



**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**

**(2017-18)**

The meeting of the Internal Quality Assurance Cell was held on **12th September, 2017 at 01:00 pm** in the Committee room of the College. The following members were present in the meeting:

1. Members of the IQAC

The Chairman welcomed all the members to the meeting and requested the Coordinator to convene the meeting. The Coordinator took up the agenda of the meeting.

**Item No. 1: To confirm the minutes of the last meeting held on 07/04/2017.**

The Coordinator read out the minutes of the earlier meeting of the IQAC held on 07/04/ 2017 and the following resolution was adopted.

**Resolution No. 1: Resolved to confirm the minutes of the earlier meeting held on 07/04/2017.**

**Item No. 2: To review the Revised Assessment & Accreditation (A&A) Framework of NAAC launched in July, 2017.**

The meeting reviewed the new format of the SSR launched in July, 2017. The Chairman regretted the non-submission of the SSR which was finalized. The members pointed out that due to the absence of any visible physical changes in the infrastructure, the IQAC sat over the SSR.

**Resolution No. 2: Resolved to distribute the new format to the respective Convenors and to start work as early as possible.**

**Item No. 3: To propose an interactive social programme.**

It was decided in the meeting to hold an interactive programme at an old age home in Guwahati. The IQAC decided that the Extension Education & Community Welfare Cell should take the lead in arranging the programme.

**Resolution No. 3: Resolved to arrange an interactive programme at an Old Age Home.**



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**Item No. 4: To organise a Skill Development Programme for students.**

The meeting decided to organise a skill development programme for the students. Dr. Anita Bhagabati expressed her willingness to take the initiative.

**Resolution No.4: Resolved to organise a Skill Development Programme for the students in December.**

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

Chairman

Coordinator, IQAC



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**Internal Quality Assurance Cell**

**Lalit Chandra Bharali College**

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

The meeting of the Internal Quality Assurance Cell was held on **7th March, 2018 at 01:00 pm** in the Committee room of the College. The following members were present in the meeting:

1. HoDs
2. Convenors & members of the Committees/Cells
3. Members of the IQAC

The Chairman welcomed all the members to the meeting and requested the Coordinator to convene the meeting. The Coordinator took up the agenda of the meeting.

**Item No. 1: To confirm the minutes of the last meeting held on 12/09/2017.**

The Coordinator read out the minutes of the earlier meeting of the IQAC held on 12/09/ 2017 and the following resolution was adopted.

**Resolution No. 1: Resolved to confirm the minutes of the earlier meeting held on 12/09/2017.**

**Item No. 2: To review the progress of the QIF allotted to the Convenors of the 7(seven) criteria.**

The meeting reviewed the progress of the seven criteria. The meeting also discussed and urged all the members to implement the following points:

- a. The distribution of feedback forms among the students and the Reports of the analyses.
- b. Performance appraisal of teaching and non-teaching staff.
- c. Use of ICT by students.
- d. The Departments should maintain the database of the students.
- e. The minutes of all meetings should be e-documented.
- f. An Orientation Programme for teachers/staff.
- g. To identify slow/advanced learners.
- h. The Departments should prioritize seminar presentations, group discussions and report-writing.

**Resolution No.2: Resolved to follow up the suggestions given by the IQAC.**

**Item No. 3: To propose the celebration of International Women's Day on 08/03.**



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**Internal Quality Assurance Cell**

The IQAC and Women's Cell of the college has decided to celebrate International Women's Day on 8/3/2018 by inviting popular RJ Mandy.

**Resolution No. 3: Resolved to celebrate International Women's Day on 08/03/2018.**

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 **16th March, 2018 at 12:00 Noon** in the Committee room of the College. The following members were present in the meeting:

1. Convenors
2. Members of the IQAC

The Chairman welcomed all the members to the meeting and requested the Coordinator to convene the meeting. The Coordinator took up the agenda of the meeting.

