



**OFFICE OF THE PRINCIPAL  
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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 **6th August, 2018 at 2.15 pm** in the Committee room of the College. The following members were present in the meeting:

1. HoDs
2. Convenors of all the seven Criteriion
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 28/06/2018.**

The Coordinator read out the minutes of the earlier meeting of the IQAC held on 28/06/2018 and the following resolution was adopted.

**Resolution No. 1: Resolved to confirm the minutes of the earlier meeting held on 28/06/2018.**

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

The last meeting held on 28/06/2018 had extended the date of submission of the seven criterion. It was found out that all the criterion have reached some stage of completion but none of the Convenors are ready for submission. Hence the meeting extended the date of submission by another month so that the Convenors get some more time i.e. 06/09/2018 to complete their work.

**Resolution No.2: Resolved to extend the date of submission of the SSR to 06/09/2018.**

**Item No.3: To propose the HoDs to submit the POs and COs of the courses.**

In the meeting held on 19/05/2018 the teachers were given practical demonstration on how to prepare the POs and COs of their courses. Further, two sets of handouts were also distributed to facilitate the preparation. Hence the meeting regretted that none of



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the departments have prepared the same. The meeting urged the HoDs to expedite all pending work and submit the same on or before 06/09/2018.

**Resolution No. 3: Resolved to extend the date of submission of the POs and COs to 08/09/2018.**

**Item No. 4: To collect the data from the HoDs for the online student satisfaction survey.**

In the meeting held on 19/05/2018 the HoDs had been asked to prepare the database of all currently enrolled students so that the same could be uploaded to the college website. But none of the departments have prepared the database. Hence the meeting decided to extend the date for the submission of students' database on or before 06/09/2018.

**Resolution No. 4: Resolved to extend the date of submission of the students' database.**

**Item No. 5: To propose the HoDs to identify slow/advanced learners.**

The meeting proposed that the HoDs should devise their mechanism to identify slow/advanced learners and take remedial measures to address the same.

**Resolution No. 5: Resolved to follow up the documentation of slow/advanced learners.**

**Item No. 6: To organise an Orientation programme for the faculty members'**

The meeting took note of the fact that the earlier practice of organising Orientation programmes for the faculty members by the IQAC has been disrupted for unknown reasons. The abeyance of this practice was regretted by the IQAC. The meeting decided to organise an Orientation programme in the month of August.

**Resolution No. 6: Resolved to organise an Orientation Programme for the faculty members in August.**

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 August, 2018 at 2.15 pm** in the Committee room of the College. The following members were present in the meeting:

1. Convenors of the Committees/Cells
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 06/08/2018.**

The Coordinator read out the minutes of the earlier meeting of the IQAC held on 06/08/2018 and the following resolution was adopted.

**Resolution No. 1: Resolved to confirm the minutes of the earlier meeting held on 06/08/2018.**

**Item No.2: To collect the minutes of the different Committees/Cells.**

The Health Club & Mentoring Cell have submitted their minutes. Four cells namely the Career Guidance & Placement Cell, Research Cell & the Dress Code Committee have submitted their Reports. All the other Committees/Cells have been requested to submit their minutes on or before 06/09/2018. Further, the Convenors were requested to plan out their activities for the current academic session of 2018-19.

**Resolution No.2: Resolved to collect the minutes of the different Committees/Cells on or before 06/09/2018**

**Item No.3: To propose departmental activities.**

The meeting urged the faculty members to complete COs and POs of their respective subjects. The same should be submitted to the IQAC on or before 06/09/2018. Further, the departments were reminded once again to identify slow/advanced learners. The



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advanced learners should be allowed to present papers, given home assignments. Similarly slow learners should be assigned tutorial classes.

**Resolution No. 3: Resolved to collect the COs and POs on or before 06/09/2018.**

**Item No. 4: To organise an Orientation Programme for the faculty members of the college.**

The meeting decided to organise an Orientation Programme for the faculty members. The meeting proposed the name of Dr. Nileema Deka, ex-faculty member of the college with many years of experience in teaching-learning to conduct the programme. As soon as Dr. Deka communicates to us a convenient date the same shall be arranged.

**Resolution No.4: Resolved to organise an Orientation Programme for teachers.**

**Item No. 5: To propose a students' counselling session.**

The meeting drew attention to the importance of students' counselling. The Chair deputed the Health Club to organise such a session as early as possible.

**Resolution No. 5: Resolved to organise a Students' counselling session.**

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 August, 2018 at 2.15 pm** in the Committee room of the College. The following members were present in the meeting:

1. HoDs
2. Convenor and the members of Criterion II
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 21/08/2018.**

The Coordinator read out the minutes of the earlier meeting of the IQAC held on 21/08/2018 and the following resolution was adopted.

