

Minutes of the IQAC Meetings
L.T.K. College, Azad, North Lakhimpur



2021-2022



16th July' 2021

L.T.K. College, Azad, North Lakhimpur

Minutes of the first IQAC Meeting for the year 2021-2022 of L.T.K. College, Azad, North Lakhimpur, Assam, held on Friday the 16th July' 2021 from 1.30 pm onwards.

The meeting was presided over by Dr. Bubul Kr. Saikia, Principal and Chairperson, IQAC.
Proceedings:

1. Meeting was called by: Mr. Biju Kr. Sonowal, Coordinator, IQAC

2. Attendance:

- a. Chairperson: Dr. Bubul Kr. Saikia, Chairperson, IQAC
- b. Coordinator: Mr. Biju Kr. Sonowal, Coordinator, IQAC
- c. Teacher Members: Dr. Swapna Dutta, Mr. Manash Pratim Borah and Dr. Bhaskarjit Borah
- d. Member from Management: Dr. Amiya Rajbongshi, President, Governing Body
- e. Administrative Officer: Dr. Romesh Kumar Kakoti, Vice Principal, Mr. Atul Ch. Nath, Head Assistant and Mr. Chandranath Boruah, Librarian
- f. Nominees from Students: Sri Arup Saikia, G. Secy, Students' Union
- g. Nominees from Alumni: Mr. Prafulla Nath, Secretary, Alumni Association
- h. Nominee from Employer: Mr. Atul Ch. Nath, Head Assistant
- i. Nominee from Industrialist: Mr. Dipak Hazarika
- j. Nominee from Stakeholders: Mr. Rajani Kumar Gogoi

3. Proceeding of the Last Meeting was read out and then approved by all.

4. Acceptance of the agenda

- a. Chairperson of the IQAC, Dr. Bubul Kr. Saikia read out the agenda of the meeting and it was accepted by all the members present.

5. Report of the Coordinator, IQAC

- a. In the report of the coordinator, it has been mentioned that all the resolutions adopted last year have been undertaken and completed successfully. Further, an Action Taken Report has been submitted in the meeting for acceptance.

6. Assessment of the Action Plan

Action plans of the last academic year were assessed and every member present expressed their satisfaction over the completion of all the actions undertaken in the previous year.

7. Action Taken Report:

Resolutions adopted in the 1st Meeting of the IQAC on 16th July' 2020.

- a. Proper Protocols of Covid-19 as directed by the Govt. should be implemented in the college campus.
 - Proper Protocols of Covid-19 as directed by the Govt. have been implemented in college campus.
- b. Sanitation facilities should be installed in the college campus.
 - Sanitation facilities have been installed in the college campus.
- c. The authority should take initiatives to increase the numbers of books in library.
 - The number of books in college library has been increased under RUSA grants.
- d. Field Study, industrial visits, educational tours should be cancelled seeing Covid-19 pandemic situation in the country for the current year by all the Departments so that students stay safe at home district.
 - All the field visits, educational tours have been cancelled for the year due to Covid-19 pandemic situation.
- e. If Covid-19 situation demands "ONLINE CLASSES" for the benefit of the students should be undertaken as per the Govt. guidelines.
 - Online Classes for the benefit of the students have been undertaken as per the Govt. guidelines.
- f. AQAR should be submitted in due time if Covid-19 situation improves.
 - AQAR has been submitted.
- g. Online Webinars/Seminars/talks/workshops on topics related to current issues and other related topics prescribed in the syllabus should be organised for the benefits of students.
 - For the benefits of student's online Webinars/Seminars/talks/workshops have been organised on topic related to the current issues and other topics prescribed in the syllabus.
- h. Seminars/Workshops for the benefit of the students in their academic and professional life should be organised from time to time.
 - Seminars/Workshops have been organised for the benefit of the students in their academic and professional life.
- i. Construction and Renovation work should be well monitored and should be completed in the stipulate time.
 - Construction and Renovation works have been monitored and completed in the stipulated time.

Resolutions adopted in the 2nd Meeting of the IQAC on 18th October' 2020.

