



**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 (2020-21)**

**Meeting No. 1**

The meeting of the Internal Quality Assurance Cell was held on **23rd November, 2020 at 1.30 PM** at the IQAC Room of the College. The following members were present in the meeting:

1. Convenors and members of the seven Criteria
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 27/02/2020.**

The Coordinator read out the minutes of the earlier meeting of the IQAC held on 27/02/ 2020 and the following resolution was adopted.

**Resolution No. 1: Resolved to confirm the minutes of the earlier meeting held on 27/02/2020.**

**Agenda No.2: To discuss the DHE notification for immediate NAAC accreditation**

**Resolution No 2 :**The Coordinator read out the Government OM, dated 1/11/2020 for adoption of immediate measures for NAAC Accreditation of Higher Education Institutions of the state. The Coordinator read out the OM that highlighted the importance of scoring good grades for survival of Higher Education Institutions in future. The Convenors and members of the different criteria raised their opinions regarding the non-fulfillment of some of the parameters especially the opening of new short term and value-added courses. The Chairman asked the different departments to take action plans for opening such courses and he also assured the Computer Science department that the PGDCA course would continue uninterrupted.

**Agenda No. 3: To review the progress of the SSR**

**Resolution No 3 :** The Coordinator regretted that valuable time has been lost due to the pandemic and work on the SSR came to a grinding halt. Since the pandemic has been brought under some control, each one of the members should get back on their feet and work religiously for the



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completion of the SSR. The Convenors and members of the seven criteria were requested to resume work on their respective criteria immediately. The Coordinator also reminded everyone that the AQAR for 2019-2020 must be submitted within one month, hence the required data for the seven criteria must be collected immediately and submit the same to the IQAC.

**Agenda No. 4: To nominate a new member of the IQAC**

**Resolution No. 4:** The Coordinator suggested the name of Shibani Dey to fill up the vacancy that has opened up after the departure of Dr. Suryasen Deb to a new college. The candidature of Shibani Dey was unanimously agreed upon.

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

Chairman

Coordinator, IQAC



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**Meeting No. 2**

An urgent meeting of the Internal Quality Assurance Cell was held on **21<sup>st</sup> January, 2021 at 2:00p.m.** at the IQAC Room of the College. The following members were present in the meeting:

1. Convenors and members of the seven Criteria
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 decide the title of Best Practice for SSR

**Resolution No. 1:** The meeting resolved to represent the course file practice and outreach and extension programme as best practice in SSR

**Agenda No. 2:** To discuss on the best practice of SSR

**Resolution No. 2:** The course file practice will be entitled as “Course management and learning outcome delivery” practice

**Agenda No. 3:** To discuss on endorsing the course file of teachers

**Resolution No. 3:** All teachers must submit their course files to the IQAC on a regular basis. IQAC coordinator is requested to forward the resolutions to the honorable GB for its necessary approval.

**Agenda No. 4: AOB**

**Resolution No. 4:** The perspective plan for the overall development of the college was already prepared and the environmental policy, green policy as per NAAC SSR requirement as prepared is resolved to be submitted to the honorable GB for its necessary approval.

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

Chairman

Coordinator, IQAC



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### **Meeting No. 3**

The meeting of the Internal Quality Assurance Cell was held on **8th February, 2021 at 1.30 PM** at the IQAC Room of the College. The following members were present in the meeting:

1. Convenors and members of the seven Criteria
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 23/11/2020.**

The Coordinator read out the minutes of the earlier meeting of the IQAC held on 23/11/ 2020 and the following resolution was adopted.

#### **Resolution No. 1: Resolved to confirm the minutes of the earlier meeting held on 23/11/2020.**

#### **Agenda No.2: To review the progress of the SSR**

**Resolution No 2 :** The Coordinator read out the Government OM, dated 1/11/2020 for adoption of immediate measures for NAAC Accreditation of Higher Education Institutions of the state. The Coordinator read out the OM that highlighted the importance of scoring good grades for survival of Higher Education Institutions in future. The Convenors and members of the different criteria raised their opinions regarding the non-fulfillment of some of the parameters especially the opening of new short term and value-added courses. The Chairman asked the different departments to take action plans for opening such courses and he also assured the Computer Science department that the PGDCA course would continue uninterrupted.

#### **Agenda No. 3: To review the hindrances in the finalization of the SSR**

**Resolution No 3 :** The Coordinator regretted that valuable time has been lost due to the pandemic and work on the SSR came to a grinding halt. Since the pandemic has been brought under some control, each one of the members should get back on their feet and work religiously for the completion of the SSR. The Convenors and members of the seven criteria were requested to resume work on their respective criteria immediately. The Coordinator also reminded everyone that the AQAR for 2019-2020 must be submitted within one month, hence the required data for the seven criteria must be collected immediately and submitted to the IQAC.