**Item No. 1: To confirm the minutes of the last meeting held on 07/03/2018.**

The Coordinator read out the minutes of the earlier meeting of the IQAC held on 07/03/ 2018 and the following resolution was adopted.

**Resolution No. 1: Resolved to confirm the minutes of the earlier meeting held on 07/03/2018.**

**Item No. 2: To review the progress of the QIF allotted to the Convenors of the 7(seven) criteria.**

The meeting reviewed the progress of the seven criteria. Most of the Convenors expressed their dissatisfaction at the overall progress of their work primarily arising out of non-familiarity with some of the terms and technicalities of some of the criteria. The members of the IQAC engaged in some active brainstorming to address the problematics.

**Resolution No.2: Resolved to address the problematics encountered by the Convenors.**

**Item No. 3: To arrange meetings of the IQAC frequently.**

In view of the problems faced by the Convenors in preparing the new QIF the IQAC decided to call meetings at least once a week to solve the same. It was also decided to address one criterion at a time.

**Resolution No. 3: Resolved to call IQAC meetings on a weekly basis.**

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 March, 2018 at 12:00 Noon** in the Committee room of the College. The following members were present in the meeting:

1. Convenors
2. Members of the IQAC

The Chairman welcomed all the members to the meeting and requested the Coordinator to convene the meeting. The Coordinator took up the agenda of the meeting.

**Item No. 1: To confirm the minutes of the last meeting held on 16/03/2018.**

The Coordinator read out the minutes of the earlier meeting of the IQAC held on 16/03/ 2018 and the following resolution was adopted.

**Resolution No. 1: Resolved to confirm the minutes of the earlier meeting held on 16/03/2018.**

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

The meeting reviewed the progress of Criterion III. The members of the IQAC engaged in some active brainstorming to address the problematics of the criterion.

**Resolution No.2: Resolved to address the problematics encountered by the Convenor of Criterion III.**

**Item No. 3: To propose an interactive session on health awareness.**

The meeting decided to organise an interactive session on health awareness. It was unanimously decided to invite former Mr. Universe Mr. Mahadev Deka to deliver an interactive lecture on health ,nutrition and exercise.

**Resolution No. 3: Resolved to organise an interactive session on health, nutrition and exercise on 31/03/2018.**

**Item No. 4: To propose a workshop on Road Safety.**

The meeting decided to observe Road Safety Week by organising a one-day workshop on Road Safety. It was also decided to invite the DTO, Kamrup(Metro) on the occasion.

**Resolution No. 4: Resolved to organise a one-day workshop on Road Safety on 24/04/2018.**

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 March, 2018 at 12 Noon** in the Committee room of the College. The following members were present in the meeting:

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

The Chairman welcomed all the members to the meeting and requested the Coordinator to convene the meeting. The Coordinator took up the agenda of the meeting.

**Item No. 1: To confirm the minutes of the last meeting held on 22/03/2018.**

The Coordinator read out the minutes of the earlier meeting of the IQAC held on 22/03/ 2018 and the following resolution was adopted.

**Resolution No. 1: Resolved to confirm the minutes of the earlier meeting held on 22/03/2018.**

**Item No. 2: To review the progress of Criterion VI of the QIF.**

The meeting reviewed the progress of Criterion VI of the QIF. The Convenor of the Criterion, Dr. Namita Sarmah expressed her inability to answer the Qualitative Metrics (Q<sub>1</sub>M) on Strategy Development and Deployment. Further, despite being assured of immediate implementation of the measures by the college authorities, there are no visible changes.

**Resolution No. 2: Resolved to address the problematics of Criterion VI.**

**Item No. 3: To propose an interactive session on health awareness.**

A resolution was already taken in the last meeting to organise an interactive session on health awareness but the date for the event was not finalized. In today's it was unanimously decided to invite former Mr. Universe Mr. Mahadev Deka to deliver an interactive lecture on health ,nutrition and exercise on 31/03/2018.