- a. All the Departments should complete the syllabi in the stipulated time.
 - The syllabus has completed in the stipulated time.
- b. Tutorial/extra classes should be taken to complete the syllabi.
 - Tutorial/extra classes have been taken to complete the syllabi.
- c. Question papers of the previous exams should be discussed in the classroom.
 - Question papers of the previous examinations have been discussed in the classroom.
- d. Online Classes should be taken if situation demands.
 - As per demand of the situation the Online Classes were conducted.
- e. Students should be prepared for online examination.
 - Students have been prepared for online examination.

Resolutions adopted in the 3rd Meeting of the IQAC on 18th January'2020

- a. All the Departments should have to analyse the students' results of the ODD Semester Examination and have to submit a report on findings of the results to the Coordinator, IQAC.
 - All the departments have been submitted their reports on results of ODD Semester examination.
- b. Departments should prepare an Action Plan under the guidance of the IQAC for the weaker students who have showed poor performance in the ODD Semester Examination.
 - Action Plans have been prepared by the departments under the guidance of the IQAC for weaker students who have showed poor performance in the ODD Semester Examination.
- c. Brief revision exercise of the previous and current semester syllabi should be conducted.
 - Brief revision exercise of the previous and Current syllabi have been conducted.

Resolutions adopted in the 4th Meeting (Online) of the IQAC on 18th April'2020

- a. All the teachers should provide study materials to the students as study materials are yet to be available in market.
 - All the teachers have provided study materials to the students through Whatsapp, E-mail and other such platforms.

- b. All the Departments should open a WhatsApp Group or any other such account in social platforms for each semester for better communication and to discuss something out of classroom.
- All the departments have created WhatsApp Group and other such groups in social platforms.
- c. Google Classroom for each semester should be opened for providing study materials.
- Google Classroom for each semester has been created for providing study materials and discussing various subject related topics.

8. Resolutions adopted in the meeting

- To organise Webinar on various topics related to prescribed syllabi for the welfare of student community.
- To organise different workshops, Awareness Camp, FDP and Capacity Building Programme for the benefit of students, teachers and non-teaching staff.
- To organise Faculty Exchange Programme (Intra-College/Departmental)
- Upgradation of 3 (three) traditional classrooms to ICT enabled classrooms.
- Procurement of ISO Certificate.
- Registration of Alumni Association.
- Introduction of Add-on Courses under 15 (fifteen) departments of the college.
- Signing of MoUs with organization, colleges, institutions by all the 15 (fifteen) departments of the college.
- Installation of tiles in 3 (three) classrooms.
- Renovation of a classroom into ICT enabled Mini-Conference Room.
- Construction of Skyway from Administrative Building to Library Building.
- To organise National Seminar.
- Completion of construction work of New Science Building under RUSA grant.
- Purchasing of books for central library.
- Purchasing of sports good and equipment.

9. **Closing Remarks:** The chairperson delivered a short speech and assured to do the needful.

10. **The Next Meeting will be held** on 19th October' 2021.

11. **The Meeting ended at** 4.30 pm

12. **Minutes submitted by:** Mr. Biju Kr. Sonowal, Coordinator, IQAC



A handwritten signature in blue ink, appearing to read "Biju Kr. Sonowal".

IQAC Coordinator:
LTK College, Azad, N.L.

A handwritten signature in blue ink, appearing to read "Principal".

Principal
L.T.K. College, Azad
North Lakhimpur



19th October' 2021

L.T.K. College, Azad, North Lakhimpur

Minutes of the first IQAC Meeting for the year 2021-2022 of L.T.K. College, Azad, North Lakhimpur, Assam, held on Tuesday the 19th July' 2021 from 2.30 pm onwards.

The meeting was presided over by Dr. Bubul Kr. Saikia, Principal and Chairperson, IQAC.

