


AGENDA  
Of the  
IQAC MEETING  
NORTH LAKHIMPUR COLLEGE  
(AUTONOMOUS)  
DATE: 26-05-2014

1. ✓ The Chairperson takes seat
2. ✓ Objectives of the meeting (to be explained by the coordinator)
3. ✓ Introduction of the members
4. ✓ Preparation of the Annual Quality Assurance Report, 2013-14
5. ✓ Feedback collection and analysis
6. ✓ Self Appraisal Reports
7. ✓ Role of IQAC in the verification of promotion process
8. ✓ Miscellaneous
9. ✓ Declaration of the end of the meeting

  
26/5/14

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

**PROCEEDINGS OF THE IQAC MEETING**  
**HELD ON THE 26-05-2014**  
**NORTH LAKHIMPUR COLLEGE**  
**(AUTONOMOUS)**

A meeting of the IQAC is held today on the 26<sup>th</sup> May, 2014, at the chamber of the Principal, North Lakhimpur College (Autonomous) in presence of the members signed above. The meeting was chaired by the Principal and Chairperson of the IQAC, Dr. Biman Ch. Chetia. Explaining the objectives Sri Atanu Gogoi, the Coordinator of the IQAC, says that it is convened to discuss mainly the following matters:

1. Preparation of the Annual Quality Assurance Report (AQAR) of the year 2013-14
2. Provision of feedback of the stakeholders
3. Role of IQAC in promotion of the teachers
4. Miscellaneous

**Issue No-1:** The coordinator reads out the proceedings of the last meeting of the IQAC 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 approved and accepted unanimously.

**Issue No-2:** The coordinator introduces the matter of preparation of the Annual Quality Assurance Report (AQAR) of the year 2013-14 of the college for discussion. Dr. Bhabajit Bhuyan explains the process of preparation of the AQAR. The coordinator informs the members that the new guidelines of the NAAC make it mandatory to place the AQAR at the

G.B. meeting for its discussion and approval there. Dr. Bhuyan further suggests for maintenance of a register to record the events and activities of the college.

**Resolution No-2:** The meeting resolves to appoint the following members of the IQAC to prepare the Annual Quality Assurance Report (AQAR) of the year 2013-14:

- a. Sri Atanu Gogoi
- b. Dr. Bhabajit Bhuyan
- c. Sri Rupam Gogoi
- d. Mrs. Kakali Bhuyan

**Issue No-3:** The meeting discusses the process of feedback of the stakeholders. The members are of the opinion that in view of large number of the students of the college it becomes difficult to analyse the feedback of the students given in written proforma. They, therefore, propose that the student feedback for the session 2013-14 should be taken only from the students of the sixth semester for this year.

**Resolution No-3:** The meeting resolves that the coordinator of the IQAC shall arrange to distribute the forms for feedback amongst the students of the sixth semester and that the students will submit the filled up forms to Dr. Jiten Dutta and Mr. Sahidul Ahmed, two members of the IQAC, for their analysis.

**Issue No-4:** The coordinator brings the matter of the new role to be played by IQAC in promotion of the teacher under the CAS. The meeting thoroughly discussed the matter and proposes to appoint a committee to verify and approve the API scores of the teachers.

**Resolution No-4:** The meeting resolves to appoint a subcommittee of the IQAC with the following teachers for screening and verification of the documents of the teachers seeking promotion under CAS:

1. Dr. Muhidhar Pujari (Charperson)
2. Dr. Golok Ch. Dutta. (Member)




3. Dr. Pradip Kr. Mitra (")
4. Dr. Lakhi Prasad Hazarika (")
5. Sri Atanu Gogoi (Member Secretary)

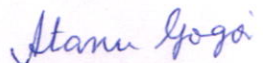
**Issue No-5:** The meeting discusses miscellaneous matters like developing the best practices of the institution of the institution and academic benchmark, a permanent mission and vision of the institution and perspective planning for the next decade.

**Resolution No-5:** The meeting resolves to go through the concept of the best practices of the institution as per the guidelines of NAAC and work for developing the mission and vision and perspective planning.

The meeting 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 26-05-14**

1. The four members of the IQAC, namely, Sri Atanu Gogoi, Dr. Bhabajit Bhuyan, Sri Rupam Gogoi and Mrs. Kakali Bhuyan started preparing the Annual Quality Assurance Report (AQAR) of the year 2013-14.
2. The coordinator of the IQAC arranged to distribute the forms for feedback amongst the students of the sixth semester and that the students submitted the filled up forms to Dr. Jiten Dutta and Mr. Sahidul Ahmed, two members of the IQAC, for their analysis and the feedback was analysed and the report was forwarded to the Principal for his consideration and action.
3. The subcommittee of the IQAC with the teachers, Dr. Muhidhar Pujari (Charperson), Dr. Golok Ch. Dutta. (Member), Dr. Pradip Kr. Mitra (Member), Dr. Lakhi Prasad Hazarika (Member) and Sri Atanu Gogoi (Member Secretary), started its functions of screening and verification of the documents of the teachers seeking promotion under CAS
4. The IQAC is seriously considering options to adopt the best practices of the institution as per the guidelines of NAAC and work for developing the mission and vision and perspective planning.

*Atanu Gogoi*

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