWOC analysis, Perspective plan)
7. Declaration of the end of the meeting

  
**Principal  
North Lakhimpur College  
(Autonomous)  
Lakhimpur, Assam**

Executive Meeting of the ICAE  
held on 10/12/15.

of the Members present. along with Signatures

10.12.15

1. Atanu Gogoi (ATANU GOGOI)
3. Dr. H. K. Bora
4. Nabul (Nabul Islam)
5. W. B. (Kakali Bhuyan)
6. J. (Dr. Sasporali Gogoi)
7. M. (M. Anwar)
8. S. (Sahidul Ahmed)
9. D. (Dibyajyoti Hazarika)
10. KUPAM GOGOI.
11. Pradya K. Mitaa Puri
12. B. (B. Bhuyan)
13. Hemanta B. Bora
14. Titu Bora. 10/12/15
15. Ranjan B. Bora Paul 15/12

Prescription list of the 1940s  
10/10/44

Name of the patient, date of birth, sex, age, weight, height, etc.

John Smith

- 1. Aspirin 10 tablets
- 2. Penicillin (1000 units) 10 tablets
- 3. Morphine (10 mg) 5 tablets
- 4. Codeine (10 mg) 5 tablets
- 5. Chloroquine (250 mg) 10 tablets
- 6. Quinine (200 mg) 10 tablets
- 7. Iodoquinol (200 mg) 10 tablets
- 8. Sulfadiazine (500 mg) 10 tablets
- 9. Sulfathiazole (500 mg) 10 tablets
- 10. Sulfamonomethoxime (500 mg) 10 tablets
- 11. Isoniazid (100 mg) 10 tablets
- 12. Rifampin (150 mg) 10 tablets

PROCEEDINGS OF THE IQAC MEETING WITH  
THE TEACHERS AND NON TEACHING STAFF  
NORTH LAKHIMPUR COLLEGE

(AUTONOMOUS)

DATE: 10-12-2015

A meeting of the IQAC of North Lakhimpur College (Autonomous) is held today with the students, teaching and non teaching staff on the 10<sup>th</sup> day of September, 2014. Atanu Gogoi, the coordinator of IQAC requests the Principal to conduct the affairs of the meeting as the Chairperson of the Cell. The Principal takes the chair and greeted all the students, teaching and non teaching staff and the IQAC members requesting their cooperation for smooth conduct of business. The coordinator hands the agenda of the meeting over to him. The chairperson asked the coordinator to explain the objectives of convening the meeting.

The coordinator explains the objectives of calling the meeting that it is a periodic sitting of the IQAC the last one in 2015 with the students, teachers and non teaching staff to share the plans and programmes of the IQAC with them and to discuss the measures to maintain and enhance institutional quality. Moreover, it is convened to discuss the proceedings of the last meeting of the IQAC and the action taken thereon and to review works and activities of the IQAC and college in 2015. He further informs the members that the participants may raise any relevant issue for discussion.

**Issue No-1:** The coordinator reads out the proceedings of the last meeting of the IQAC held on 13-08-2015 for discussion and approval of the Cell. He also presents the report of the action taken over the recommendations and resolutions of the last meeting. The meeting duly discusses the proceedings and the actions taken and decided to accept them unanimously.

**Resolution No-1:** Be the proceedings and the actions taken over the resolutions of the last meeting held on 13-08-2015 approved and accepted unanimously.

PROCEEDINGS OF THE ... MEETING WITH  
THE TEAM ...

YOUR ...  
...  
...

The first part of the meeting was devoted to a general discussion of the current situation of the company. The team members expressed their concerns regarding the recent financial performance and the need for a strategic shift. The meeting was productive, with several key points being raised and discussed. The team agreed to meet again in two weeks to review the progress made and to finalize the action plan. The meeting was held in a comfortable and professional atmosphere, allowing for open communication and collaboration. The team members were engaged and motivated throughout the session, contributing valuable insights and ideas. The meeting was a success, and it is clear that the team is committed to overcoming the challenges ahead. The meeting was held in a well-lit and spacious conference room, providing an ideal environment for the discussion. The team members were seated around a large table, which facilitated a collaborative and interactive session. The meeting was well-organized and ran smoothly, with the agenda being followed closely. The team members were given ample opportunity to voice their opinions and concerns, and these were addressed in a timely and effective manner. The meeting was a positive experience, and it is clear that the team is working together to achieve the company's goals. The meeting was a key milestone in the company's journey, and it is a testament to the team's resilience and determination. The meeting was a success, and it is clear that the team is committed to overcoming the challenges ahead. The meeting was held in a well-lit and spacious conference room, providing an ideal environment for the discussion. The team members were seated around a large table, which facilitated a collaborative and interactive session. The meeting was well-organized and ran smoothly, with the agenda being followed closely. The team members were given ample opportunity to voice their opinions and concerns, and these were addressed in a timely and effective manner. The meeting was a positive experience, and it is clear that the team is working together to achieve the company's goals. The meeting was a key milestone in the company's journey, and it is a testament to the team's resilience and determination.

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**Issue No-2:** The meeting reviews the works and activities of the IQAC and college of the year 2015. The meeting discusses all the activities of the mentioned period and finds that the plans executed by the IQAC result in introduction of new courses such as M.Sc. in Chemistry, M.A. in Political Science and Mass Communication and Journalism, Progress of MRPs pursued by the faculty members, renovation and addition to the existing infrastructure etc.

**Resolution No-2:** The meeting resolves to carry on all the quality initiatives and expressed satisfaction with works and activities of the year 2015.


**Issue No-3:** The coordinator informs the members about the need of the academic audit and its different aspects. The meeting discusses the matters of academic audit at length. The members are of the opinion that the matter should be discussed with the Teachers' Unit of the college and that the principal should do the needful in this regard. The Principal proposes to take help from external experts for academic and administrative audit of the college.

**Resolution No-3:** The meeting resolves to request the Principal to take steps for carrying out Academic and Administrative Audit of the college with help from external experts preferably from the parent University.


**Issue No-4:** The coordinator and Mr. Rupam Gogoi, a member, raise the issue of Environmental Audit and explain its significance. The meeting discusses the matters of Environmental audit and opines that the principal should take steps for that.

**Resolution No-4:** The meeting resolves to request the Principal to take steps for an Environmental audit and to make an internal environmental survey before that.

The chairperson expresses his satisfaction with the discussion and deliberations of the meeting and it ends with a vote of thanks from the chair.

  
Principal & Chairperson, IQAC  
North Lakhimpur College,  
(Autonomous)

**Principal**  
North Lakhimpur College  
(Autonomous)  
Lakhimpur, Assam

  
Coordinator, IQAC  
North Lakhimpur College,  
(Autonomous)  
**COORDINATOR**  
**IQAC**  
North Lakhimpur College  
(Autonomous)

## REPORT OF ACTION ON THE RESOLUTIONS OF THE IQAC MEETING HELD ON 10-12-2015

1. A committee was formed with Mr. Achinta Saikia, HoD, Economics as the Convener to arrange for the proposed Academic and Administrative Audit. He is asked to do all the home works and to contact the experts for the audits.
2. Another committee was formed with Dr. Lakhi Prasad Hazarika, HoD, Zoology as the coordinator and Dr. Buddhadev Basumatri as the Assistant coordinator to arrange for an Environmental Audit and to make an internal environmental survey before that which they did.

*Atanu Goo*  
Coordinator, IQAC  
North Lakhimpur College,  
(Autonomous)

**COORDINATOR  
IQAC  
North Lakhimpur College  
(Autonomous)**