Proceedings:

1. Meeting was called by: Mr. Biju Kr. Sonowal, Coordinator, IQAC

2. Attendance:

- a. Chairperson: Dr. Bubul Kr. Saikia, Chairperson, IQAC
- b. Coordinator: Mr. Biju Kr. Sonowal, Coordinator, IQAC
- c. Teacher Members: Dr. Swapna Dutta, Mr. Manash Pratim Borah and Dr. Bhaskarjit Borah
- d. Member from Management: Dr. Amiya Rajbongshi, President, Governing Body
- e. Administrative Officer: Dr. Romesh Kumar Kakoti, Vice Principal, Mr. Atul Ch. Nath, Head Assistant and Mr. Chandranath Boruah, Librarian
- f. Nominees from Students: Sri Arup Saikia, G. Secy, Students' Union
- g. Nominees from Alumni: Mr. Prafulla Nath, Secretary, Alumni Association
- h. Nominee from Employer: Mr. Atul Ch. Nath, Head Assistant
- i. Nominee from Industrialist: Mr. Dipak Hazarika
- j. Nominee from Stakeholders: Mr. Rajani Kumar Gogoi

3. Proceeding of the Last Meeting was read out and then approved by all.

4. Acceptance of the agenda

- a. Chairperson of the IQAC, Dr. Bubul Kr. Saikia read out the agenda of the meeting and it was accepted by all the members present.

5. Report of the Coordinator, IQAC

- a. All the resolutions adopted in the 1st meeting have been initiated on priority basis.

6. Assessment of the Action Plan

- a. Action plans of the last meeting were assessed and a report of the same has been provided herein.

7. Action Taken Report of the IQAC

1. To organise Webinar on various topics related to prescribed syllabi for the welfare of student community.

- As per the resolution adopted in the first IQAC meeting of the session 2021-22 a total number of 5 (five) online Webinars on various topics

related to prescribed syllabi have been organised by Departments of the college in collaboration with IQAC.

- An online talk on 'Japan Bhramanar Bichitra Kahini' organised by the Department of Assamese in collaboration with IQAC of the college.

8. Resolutions of the meeting

- To organise different workshops, Awareness Camp, FDP and Capacity Building Programme for the benefit of students, teachers and non-teaching staff.
- To organise Faculty Exchange Programme (Intra-College/Departmental)
- Upgradation of 3 (three) traditional classrooms to ICT enabled classrooms.
- Procurement of ISO Certificate.
- Registration of Alumni Association.
- Introduction of Add-on Courses under 15 (fifteen) departments of the college.
- Signing of MoUs with organization, colleges, institutions by all the 15 (fifteen) departments of the college.
- Installation of tiles in 3 (three) classrooms.
- Renovation of a classroom into ICT enabled Mini-Conference Room.
- Construction of Skyway from Administrative Building to Library Building.
- To organise National Seminar.
- Completion of construction work of New Science Building under RUSA grant.
- Purchasing of books for central library.
- Purchasing of sports good and equipment.

9. Closing Remarks

In the closing remarks the chairperson expressed his gratitude to all the members present and for their cooperation.

10. The Next Meeting will be held on 20th January' 2022.

11. The Meeting ended at 3.35 pm

12. Minutes submitted by the Coordinator, IQAC Mr. Biju Kr. Sonowal



A handwritten signature in blue ink, appearing to read 'Biju Kr. Sonowal'.

IQAC Coordinator,
LTK College, Azad, N.L.

A handwritten signature in blue ink, appearing to read 'Biju'.

Principal
L. T. K. College, Azad
North Lakhimpur



20th January^s 2022

L.T.K. College, Azad, North Lakhimpur

Minutes of the third IQAC Meeting for the year 2021-2022 of L.T.K. College, Azad, North Lakhimpur, Assam, held on Thursday the 20th January^s 2022 at Conference Hall from 12.45 pm onwards.

The meeting was presided over by Dr. Bubul Kr. Saikia, Principal and Chairperson, IQAC.

