



OFFICE OF THE PRINCIPAL
LALIT CHANDRA BHARALI COLLEGE

Maligaon : Guwahati-781 011 : Assam (INDIA)

Mobile Phone: 9435147991

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Date: 24/12/2021

IQAC Meeting

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 need 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.



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Action Taken Report:

1. The IIQA was successfully submitted on 31st January, 2022.
2. The SSR was successfully submitted on 6th April, 2022.
3. NIRF registration date was over by that time. So for 2020-21 College could not go for NIRF registration.

Dr. Jublee Goswami
IQAC Co-ordinator

Dr. Amarendra Kalita
Principal, LCB College
Chairman, IQAC, LCB College



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Date: 03/02/2022

IQAC Meeting

A meeting of the IQAC, L.C.B. College was held on **03/02/2022 at 11:30 AM** along with the members of Internal Data Verification Committee Members. The meeting was presided over by the Principal of the College cum Chairperson IQAC, L.C.B. College Dr. Amarendra Kalita.

The agenda of the meeting was:

1. To discuss on the submission of SSR, NAAC of the College
2. To discuss on the road map for quality assurance of the College
3. AOB, with permission from the Chair

Agenda No 1: To discuss on the submission of SSR, NAAC of the College

The IQAC Coordinator stated that the IQA of the College for NAAC was submitted on 31st January, 2022. Accordingly, she stated that the College must finalize the SSR for submission after the IQA verification process was over.

The Chairperson suggested that every member of the IQAC from the College fraternity must adopt one criterion.

Resolution No. 1: Departmental internal academic audit will be done by the IQAC.

Resolution No. 2: All the departments must keep the evidences of POS, Cos, experimental learning and like parameters of teaching, learning evolution must be kept ready for audit purposes.

Resolution No. 3: A hard copy of all the responses against each matrices of SSR, NAAC must be circulated amongst the faculty for their awareness.

Resolution No. 4: The best practice of SSR, viz. Course management and learning outcome delivery is to be submitted to the IQAC by all the departments.

Resolution No. 5: For the Student Satisfaction Survey to be successful all the mentors and HoDs must share the responsibility to motivate their wards/students. One class representative will be selected from the students on the basis of merit and attendance. Students will be motivated to use one email id and learn the usage. Mock satisfaction survey will be organized to make the students aware. One motivational program will be organized.



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Resolution No. 6: Steps should be immediately initiated to bring the results of the present session from the University.

Resolution No. 7: All the faculty members will be appointed as members to help in the SSR preparation process.

Resolution No. 8: The data pertaining to All India Higher Education Survey for 2020-21 will be submitted at the earliest.

Resolution No. 9: A Committee will be formed to manage the uploading of data for All India Higher Education Survey, Ministry of Human Resource Development, Government of India for the Session 2020-21. Further the same committee shall be responsible for NIRF registration of the College and uploading data for NIRF ranking for the upcoming session.

Resolution No. 10: The IQAC members will be presiding over by the different criterion of SSR.

The criterion responses, supporting documents and criterion summary will be submitted by Dr. Jublee Goswami.

Resolution No. 11: The following members of the Internal Data Verification and Validation Committee is allotted the duties as mentioned under:

Dr. Manisha Phukan, Dr. Ratneswar Mili, Dibakar Das- Documents and data finalization of extended profile

The task will be completed by 15th of February.

Pulak Mili to extend assistance for the completion of work of criterion 3, SSR.

Resolution No. 12: The College faculty shall share experiences with other Colleges on their experiences of NAAC.

Agenda No. 2: To discuss on the road map for quality assurance of the College.

Resolution No. 13: The All the teachers must update their profiles on the College website.



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Resolution No. 14: Digital attendance for major courses will be taken by the teacher's its immediate effect.

Resolution No. 15: An IT cell will be formed for the College.

Resolution No. 16: The ICT enabled class rooms in Block C will be used for classes across all teaching programs.

Resolution No. 17: The honorable Chairperson stated a vision of approaching the Government for a short cut road to the College auditorium near the College

Resolution No. 15: An IT cell will be formed for the College.

Resolution No. 16: The ICT enabled class rooms in Block C will be used for classes across all teaching programs.

Resolution No. 17: The honorable Chairperson stated a vision of approaching the Government for a short cut road to the College auditorium near the College

Agenda No. 2: A discussion on the working of the IQAC was initiated by the Chairperson

Resolution No. 18: The IQAC must submit annual budget for its functioning to be paced before the honorable governing body of the college for its approval.

Resolution No. 19: All decisions of the College will be undertaken democratically.

Resolution No. 20: A photo gallery of the IQAC will be put up for display in the ground floor of Block C

Resolution No. 21: The Honorable Governing body of the College will be approached for the appointment of one computer operator for the functioning of the IQAC.



