



**OFFICE OF THE PRINCIPAL
LALIT CHANDRA BHARALI COLLEGE
Maligaon : Guwahati-781 011 : Assam (INDIA)**

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Internal Quality Assurance Cell

Lalit Chandra Bharali College

Minutes of the Meeting of the Internal Quality Assurance

Cell (2019-20)

The meeting of the Internal Quality Assurance Cell was held on **13th September, 2019 at 2.30 pm** at the IQAC Room of the College. The following members were present in the meeting:

1. Members of the IQAC
2. Convenors and members of the Criterion I

The Chairman welcomed all the members to the meeting and convened the meeting. The Coordinator then took up the agenda of the meeting.

Item No. 1: To confirm the minutes of the last meeting held on 24/06/2019.

The Coordinator read out the minutes of the earlier meeting of the IQAC held on 24/06/ 2019 and the following resolution was adopted.

Resolution No. 1: Resolved to confirm the minutes of the earlier meeting held on 24/06/2019.

Item No.2: To review the progress of Criterion I.

The Convenor of Criterion I regretted that the progress of the parameter has been slowed down by insufficient data in the following areas:

- i. Analyses of feedback
- ii. Analyses of project works
- iii. Value based education
- iv. MoU with Amtron for career oriented courses
- v. Other MoUs

Resolution No.2: Resolved to follow up the points that were brought up for the discussion. Item No. 3: To propose academic/extracurricular activities.

The meeting foregrounded the importance of academic/extracurricular activities apart from teaching- learning. The IQAC requested all the Convenors and members present to plan activities like workshops/lectures/seminars/talks.

Resolution No. 3: Resolved to follow up the decision of the meeting.

The meeting ended with a vote of thanks from the Chair.

Chairman

Coordinator, IQAC



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The meeting of the Internal Quality Assurance Cell was held on **29th October, 2019 at 2 PM** at the IQAC Room of the College. The following members were present in the meeting:

1. Convenors and members of the Criterion II
2. Members of the IQAC

The Chairman welcomed all the members to the meeting and convened the meeting. The Coordinator then took up the agenda of the meeting.

Agenda No. 1: To confirm the minutes of the last meeting held on 13/09/2018.

The Coordinator read out the minutes of the earlier meeting of the IQAC held on 13/09/ 2018 and the following resolution was adopted.

Resolution No. 1: Resolved to confirm the minutes of the earlier meeting held on 13/09/2018. Agenda No.2: To review the progress of Criterion II.

Resolution No 2 : The Convenor of Criterion II drew the attention of all the members to the anomalies in the student enrollment data. The data processed by the Nodal Officer of AISHE, LCB College is at variance with the data collected by the Convenor of Criterion II and NAAC has stipulated that such incompatibility would disqualify the SSR. Ms.

Mamoni Sarma was requested to submit the data submitted to AISHE since 2014 to the IQAC for verification and authentication. Until the completion of this stage the submission of the Annual Report for 2019 -2020 has been put on hold. The Chairman and the Coordinator, IQAC urged the Convenor and the other members to expedite all pending work.

Agenda No. 3: To finalize the date of submission of the IIQA

Resolution No 3 : The submission of the IIQA is dependent on the submission of the Annual Report for 2019 -2020 since all kinds of data is interlinked and once submitted to NAAC it is irreversible.

Agenda No.4: To propose more extracurricular/academic activities like conferences, workshops, lecture programmes.

Resolution No.4: The meeting resolved to postpone the two-day Workshop on Intellectual Property Rights scheduled for 13/11/2019 to the month of January, 2020. The meeting also confirmed the Faculty Development Programme scheduled to be held from 25/11/2019 to 29/11/2019 organised by the IIT.

The meeting ended with a vote of thanks from the Chair.

Chairman

Coordinator, IQAC



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The meeting of the Internal Quality Assurance Cell was held on **22nd November, 2019 at 1PM** at the IQAC Room of the College. The following members were present in the meeting:

1. Members of the IQAC
2. Convenors and members of the Criterion III & VI

The Chairman welcomed all the members to the meeting and convened the meeting. The Coordinator then took up the agenda of the meeting.

Item No. 1: To confirm the minutes of the last meeting held on 29/10/2019.

The Coordinator read out the minutes of the earlier meeting of the IQAC held on 29/10/ 2019 and the following resolution was adopted.

Resolution No. 1: Resolved to confirm the minutes of the earlier meeting held on 29/10/2019.

Item No.2: To review the progress of Criterion III & VI.

