

**AGENDA OF THE IQAC MEETING  
NORTH LAKHIMPUR COLLEGE  
(AUTONOMOUS)  
DATE: 23-03-2019**

1. The Chairperson takes seat
2. Objectives of the meeting (to be explained by the IQAC coordinator)
3. Comments and Experiences of the ex office co ordinator: Sri Atanu Gogoi
4. Discussion on future plans
  - i) Constitution of research council
  - ii) Annual report submission
5. Miscellaneous
6. Declaration of the end of the meeting

Members present in the meeting

1. Dr. Biman Ch. Cheia (Chairperson)
2. Dr. Raghav Parajuli (Coordinator)
3. Dr. Dudumoni Bhuyan (Member, Sr. Vice Principal)
4. Dr. Rupa Phukan (Member)
5. Dr. Kamala Kanta Bori (Member)
6. Dr. Bhabajit Bhuyan (Member)
7. Sri Atanu Gogoi (member)
8. Sri Dibyajyoti Hazarika (Member)
9. Sri Ranjit Paul (Member)
10. Dr. Bornali Borah (Member)
11. Dr. Buddhadev Basumatary (member)
12. Ms. Nizara Gogoi (Librarian)
13. Sri Jitu Borah (Member from Entrepreneurship)
14. Sri Punyabrat Dutta (Member from the Students Union)

**MINUTES OF THE IQAC MEETING**  
**NORTH LAKHIMPUR COLLEGE**  
**(AUTONOMOUS)**  
**DATE: 23-03-2019**

A meeting of the IQAC of North Lakhimpur College (Autonomous) is held today on the 23<sup>rd</sup> day of March, 2019. Dr. R.Parajuli, 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 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 the first meeting of the co ordinator as convener and the meeting mainly aims to discuss the experiences of the outgoing IQAC, co ordinator, and to discuss the future action plan cum role of IQAC for improving the overall academic environment of the institution.

**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:** All the proceedings and the actions taken over the resolutions of the last meeting approved and accepted unanimously.

**Issue No-2:**

The ex coordinator informs the members about the recent NAAC peer team visit, accreditation and thrust areas in which IQAC has to work for improving the performance of our college in the coming days. Key areas being

- a. To enhance employability of the students through the career counseling cell.
- b. To start new programmes of studies relevant in the local context.
- c. To make all the teachers and employees ICT efficient.
- d. Proper record keeping of the student activities.
- e. To improve infrastructure facilities for the differently able students
- f. Continuation of the best practices: Letters and pages and our daughter in the future.
- g. Early declaration of semester results
- h. To encourage collaborative research in the institution through research council.
- i. To promote seed money disbursal to teachers for carrying out research.
- j. To promote extension and outreach activities in collaboration with industry, community and NGO's through NSS/NCC/Red cross/YRC etc.

- k. Enrichment of college library with more rare books, e-journals, e-books and books meeting the student needs.
- l. To make the mentor-mentee system more functional for better benefits of the students.

**Resolution No-2:** The meeting congratulates the previous IQAC team for successfully completing all the processes related to the NAAC accreditation. The chairperson cum principal of our college assures to extend full financial support in improving the general infrastructure, research, as well as library infrastructure in the coming days.

**Resolution No-3:** The meeting resolves to constitute a new research council for keeping all research related records, disbursement of seed money as well as for assessing infrastructure/intellectual requirements for research.

**Resolution No-4:** The meeting resolves to suggest the authority to provide financial assistance to the faculty members who participate in national/international seminars/workshop through the research council.

**Resolution No-5:** IQAC together with the authority will encourage collaboration with academic and research institutes in extension and outreach activities.

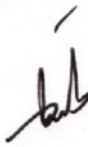
**Issue No-3:** The ex office co ordinator Sri Atanu Gogoi mentions that due to the business of the entire IQAC team for the preparation and submission of SSR followed by the NAAC peer team visit, the AQAR of the 2017-18 session could not be prepared and he requests the new co ordinator IQAC to start the process of the AQAR preparation and submission of the session.

**Resolution No-6:** The meeting resolves to gear up the process of AQAR preparation of 2017-18 sessions through the IQAC.

**Issue No-4:** Dibya Hazarika, a member of IQAC suggests promoting online submission of admission forms from the next session along with the existing offline form submissions. All members welcome the idea.

**Resolution 7:** The meeting resolves to suggest the authority for using the online as well as offline platforms for the disbursement and receipt of admission forms from the 2019-20 session.


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

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

  
**COORDINATOR**  
**I Q A C**  
North Lakhimpur College  
(Autonomous)

## REPORT OF ACTION ON THE RESOLUTIONS OF THE IQAC MEETING HELD ON 23-03-2019

1. A new research council is constituted with Dr. Chuchengfa Gogoi as co ordinator.
2. Seed money is disbursed through the research council to Dr. Arabinda Rajkhowa, Ms. Ritu Hazarika.
3. AQAR report of the session 2017-18 has been prepared but could not be submitted for the ongoing Assessment and Accreditation review process.
4. Construction of the work of disable friendly washroom is completed and opened for the use of differently able students.
5. Online form submission has been started from the session 2019-20 along with offline submission process.
6. The authority has started proving financial assistance to those faculty members who participate national/international seminars/workshops outside in the form of joining fees and TA.
7. The library is advised to continue the best practice “Letters and pages” in collaboration with the literary section, NLCSU for ensuring greater participation of the students.
8. One day workshop conducted by the IQAC on administrative management skills as orientation programme for the office/library staff.
9. At least three different MoU’s are already signed with educational institutes, NGO’s and Government agencies in and outside the state of Assam in the fields of research/extension activities and a few of them are in the process.

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

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