**Resolution No. 3: Resolved to organise an interactive session on health, nutrition and exercise on 31/03/2018.**

Meeting ended with a vote of thanks

Chairman

Coordinator, IQAC



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The meeting of the Internal Quality Assurance Cell was held on **9th April, 2018 at 12 Noon** in the Committee room of the College. The following members were present in the meeting:

1. Convenors of Criterion III
2. Members of the IQAC

The Chairman welcomed all the members to the meeting and requested the Coordinator to convene the meeting. The Coordinator took up the agenda of the meeting.

**Item No. 1: To confirm the minutes of the last meeting held on 27/03/2018.**

The Coordinator read out the minutes of the earlier meeting of the IQAC held on 27/03/ 2018 and the following resolution was adopted.

**Resolution No. 1: Resolved to confirm the minutes of the earlier meeting held on 27/03/2018**

**Item No.2: To review the progress of Criterion III of the QIF.**

The Convenor of the Criterion III, Dr. Gitanjali Devi expressed her inability to answer the questions on Innovation Ecosystem as the expected parameters are absent. Further, in the absence of linkages, collaborations and MoU with other institutions, industries etc. it was impossible to answer the Qualitative Metrics(Q<sub>1</sub>M) on Collaborations. The meeting also took note of the fact that all these gray areas had been discussed with the Principal several times in the past. The meeting resolved to have further discussions on those issues with the Principal.

**Resolution No. 2: Resolved to address the absences/lacunae pointed out by the Convenor.**

**Item No. 3: To propose a workshop on Road Safety.**

The meeting decided to observe Road Safety Week by organising a one-day workshop on Road Safety. It was also decided to invite the DTO, Kamrup(Metro) on the occasion.

**Resolution No. 3: Resolved to organise a one-day workshop on Road Safety on 24/04/2018.**

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

Chairman

Coordinator, IQAC



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The meeting of the Internal Quality Assurance Cell was held on **3rd May, 2018 at 12 Noon** in the Committee room of the College. The following members were present in the meeting:

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

The Chairman welcomed all the members to the meeting and requested the Coordinator to convene the meeting. The Coordinator took up the agenda of the meeting.

**Item No. 1: To confirm the minutes of the last meeting held on 09/04/2018.**

The Coordinator read out the minutes of the earlier meeting of the IQAC held on 09/04/ 2018 and the following resolution was adopted.

**Resolution No. 1: Resolved to confirm the minutes of the earlier meeting held on 09/04/2018.**

**Item No.2: To review the progress of all the Criterion of the QIF.**

The Convenors made their respective statements about the progress of their work. They also reiterated their inability to answer some of the Qualitative Metrics (Q<sub>1</sub>M) due to the absences in those areas. The Convenor of Criterion VII particularly expressed her inability to satisfy the Qualitative Metrics pertaining to Gender, Green Practices. The meeting assured to take up Criterion VII with the GB of the college.

**Resolution No.2: Resolved to address the issues raised by the Convenors.**

**Item No.3: To organise an Orientation Programme on the use of ICT and Self-Profile Management in the college website.**

The meeting decided to organise an Orientation Programme on the use of ICT and Self-Profile Management in the college website on 19/05/2018. The programme is meant to orient the teachers in the use of the smartboard in classroom teaching. Moreover the teachers could manage their own profiles in the college website.

**Resolution No. 3: Resolved to organise the Orientation Programme on 19/05/2018.**

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 May, 2018 at 12 Noon** in the Committee room of the College. The following members were present in the meeting:

1. HoDs
2. Convenors/Coordinators & members of Criterion/Committees.
2. Members of the IQAC

The Chairman welcomed all the members to the meeting and requested the Coordinator to convene the meeting. The Coordinator took up the agenda of the meeting.

**Item No. 1: To confirm the minutes of the last meeting held on 03/05/2018.**

The Coordinator read out the minutes of the earlier meeting of the IQAC held on 03/05/ 2018 and the following resolution was adopted.