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Action Taken Report:

1. Academic Audit for 2021-22 is accomplished.
2. SSR copy was circulated among all members prior to Submission.
3. Best practice of SSR was shown as all Course Management and Learning outcome delivery and institutional social responsibility.
4. AIHES data for 2020-21 was submitted.
5. Committee for AIHES and NIRF is formed.
6. IT cell of the College is initiated.
7. Digital attendance of students has been initiated as mandatory measure.

Dr. Jublee Goswami
IQAC Co-ordinator

Dr. Amarendra Kalita
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Chairman, IQAC, LCB College



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Date: 01/04/2022

IQAC Meeting

A general meeting was convened on **01/04/2022 at 12:15 pm** at the conference hall. The meeting was presided over by the Principal, LCB College, Dr. Amarendra Kalita.

The agenda of the meeting was as under:

1. Urgent matters pertaining to SSR and AQAR submission.
2. Working hours and job profile of teachers.
3. AOB, with permission from the chair.

Agenda 1: The IQAC coordinator intimated the house that the SSR of the College is prepared with the co-operation of all faculty members and non-teaching staff of the College and that the copy of the same will be circulated for everyone to view before submission. The President of the meeting, Dr. Amarendra Kalita suggested that a presentation be made for all to view.

Resolution 1: The SSR will be submitted within stipulated time as per NAAC advice and prior to submission a presentation be made for all to view as per resolutions in today's meeting.

Agenda 2: In the context of the agenda 2 the president of the meeting stated that teachers should maintain working and stay hours as per UGC guidelines.

Resolution 2: It is resolved in today's meeting that teachers of the College will stay and maintain working hours as per UGC guidelines.

The teachers shall submit the progress report in time that covers all aspects of job profile of faculty.

Dr. Jublee Goswami
IQAC Co-ordinator

Dr. Amarendra Kalita
Principal, LCB College
Chairman, IQAC, LCB College



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Date: 18-06-2022

IQAC Meeting

A meeting of the IQAC, LCB College with the faculty member of the college is held today, **the 18th June, 2022** with the following agenda. The meeting is presided over by Principal, LCB College.

Agenda:

1. To discuss on future strategies for next cycles of NAAC.
2. To discuss on expected Peer Team visit of present NAAC cycle.
3. A.O.B., with permission from the chair.

Agenda 1: With reference to the president of the meeting, Principal, LCB College welcomed suggestions from the members. He suggested that already SSR for 2nd cycle is submitted and therefore, we must prepare for next cycle.

Resolution 1: It is unanimously resolved that IQAC must develop a comprehensive plan taking inputs from all stakeholders.

Agenda 2: In reference to agenda 2, the President of the meeting stated that our institution can hopefully expect notification from NAAC about Peer Team visit. So he requested members to be prepared for the expected visit. IQAC members Dr. Mitamoni Sarma, Dr. Bibhuti Choudhury, Dr. Ratneswar Mili and Pulak Mili, Assistant Professor Department of Economics opined on schedules followed by NAAC Peer Team in our College.

Resolution 2: It is resolved that IQAC Coordinator from a tentative chart for pre-planning from the various opinions received.

Agenda 3: A discussion on DHE verification to prepare IDP of the College is done.

Resolution 3: A Committee consisting of NEP task force members Dr. Jublee Goswami, Dr. Anita Bhagabati, Dr. Manisha Phukan, Assistant Professor Department of Physics is constituted to prepare IDP.

It is further resolved that the IDP will be a Compressive future plan document for the College.

Action Taken Report:

1. IDP plan is prepared and sent to DHE, Assam

Dr. Jublee Goswami
IQAC Co-ordinator

Dr. Amarendra Kalita
Principal, LCB College
Chairman, IQAC, LCB College



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Date: 02/07/2022

IQAC Meeting

A meeting of the conveners and President of sub-committees of NAAC, SSR and HODs of various departments held today, **the 2nd July, 2022** to discuss on the following agenda.

Agenda:

1. NAAC admin intimation on pre-qualification of LCB College.
2. Preparation for NAAC Peer Team visit.
3. A.O.B.

Today's meeting is presided over by the Principal, Dr. Amarendra Kalita.

Agenda 1: The president of today's meeting; Dr. Amarendra Kalita intimated the house of the NAAC letter of Peer Team Visit.

Resolution 1: IQAC coordinator is advised to go through the letters received and plan the needful accordingly.

Resolution 2: A Committee is resolved to form at the earliest to plan the needful as per NAAC advice.

Dr. Jublee Goswami
IQAC Co-ordinator

Dr. Amarendra Kalita
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Chairman, IQAC, LCB College



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Date: 12/07/2022

IQAC Meeting

A staff council meeting is held today, the **12th July, 2022** with the following agenda.

Agenda:

1. To discuss on review of course file
2. AOB

Today's meeting unanimously resolved to review the course file at the earliest for the next session.