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**Agenda No. 4: To prepare a report for submission to the GB the next day**

**Resolution No. 4: The meeting foregrounded some of the parameters that have to worked out for a complete SSR. Accordingly the meeting unanimously decided on the following areas that requires to be addressed immediately by the GB of the college:**

- Add on/ Certificate programmes must be opened to attract students
- The present mediocre enrolment of students should be enhanced
- Seminars /Conferences/ Workshops must be organised and teachers should be encouraged to contribute Papers to recognised journals
- Functional MoUs with Institutions/Corporate Houses/other Organisations
- Capacity building and Skill Enhancement initiatives for students
- Professional career counselling at least once in a year
- Implementation of e-governance in more areas of operation
- Internal Audit must be conducted by a CA
- Annual statements of receipt and payment account in respect of expenditure of the different Heads should be submitted to the IQAC
- Budget must be made ahead of the financial year
- Collaborative quality initiatives with other institutes
- Professional counselling for the girl students
- Environment and Energy Audit
- Green Audit
- Code of Conduct should be displayed on the website
- Tender Notices should be displayed on the college website

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

Chairman

Coordinator, IQAC



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## **Meeting No. 4**

### **Minutes of the Meeting of the Internal Quality Assurance Cell**

The meeting of the Internal Quality Assurance Cell was held on **6th August, 2021 at 12.30 PM** at the Computer classroom of the College. The following members were present in the meeting:

1. Convenors and members of the seven Criteria
2. Members of the IQAC

In the absence of the Chairman, the Coordinator 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 08/02/2021.**

The Coordinator read out the minutes of the earlier meeting of the IQAC held on 08/02/ 2021 and the following resolution was adopted.

**Resolution No. 1:** Resolved to confirm the minutes of the earlier meeting held on 08/02/2021.

#### **Agenda No.2 Review of the progress seven criteria**

**Resolution No 2 :** The Convenors and members of the different criteria raised their opinions regarding the partial fulfillment of some of the metrics. The Covid-19 pandemic had also brought to a grinding halt the work of the SSR. The work on the SSR was resumed only from August, 2021.

#### **Agenda No. 3: Review the data collected for the seven criteria**

**Resolution No 3 :** The last meeting of the IQAC had discussed some of the inadequacies of the institution that had to be addressed for a meaningful and comprehensive SSR. After a representation was made to the GB of the college some of the issues have been addressed.

#### **Agenda No. 4: To review the data collected for the seven criteria**

**Resolution No. 4:** The Convenors were of the opinion that collecting data from all related areas was very smooth but collecting official data from the college itself was very difficult. Even after the submission of the requisition letter, data was handed over to the convenors after a considerable period of hopeful anticipation. These official glitches inevitably slowed the



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finalization of the Self Study Report. This problem was acutely felt by the Convenor of criterion 6. The Coordinator assured everyone to personally pursue the collection of official data.

The meeting ended with a vote of thanks from the Coordinator in the absence of the Chairman/Principal.

Chairman

Coordinator, IQAC



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**Minutes of the Meeting of the Internal Quality Assurance Cell**

The meeting of the Internal Quality Assurance Cell was held on **11th September, 2021 at 2.00 PM** at the IQAC Room of the College. The following members were present in the meeting:

1. Convenors and members of the seven Criteria
2. Members of the IQAC

In the absence of the Chairman, the Coordinator 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 06/08/2021.**

The Coordinator read out the minutes of the earlier meeting of the IQAC held on 06/08/ 2021 and the following resolution was adopted.

**Resolution No. 1:** Resolved to confirm the minutes of the earlier meeting held on 06/08/2021.

**Agenda No.2 Submission of requisition letter for data collection from the office**

**Resolution No 2 :** The Coordinator had again reminded the Convenors of the seven criteria to submit requisition letters for collecting data from the Principal's office. The Convenors raised their opinions regarding the delay in releasing data from the office despite reminders.

**Agenda No. 3: Schedule for submission of the seven criteria**

**Resolution No 3 :** The University representative on the GB had given fifteen days to the IQAC to submit the SSR along with the linked data. The IQAC requested all the Convenors and the respective members to expedite the work of the same. The Convenors of the NAAC Coordination Committee have been given the responsibility of collecting, compiling the requisite data for the SSR and e-mailing the same to the GB member.