Proceedings:

1. Meeting was called by: Mr. Biju Kr. Sonowal, Coordinator, IQAC

2. Attendance:

- a. Chairperson: Dr. Bubul Kr. Saikia, Chairperson, IQAC
- b. Coordinator: Mr. Biju Kr. Sonowal, Coordinator, IQAC
- c. Teacher Members: Dr. Swapna Dutta, Mr. Manash Pratim Borah and Dr. Bhaskarjit Borah
- d. Member from Management: Dr. Arniya Rajbongshi, President, Governing Body
- e. Administrative Officer: Vacant
- f. Mr. Atul Ch. Nath, Head Assistant and Mr. Chandranath Boruah, Librarian
- g. Nominees from Students: Vacant
- h. Nominees from Alumni: Mr. Prafulla Nath, Secretary, Alumni Association
- i. Nominee from Employer: Mr. Atul Ch. Nath, Head Assistant
- j. Nominee from Industrialist: Mr. Dipak Hazarika
- k. Nominee from Stakeholders: Mr. Rajani Kumar Gogoi

3. Proceeding of the Last Meeting was read out necessary amendment as suggested by members present were made and then approved.

4. Acceptance of the agenda:

Chairperson of the IQAC, Dr. Bubul Kr. Saikia read out the agenda of the meeting and it was accepted by all the members present.

5. Assessment of the Action Plan:

Action plans of the last meeting were assessed and accepted.

6. Action Taken Report:

- a. To organise different workshops, Awareness Camp, FDP and Capacity Building Programme for the benefit of students, teachers and non-teaching staff.
 - One workshop for Teachers' Training has been organised by IQAC. Dr. Pranjal Buragohain, Asstt. Prof., Dept. of Education, Dibrugarh University attended as the Resource person in the workshop.

- A programme on Capacity Building and Behavioural Remodelling of Faculty Members organised by IQAC. Mr. Pradeep Chetry, Head of the H.R.D. and public Sector of ETHNUS, Bengaluru attended as the Resource Person.
- b. To organise Faculty Exchange Programme (Intra-College/Departmental)
 - All the departments of the college have organised faculty exchange programme.
- c. Installation of tiles in 3 (three) classrooms.
 - Tiles has been installed in three classrooms for upgrading the rooms into ICT enabled classroom.

7. Resolutions of the meeting

- Upgradation of 3 (three) traditional classrooms to ICT enabled classrooms.
- Procurement of ISO Certificate.
- Registration of Alumni Association.
- Introduction of Add-on Courses under 15 (fifteen) departments of the college.
- Signing of MoUs with organization, colleges, institutions by all the 15 (fifteen) departments of the college.
- Renovation of a classroom into ICT enabled Mini-Conference Room.
- Construction of Skyway from Administrative Building to Library Building.
- To organise National Seminar.
- Completion of construction work of New Science Building under RUSA grant.
- Purchasing of books for central library.
- Purchasing of sports good and equipment.
- Installation of DSpace software for College Library.
- Dr. Romesh Kr. Kakoti, Vice Principal of the college who served as the Administrative Officer (IQAC) has retired from his service. So, the newly appointed Vice Principal Mr. Bidyut Chutia has to be appointed as the Administrative Officer of IQAC. Mr. Atul Ch. Nath proposed his name as the new Administrative Officer, IQAC and Dr. Bhaskarjit Borah extended his support to the said proposal.
- Shri Dimple Pratim Saikia, General Secretary, Nominee from Students whose tenure as General Secretary has ended. So, the newly elected General Secretary of Students' Union Shri Dimpal Pratim Saikia has been appointed as the nominee from students.

8. Closing Remarks:

The chairperson thanked all for the active participation.

9. Next Meeting will be held on 20th April' 2022.

10. Meeting ended at 3.30 pm

11. Minutes submitted by Coordinator, IQAC Mr. Biju Kr. Sonowal



Biju Kr. Sonowal

IQAC Coordinator
LTK College, Azad, N.L.

Pradeep Chetry
Principal
L. T. K. College, Azad
North Lakhimpur



20th April' 2022

L.T.K. College, Azad, North Lakhimpur

Minutes of the fourth IQAC Meeting for the year 2021-2022 of L.T.K. College, Azad, North Lakhimpur, Assam, held on Wednesday the 20th April' 2022 at Conference Hall from 1.30 pm onwards.