**Resolution No. 1: Resolved to confirm the minutes of the earlier meeting held on 21/08/2018.**

**Item No.2: To review and finalize Criterion II.**

Since criterion II was vast in scope and carried the maximum number of marks the meeting decided to review the progress of the same. The Convenor of the criterion Dr. Mitamoni Sarma requested all the HoDs to adopt their own strategies to identify slow/advanced learners in the last week of August. The departments shall identify the same in the general classes. After identification slow learners will be assigned tutorial classes while advanced learners would be provided with reference books. The meeting fixed the date of submission of the reports as 06/09/2018.

**Resolution No.2: Resolved to fix the date of submission of the Reports as 06/09/2018.**

**Item No.3: To review the preparation of the POs and COs of the courses.**

In the meeting held on 19/05/2018 the teachers were given practical demonstration on how to prepare the POs and COs of their courses. Further, two sets of handouts were



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also distributed to facilitate the preparation. But none of the HoDs had finalized the same. The meeting urged the HoDs to expedite all pending work and submit the same on or before 06/09/2018.

**Resolution No. 3: Resolved to extend the date of submission of the POs and COs to 08/09/2018.**

**Item No. 4: To address all other issues arising in Criterion II**

In the meeting held on 19/05/2018 the HoDs had been asked to prepare the database of all currently enrolled students so that the same could be uploaded to the college website. But none of the departments have prepared the database. Hence the meeting directed attention to the importance of database for the online student satisfaction survey. It was also decided to extend the date for the submission of students' database on or before 06/09/2018.

**Resolution No. 4: Resolved to extend the date of submission of the students' database.**

**Item No. 5: To propose an Orientation Programme/Lecture by inviting a reputed academician.**

The Coordinator proposed that an Orientation Programme/Lecture should be arranged for the benefit of the teachers and the students. It was decided to go ahead with the programme in the month of September.

**Resolution No. 5: Resolved to organise an Orientation Programme/Lecture in the month of September.**

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 September, 2018 at 2.15 pm** in the Committee room of the College. The following members were present in the meeting:

1. HoDs
2. Convenors of the seven (7) Criteria
3. 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.

**Item No. 1: To confirm the minutes of the last meeting held on 27/08/2018.**

The Coordinator read out the minutes of the earlier meeting of the IQAC held on 27/08/2018 and the following resolution was adopted.

**Resolution No. 1: Resolved to confirm the minutes of the earlier meeting held on 27/08/2018.**

**Item No.2: To review the use of ICT tools.**

It has been found that barring the Departments of Electronics and Computer Science the use of ICT in Teaching Learning is very negligible. As such the meeting directed all the departments to use the ICT tools either by using the new conference hall at least once a month or by accessing the existing ICT compliant classrooms. The IQAC recommended the video recording of such classes.

**Resolution No.2: Resolved to use ICT tools in Teaching Learning with immediate effect.**

**Item No.3: To propose the HoDs to arrange doubt clearing sessions for the students.**

The meeting directed all the HoDs to arrange doubt clearing sessions for the students at least once a week. Such sessions would not be lecture sessions but a means of



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addressing the needs of the students. Accordingly extra classes can be arranged as the HoD deems fit.

**Resolution No. 3: Resolved to make the doubt clearing sessions mandatory for all the departments.**

**Item No. 4: To review the student survey of the Departments.**

In the meeting held on 27/08/2018 the HoDs had been reminded once again to prepare the database of all currently enrolled students. The meeting regretted that none of the departments have prepared the database. Hence the IQAC distributed formats for collection of student data. The HoDs were also requested to select a class representative for each semester as early as possible. The Librarian suggested that the class representatives (CRs) should meet him at the library so that an orientation programme can be arranged. The library would also organise a camp for opening email IDs for students who do not have one. It was also decided to extend the date for the submission of students' database on or before the Puja vacations.

**Resolution No. 4: Resolved to follow up the decisions regarding student database, CRs.**

**Item No. 5: To review and finalise the seven Criterion.**

The meeting expected the submission of all the criterion but regretted that none of the Convenors have finalized their respective criterion. The meeting took note of the continuous delay in submission which has in turn delayed the whole process. The Convenors were given three weeks to submit the completed criterion.

**Resolution No. 5: 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 **19th November, 2018 at 12 Noon** in the Electronics Lab of the College. The following members were present in the meeting:

1. Convenors and members of the seven (7) Criterion
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.

**Item No. 1: To confirm the minutes of the last meeting held on 27/09/2018.**

The Coordinator read out the minutes of the earlier meeting of the IQAC held on 27/09/2018 and the following resolution was adopted.