**Agenda No. 4: Verification of data at the IQAC**

**Resolution No. 4:** The IQAC had requested all the Convenors to submit the soft copies of the seven criteria along with the links for the data for verification.

The meeting ended with a vote of thanks from the Coordinator in the absence of the Chairman/Principal.

Chairman

Coordinator, IQAC





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**Minutes of the Meeting of the Internal Quality Assurance Cell**

The meeting of the Internal Quality Assurance Cell was held on **24th December, 2021 at 2.30 PM** at the Conference Hall of the College. The members of the IQAC were present in the meeting:

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

**Agenda No.1 Status and Submission of IIQA**

The Coordinator stated to the house that the college seeks to go for NAAC assessment in its second cycle. Dr. Balendra Kumar Das, President of the governing body of the college, stated that NAAC assessment of the college should be done at the earliest. He also stated some good practices that needs to be continued in the future for subsequent cycles.

**Resolution No 1 :** The meeting resolved that IIQA may be submitted if the IQAC members believed that at least 80% of the work of SSR is complete.

**Agenda No. 2: Discussion on SSR**

**Resolution No 2 :** The meeting resolved that whatever steps are necessary for a correct SSR to be prepared will be done at the earliest.

**Agenda No. 3: AOB**

The Coordinator stated to the house that the college has not yet registered for NIRF ranking. Prof. U. Sharma suggested that the college should go for registration of NIRF ranking.

**Resolution No. 3:** The meeting resolved that the college will go for registration of NIRF ranking in the coming days.

The meeting ended with a vote of thanks from the Coordinator in the absence of the Chairman/Principal.

Chairman

Coordinator, IQAC



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**ACTION TAKEN REPORT**

**2020-21**

The IQAC not only foregrounds academic excellence but also the social dimension of the teaching learning process. The Extension Education Cell, the NSS, NCC are encouraged to make blueprints for future course of social activities. The unexpected Covid-19 pandemic derailed the activities of the institution, but the IQAC tried its best to sustain a virtual academic ambience.

The teachers were active during the lockdown period, conducting online classes and conducting/participating in webinars, roping in Resource Persons from across the country and abroad. The first Webinar was arranged during the lockdown period on 10/06/2020 by the Central Library, IQAC in collaboration with Suren Das College and Nalbari College and the topic was on the Use of Online E-resources.

The IQAC and the Department of Political Science organized a series of Webinar lectures, the first being on the topic “Gender and Bio politics in Post covid World” by Megha Kashyap on 20/07/2020. “Cooperation or Conflict: India-China Relations in the 21<sup>st</sup> Century” was the theme for the second Webinar Lecture held on 25/07/2020. A national Webinar was held on 27/07/2020 on the topic “Changing Approaches to Community Engagement in Museums and a Contextual Study of the Anthropology Collection of the National Museum” and the Speaker was Abira Bhattacharya, Assistant Curator, Department of Anthropology, National Museum, New Delhi.

The IQAC and the Department of Assamese conducted a Webinar Lecture on the topic “Assamese Language-Culture in the Context of Indian Culture” on 30/07/2020. This was followed by the Webinar Lecture by the Department of Bengali on the topic “Children’s Literature of Rabindranath Tagore”

The IQAC and the Department of Political Science organized a Webinar Lecture on the topic “Gandhi, Ambedkar and Social Justice in Colonial Assam” and the Speaker was Dr. Chandan Kumar Sarma, HoD, History, Dibrugarh University.

The IQAC initiated and sponsored the virtual Foundation Day of the College on 09/08/2020.



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At the initiative of the IQAC and the Department of Political Science a Webinar Lecture was organized on the topic “Autonomy and the Sixth Schedule: Experiences from Dima Hasao” on 14/08/2020 and the Guest Speaker was Rakhee Naiding, Assistant Professor, Bikali College.

An international Webinar was held on “The Importance of Arts and Humanities for a Common Future” on 20/08/2020 and the Guest Speaker was Dr. Jeffery D. Long, Professor of Religion and Asian Studies, Elizabethtown College, USA.

The IQAC and the Department of Political Science organized a Webinar Lecture on 22/08/2020 on the topic "Gendering the Political Conflict in Darjeeling Hills" and the virtual Speaker was Dr, Dipti Tamang.

The IQAC has forwarded the policy document prepared as per NAAC SSR requirements to the honourable Governing Body of the college for its necessary approval and the same has endorsed in the GB meeting held on 9<sup>th</sup> February, 2021.

Chairman

Coordinator, IQAC