The meeting was presided over by Dr. Bubul Kr. Saikia, Principal and Chairperson, IQAC.
Proceedings:

1. Meeting was called by: Mr. Biju Kr. Sonowal, Coordinator, IQAC

2. Attendance:

- a. Chairperson: Dr. Bubul Kr. Saikia, Chairperson, IQAC
- b. Coordinator: Mr. Biju Kr. Sonowal, Coordinator, IQAC
- c. Teacher Members: Dr. Swapna Dutta, Mr. Manash Pratim Borah and Dr. Bhaskarjit Borah
- d. Member from Management: Dr. Amiya Rajbongshi, President, Governing Body
- e. Administrative Officer: Mr. Bidyut Chutia, Vice Principal
- f. Mr. Atul Ch. Nath, Head Assistant and Mr. Chandranath Boruah, Librarian
- g. Nominees from Students: Sri Dimpal Pratim Saikia, General Secretary, Students' Union
- h. Nominees from Alumni: Mr. Prafulla Nath, Secretary, Alumni Association
- i. Nominee from Employer: Mr. Atul Ch. Nath, Head Assistant
- j. Nominee from Industrialist: Mr. Dipak Hazarika
- k. Nominee from Stakeholders: Mr. Rajani Kumar Gogoi

3. Proceeding of the third Meeting of the IQAC was read out and accepted by all.

4. Acceptance of the agenda:

Chairperson of the IQAC, Dr. Bubul Kr. Saikia read out the agenda of the meeting and it was accepted by all the members present.

5. Assessment of the Action Plan:

Action plans of the last meeting were assessed one by one and accepted accordingly.

6. Action Taken Report:

- a. Upgradation of 3 (three) traditional classrooms to ICT enabled classrooms.
 - Three classrooms have been upgraded into ICT enabled classrooms.
- b. Procurement of ISO Certificate.
 - ISO Certificate has been procured.
- c. Registration of Alumni Association.
 - Proposal for Registration of Alumni Association has been submitted.
- d. Introduction of Add-on Courses under 15 (fifteen) departments of the college.

- All total 22 (twenty two) numbers of Add-on courses have been approved by Dibrugarh University. Accordingly most of the departments have introduced Add-on courses.
- e. Signing of MoUs with organization, colleges, institutions by all the 15 (fifteen) departments of the college.
 - Most of the departments have signed MoUs with organization, colleges, institutions for various activities.
 - f. Renovation of a classroom into ICT enabled Mini-Conference Room.
 - One classroom has been renovated into ICT enabled Mini-Conference Room.
 - g. Construction of Skyway from Administrative Building to Library Building.
 - The Skyway from Administrative Building to Library Building has been completed and inaugurated.
 - h. Completion of construction work of New Science Building under RUSA grant.
 - The construction work of New Science Building under RUSA grant is going on.
 - i. Purchasing of books for central library.
 - Books costing Rs. 400000/- (Rupees four lakh) have been purchased under RUSA grant.
 - j. Purchasing of sports goods and equipment.
 - Sports goods and equipment costing Rs. 600000/- (Rupees six lakh) have been purchased under RUSA grant.
 - k. Installation of DSpace software for College Library.
 - DSpace software for College Library has been installed.
 - l. To organise National Seminar.
 - Proposal of National Seminar has been accepted.

7. Resolutions adopted in the meeting:

- a. Submission of IIQA and preparation of SSR.
- b. Renovation of Administrative building and campus development.
- c. Preparation of Academic Calendar for the session 2022-23.
- d. Preparation of Admission Process for the session 2022-23.
- e. Continuation of Add-on courses.

8. Closing Remarks:

The chairperson in his speech thanked all members present and informed that all HoDs would be informed immediately of today resolutions for the benefit of the students.

9. The Next Meeting will be held on 20th July' 2022.

10. The Meeting ended at 3.40 pm

11. Minutes submitted by Coordinator, IQAC Mr. Biju Kr. Sonowal



Biju Kr. Sonowal

IQAC Coordinator
LTK College, Azad, N.L.

[Signature]
Principal
L. T. K. College, Azad
North Lakhimpur