**Resolution No. 1: Resolved to confirm the minutes of the earlier meeting held on 27/09/2018.**

**Item No.2: To discuss different aspects of the QIF dynamics.**

The Chairman and the Coordinator of LCB College IQAC had attended the workshop on NAAC conducted by IQAC, Gauhati University on 16/11/2018. The workshop offered the opportunity to glean a lot of information about different parameters of the new QIF. The Chairman and the Coordinator shared their experiences and shed light on some of the confusion that has been nagging the Convenors.

**Item No.2: To explain the new NAAC process**

The meeting explained in detail the Formats, Guidelines and User Manuals for the new IQA( Institutional Information for Quality Assessment) the procedure of Data Templates, DVV, Extended Profile Template, SSS.

**Resolution No.2: Resolved to transform the information received into practical application.**



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**Item No. 3: To propose the mandatory use of ICT in teaching-learning.**

The meeting directed all the faculty members to use ICT tools either by using the new conference hall at least once a month or by accessing the existing ICT compliant classrooms. The IQAC also recommended the video recording of such classes. Such measures would sustain the quality culture of the institute.

**Resolution No.3: Resolved to follow up the proposal**

**Item No.4: To propose the Convenors to expedite the completion of their respective criterion.**

The meeting directed all the Convenors to expedite their work so that the SSR could be submitted in the academic session of 2017-18. Time and again the IQAC has stressed on the authenticity of facts and the substantiation of data.

**Resolution No. 4: Resolved to follow up the decision of the meeting.**

**Item No.5: To propose the upgradation of infrastructure.**

The meeting took note of the common concerns of the members present especially the urgency for upgradation of the physical infrastructure. The smart classrooms require to be updated and the furniture needs to be either replaced or renovated.

**Resolution No.5: Resolved to implement 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 **30th January, 2019** at **1.30 PM** at the IQAC Room of the College. The following members were present in the meeting:

1. Convenors of the seven (7) Criterion
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.

**Item No. 1: To confirm the minutes of the last meeting held on 19/11/2018.**

The Coordinator read out the minutes of the earlier meeting of the IQAC held on 19/11/2019 and the following resolution was adopted.

**Resolution No. 1: Resolved to confirm the minutes of the earlier meeting held on 19/11/2019.**

**Item No.2: To review the seven Criterion**

Almost all the Convenors declared that only a small percentage of work is pending in all the seven Criterion. However the Convenor of Criterion II expressed her inability to complement her data on students' enrollment with the data submitted by the Nodal Officer of AISHE. Since incompatible data would disqualify the SSR, the Coordinator urged Dr. Mamoni Sarma to submit to the IQAC the data sent to AISHE. All the Convenors were requested to expedite the finalization of the SSR as early as possible.

**Resolution No. 4: Resolved to follow up the decision of the meeting.**

**Item No.3: To propose the collection of data for the academic session of 2018-19**

The meeting beseeched the Convenors of the seven Criterion to collect the data for the academic session of 2018-19 for the preparation of the Annual Report which has to be submitted to NAAC.

**Resolution No.3: Resolved to expedite the collection of the new data.**



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**Item No.4: To propose the Convenors to expedite the completion of their respective criterion.**

The meeting directed all the Convenors to expedite their work so that the SSR could be submitted in the academic session of 2018-19. Time and again the IQAC has stressed on the authenticity of facts and the substantiation of data.

**Resolution No. 4: 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 **12th February, 2019 at 1.00 PM** at the IQAC 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 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 30/01/2019.**

The Coordinator read out the minutes of the earlier meeting of the IQAC held on 30/01/2019 and the following resolution was adopted.

**Resolution No. 1: Resolved to confirm the minutes of the earlier meeting held on 30/01/2019.**

**Item No.2: To welcome the two new members**

The vacancies following the superannuation of two members necessitated the induction of two new members. The Chairman and Coordinator welcomed the two new members to the IQAC. They were briefed on the responsibilities and functions of the IQAC Cell.

**Resolution No. 4: Resolved to follow up the decision of the meeting.**

**Item No.3: To review the progress of the SSR and to propose the collection of data for the academic session of 2018-19**

The meeting regretted that despite repeated notices and meetings the SSR has not seen the light of day. The stringent quality measures proposed by NAAC has made it imperative to process the data accurately. The meeting also proposed to monitor the data collection for the Annual Report of 2018-19 that was put forward in the last meeting with the Convenors.

**Resolution No.3: Resolved to expedite the completion of the SSR and the collection of the new data.**



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**Item No.4: To propose academic/extracurricular activities.**

The meeting foregrounded the importance of academic/extracurricular activities apart from teaching-learning. Accordingly the meeting proposed the celebration of International Women's Day by arranging a lecture programme on that day. The IQAC also suggested an Orientation Programme for the recently appointed permanent and Contractual teachers. The HoD , Education, Dr. Anita Bhagabati was requested to be the Resource Person for the programme. Further the IQAC proposed the organisation of a National Seminar on gender sensitization.