The Convenor of Criterion III assured the IQAC that they are collecting the data for the session 2018-19 for completing the criterion.

Resolution No.2: Resolved to follow up the progress of data collection.

Item No. 3: To review the progress of Criterion VI

The Coordinator reminded the Convenor that the data collection required for the DVV process for NAAC assessment is in a suspended state. The Convenor and the members have been requested to take up the task of data compilation immediately.

Resolution No. 3: Resolved to follow up the progress of data collection.

The meeting ended with a vote of thanks from the Chair.

Chairman

Coordinator, IQAC



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The meeting of the Internal Quality Assurance Cell was held on **21st January, 2020 at 1PM** at the Principal's Chamber of the College. The following members were present in the meeting:

1. Members of the IQAC
2. Convenors and members of the Criterion I-VII

The Chairman welcomed all the members to the meeting and convened the meeting. The Coordinator then took up the agenda of the meeting.

Item No. 1: To confirm the minutes of the last meeting held on 22/11/2019.

The Coordinator read out the minutes of the earlier meeting of the IQAC held on 22/11/ 2019 and the following resolution was adopted.

Resolution No. 1: Resolved to confirm the minutes of the earlier meeting held on 22/11/2019. Item No.2: To review the progress of Criterion I - VII.

The Convenors of the seven Criteria assured the IQAC that all of them were engaged in collecting data for the session 2018-19.

Criterion I is almost complete save the collection and compilation of the students' project works.

Criterion II is in the process of updating the data regarding students' latest results and its analyses and other works of documentation.

Criterion III is also engaged in data collection and compilation Criterion IV is finalising the collected data Criterion V is updating students'

data Criterion VI is yet to update the data

Criterion VII has initiated the process of conducting the different kinds of audit after pursuing the matter for a considerable period of time with the college authority.

It is apparent from the given facts that the extremely slow pace of data collection has hampered the finalization of the SSR. The IQAC has stressed time and again the inordinate delay in submission. The Convenors have been requested to take the matter seriously.

Resolution No.2: Resolved to follow up the progress of data collection.

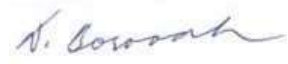
Item No. 3: To review the extracurricular activities of the different Departments/ committees/cells

The Coordinator reminded the Convenors/HoDs/faculty that along with data collection required for the DVV process for NAAC assessment all kinds of extracurricular activities must be carried on.

Resolution No. 3: Resolved to follow up the discussions.

The meeting ended with a vote of thanks from the Chair.


Chairman


Coordinator, IQAC



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The meeting of the Internal Quality Assurance Cell was held on **27th February, 2020 at 2.30 PM** at the IQAC Room of the College. The following members were present in the meeting:

1. Convenors and members of the Criterion II
2. Members of the IQAC

The Chairman welcomed all the members to the meeting and convened the meeting. The Coordinator then took up the agenda of the meeting.

Agenda No. 1: To confirm the minutes of the last meeting held on 21/01/2020.

The Coordinator read out the minutes of the earlier meeting of the IQAC held on 21/01/ 2020 and the following resolution was adopted.

Resolution No. 1: Resolved to confirm the minutes of the earlier meeting held on 21/01/2020.

Agenda No.2: To review the progress of Criterion II.

Resolution No 2 : The Convenor of Criterion II assured the IQAC that all the qualitative metrics are ready for submission but the quantitative metrics require updates and the process has been initiated. The Convenor allotted three members from her group namely Dr. Pranjal Sarma, Dr. Neelima Goswami Sarmah and Dr. Jumi Kalita to prepare the draft DVV. Dr. Jublee Goswami was asked to collect all kinds of certificates, Pan Cards from the teachers. Dr. Bijoya Borah and Ms. Nazima H Borbora would assist the Convenor in finalizing the students' data.

Agenda No. 3: To explain the changes in the criterion

Resolution No 3 : The coordinator reiterated once again that none of the metrics of Criterion II can be opted out hence attention must be given to all the questions. All the relevant documents must be kept handy for uploading on the college website.

Agenda No. 4: To review the data collected for the criterion

Resolution No. 4: The data collection work allotted to the different members should be completed as early as possible.

Agenda No.5: To review the extracurricular activities of the different Departments/ committees/cells

Resolution No. 5: The Coordinator reminded the Convenors/HoDs/faculty that along with data collection required for the DVV process for NAAC assessment all kinds of extracurricular activities must be carried on.

The meeting ended with a vote of thanks from the Chair.

Chairman

Coordinator, IQAC