Dr. Jublee Goswami
IQAC Co-ordinator

Dr. Amarendra Kalita
Principal, LCB College
Chairman, IQAC, LCB College



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Date: 23/08/2022

IQAC Meeting

A meeting of IQAC is being held on **23-08-2022** to review and endorse the course-files of different departments with the following agenda.

Agenda:

1. To review and endorse the Course-files.
2. Any other matter.

Resolutions:

1. The meeting held on 23-08-2022 received the course files of different departments and advice Dr. Jumi Kalita and Dr. Rijusmita Sarma to endorse the files.
2. The meeting held today observed that course-files of the department of Hindi and History were not updated. So the committee today directs Dr. Jumi Kalita and Dr. Rijusmita Sarma to review there once again after one week.

Dr. Jublee Goswami
IQAC Co-ordinator

Dr. Amarendra Kalita
Principal, LCB College
Chairman, IQAC, LCB College



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Date: 23/09/2022

IQAC Meeting

A meeting is convened for opening the confidential report and reading out the same to the staff of L.C.B College. The meeting was presided over by the Principal, LCB College.

Agenda:

1. Opening of confidential report by the Principal
2. Reading out the report of Peer Team
3. A.O.B with due permission from the chair.

Agenda 1: The Principal, LCB College opened the confidential report given by NAAC Peer Team.

Agenda 2: The Principal read out the report of NAAC Peer Team.

Agenda 3: The President of today's meeting advised IQAC coordinator to state before the house the criterion wise score and state where the College has scope for progress.

After thorough discussion the members present in the meeting resolved the following:

1. The College has to and will work on research aspects and publication of faculty.
2. The respective criterion members will analyze their inadequacies.
3. A B.Ed. Course committee will be formed that will highlight the necessary infrastructure available and required for initiating B.Ed. course and intimate authority at the earliest.

Action Taken Report:

1. B.Ed. course committee formed and they have to submit its report.

Dr. Jublee Goswami
IQAC Co-ordinator

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Date: 15/10/2022

IQAC Meeting

A meeting of the IQAC, LCB College is held today with the help of the following agenda:

Agenda:

1. Review of works of subcommittee, NAAC-SSR
2. Decision of plan of activities of College.
3. Re construction of subcommittee, NAAC-SSR
4. A.O.B with due permission from the chair.

Agenda 1: The various criterion conveners/chairperson talked about the progress of the marks of the respective criterion for upcoming years.

Agenda 2: The IQAC coordinator placed a vision of respective plan of activities. The president of today's meeting; Dr. Amarendra Kalita said that the experts of academic audit 2020-21 recommended that extra-curricular and curricular activities be planned for long term and short term based on vision of the College and other aspects.

Resolution 1: The IQAC Coordinator will prepare the perspective plan, prior to that all academic departments committees and cells will submit their proposals of such activities for long and short term. On the basis of such proposals the IQAC coordinator will prepare the detailed perspective plan.

Agenda 3: The president of today's meeting opined that the sub committees of NAAC sub criterion should be restructured so that all faculties get a chance to work on different aspects of HEI as suggested by NAAC.

Resolution 2: The members after through discussion resolve that the subcommittee of NAAC-SSR should be changed and the previous conveners must guide new members in respective criterion.

Agenda 4: The president, Dr. Amarendra Kalita raised an issue of working hours of IQAC. He opines that IQAC should be a full time work and all faculty members take part in the works. He said that the work of IQAC coordinator is challenging and that after 2nd cycle the works will be more challenging. So he suggests that a part time faculty be appointed to the department of Economics to assists the departmental works. He also says that an IT officer has been appointed with due approval from Governing Body to assists in IQAC works. He asked everyone to put resolutions their views. After thorough discussion the members resolves that the present IQAC coordinator should continue in office after the 2nd cycle and her works at IQAC are challenging an IT officer should be appointed to assists. Besides the meeting resolves to appoint a guest faculty in the department of Economics subject to the approval of Governing Body.

Dr. JubleeGoswami
IQAC Co-ordinator

Dr. Amarendra Kalita
Principal, LCB College
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Date: 05/11/2022

IQAC Meeting

A meeting of the IQAC, NAAC sub-committees of NAAC –SSR is held today on the following agenda:

Agenda:

1. Submission of AQAR, 2021-22
2. Conduct of green Audit, Environment Audit, Energy Audit
3. A.O.B.

Agenda 1: After thorough discussion among the members present the following resolutions were taken in today's meeting.

Resolution 1: The AQAR 2021-22 of the institution will be prepared and the proposal of its final submission shall be prepared.

Resolution 2: Green Audit, environment Audit and energy Audit will be conducted as requirement for criterion 7. A committee for the same will be constituted.

Dr. Jublee Goswami
IQAC Co-ordinator

Dr. Amarendra Kalita
Principal, LCB College
Chairman, IQAC, LCB College