**Resolution No. 4: 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 **12th March, 2019 at 1.30 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 seven criterion

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 12/02/2019.**

The Coordinator read out the minutes of the earlier meeting of the IQAC held on 12/02/2019 and the following resolution was adopted.

**Resolution No. 1: Resolved to confirm the minutes of the earlier meeting held on 12/02/2019.**

**Item No.2: To review the progress of the SSR and to propose the collection of data for the academic session of 2018-19**

The meeting regretted that despite repeated notices and meetings the SSR has not seen the light of day. The stringent quality measures proposed by NAAC has made it imperative to process the data accurately. Hence the meeting stressed on the authenticity and accuracy of the data collection for the Annual Report of 2018-19.

**Resolution No.2: Resolved to expedite the completion of the SSR and the collection of the new data.**

**Item No.4: To propose academic/extracurricular activities.**

The meeting foregrounded the importance of academic/extracurricular activities apart from teaching-learning. Accordingly the meeting proposed a two-day workshop on MOOCs. The IQAC suggested the HoD , Education, Dr. Anita Bhagabati to take the initiative for the workshop. Further the IQAC proposed a seven-day Workshop on Women's Rights and the Law in the month of May.



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**Resolution No. 4: 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 **3rd April, 2019 at 1.30 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 seven criterion

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 12/03/2019.**

The Coordinator read out the minutes of the earlier meeting of the IQAC held on 12/03/2019 and the following resolution was adopted.

**Resolution No. 1: Resolved to confirm the minutes of the earlier meeting held on 12/03/2019.**

**Item No.2: To review the progress of the SSR and the collection of data for the academic session of 2018-19**

The meeting regretted the inordinate delay in the completion of the SSR. The meeting pressed upon the members present to hasten the work at hand. The Convenor of criterion VII informed that the parameters of that criterion are being fulfilled only in the current academic session. The meeting once again stressed on the authenticity and accuracy of the data collection.

**Resolution No.2: Resolved to expedite the completion of the SSR and the collection of the new data.**

**Item No.4: 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.



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**Resolution No. 4: 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 **3rd May, 2019 at 1.00 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 seven criterion

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 03/04/2019.**

The Coordinator read out the minutes of the earlier meeting of the IQAC held on 03/04/2019 and the following resolution was adopted.

**Resolution No. 1: Resolved to confirm the minutes of the earlier meeting held on 03/04/2019.**

**Item No.2: To review the progress of the SSR.**

The meeting regretted the inordinate delay in the completion of the SSR. The meeting pressed upon the members present to hasten the work at hand. The Convenors of the seven criterion assured the IQAC that the work will be completed as early as possible. Being a small college with a limited teaching faculty it was difficult to balance teaching with other duties. The meeting once again stressed on the authenticity and accuracy of the data collection for the SSR.

**Resolution No.2: Resolved to expedite the completion of the SSR.**

**Item No.3: To collect the written reports of the seven criterion from the respective Convenors and to propose academic activities like workshops/ lectures/talks.**

The meeting had notified the Convenors about the written reports of the seven criterion. Accordingly the same were collected for submission to the GB of the college. The IQAC also urged the members present to initiate steps to arrange academic activities like workshops/ lectures/ seminars/talks.



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**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 **24th June, 2019 at 12 Noon** 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 seven criterion

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 03/05/2019.**

The Coordinator read out the minutes of the earlier meeting of the IQAC held on 03/05/2019 and the following resolution was adopted.

**Resolution No. 1: Resolved to confirm the minutes of the earlier meeting held on 03/05/2019.**

**Item No.2: To review the progress of the SSR.**

The meeting touched upon the following points from all the seven criterion:

Criterion I: Analyses of feedback/ project works

Value based education

MoU with Amtron for career oriented courses

Criterion II: Student survey is being conducted

Student data for the session 2018-19 is being collected

Criterion III: Data for the session 2018-19 is to be collected

Criterion IV: Improvisation of digital library

Criterion V: Collection of appointment letters of alumni

Follow-up of students' scholarship

Mentoring session to be initiated before the sessional tests

Follow up of the Grievance Redressal Cell

Follow up of the Poor Aid Fund

Criterion VI: Follow up of the case studies and the budget for the different Heads

Criterion VII: A schedule for different programmes has been made to fulfill the various parameters of the criterion.



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**Resolution No.2: Resolved to follow up the points that were brought up for the discussion.**

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

Chairman

Coordinator, IQAC