**Resolution No. 1: Resolved to confirm the minutes of the earlier meeting held on 03/05/2018.**

**Item No.2: To review the progress of all the Criteria of the QIF.**

The Convenors made their respective statements about the progress of their work. The Convenor of criterion V stated that she has completed ninety percent of her work. The Convenor of Criterion II expressed her inability to answer some of the Qualitative Metrics (Q<sub>1</sub>M) due to the absences in those areas. The Convenor of Criterion VII particularly expressed her inability to satisfy the Qualitative Metrics pertaining to Gender, Green Practices. The meeting assured to take up those issues with the GB of the college.

**Resolution No.2: Resolved to address the issues raised by the Convenors.**

**Item No.3: To teach the HoDs to prepare their POs and COs.**

The teachers were imparted training to prepare the POs and COs. Dr. Mitamoni Sarma explained in detail how to go about it. Different queries raised by the members were also addressed. Handouts were distributed to the members to facilitate the preparation.

**Resolution No. 3: Resolved to facilitate the preparation of the POs and COs.**



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**Item No.4: To organise a Lecture on a general topic.**

The meeting decided to organise a Lecture jointly with the Teachers' Unit on Modernisation of Education. Dr. Sudeshna Bhattacharjya would be invited to deliver the lecture on 01/06/2018.

**Resolution No. 4: Resolved to organise a lecture on Modernisation of Education on 01/06/2018.**

**Item No. 5: To organise an Orientation Programme on Computer Applications for the teachers.**

The IQAC had decided to organise an Orientation Programme on Computer Applications for the teachers. It was felt that such a programme would equip the teachers with the basic computer literacy for the E-documentation of the respective departments. The training would be given by the faculty of the Computer and Electronics departments. The programme will start from 08/06/2018.

**Resolution No. 5: Resolved to organise an Orientation Programme on Computer Applications for the teachers from 08/06/2018.**

**Item No.6: To organise an Inter-college Rabha Sangeet Competition on Rabha Divas.**

The meeting decided to celebrate Rabha Divas by organising an Inter-college Rabha Sangeet Competition jointly with the Teachers' Unit of the college on 20/06/2018.

**Resolution No.6: Resolved to organise an Inter-college Rabha Sangeet Competition on 20/06/2018.**

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 **28th June, 2018 at 12 Noon** in the Committee room of the College. The following members were present in the meeting:

1. Convenors & members of all the Criterion
2. Members of the IQAC

The Chairman welcomed all the members to the meeting and requested the Coordinator to convene the meeting. The Coordinator took up the agenda of the meeting.

**Item No. 1: To confirm the minutes of the last meeting held on 22/05/2018.**

The Coordinator read out the minutes of the earlier meeting of the IQAC held on 22/05/ 2018 and the following resolution was adopted.

**Resolution No. 1: Resolved to confirm the minutes of the earlier meeting held on 22/05/2018.**

**Item No.2: To review and finalize all the seven Criteria of the QIF.**

The meeting regretted that none of the Convenors have completed their respective Criterion. The Convenors also regretted their inability to finish work on their criterion as they encountered roadblocks in answering some of the Qualitative Metrics (Q<sub>1</sub>M) chiefly arising out of absences in those areas. The meeting suggested brainstorming session to address the issues. The meeting also extended the date of submission by another month so that the Convenors get sufficient time to complete their work. The meeting also assured to take up the matter with the GB of the college.

**Resolution No.2: Resolved to extend the date of submission of the SSR by one month.**

**Item No.3: To propose the organization of seminars/workshops/programmes on Intellectual Property Rights/Values/Gender Equity.**

The meeting felt the need for seminars/workshops/programmes on Intellectual Property Rights/Universal Values/Gender Equity as the same has not been organised in the college. The Convenor of the Women's Cell was requested to organise programmes that would meet the required parameters.

**Resolution No. 3: Resolved to organise Seminars/Workshops/Programmes.**

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

Chairman

Coordinator, IQAC