



Minutes of the IQAC Meetings

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



2020-2021



9th March' 2020
L.T.K. College, Azad, North Lakhimpur

An urgent meeting of the IQAC was held on 9th March'2020 at 1 p.m.

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: Vacant
 - e. Administrative Officer: Mr. Atul Ch. Nath, Head Assistant and Mr. Chandranath Boruah, Librarian
 - f. Nominees from Students: Vacant
 - 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

Mr. Biju Kumar Sonowal, Coordinator, IQAC narrated the purpose of the meeting which was to rectify the committee of IQAC.

3. 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.

4. Resolutions adopted are as follows:

- a. As Dr. Bonti Howborah, President, Governing Body has completed her tenure of service as the President of Governing Body. So, the newly appointed President of Governing Body Dr. Amiya Rajbonshi has to be appointed as the Member from Management. Dr. Swapna Dutta proposed her name as the new Member from Management and Sri Biju Kumar Sonowal extended his support to the said proposal.
- b. Sri Baharul Islam, Vice Principal of the college who also served the Administrative Officer (IQAC) has retired from his service. So, the newly



appointed Vice Principal Dr. Romesh Kumar Kakoti has to be appointed as the Administrative Officer of IQAC. Mr. Manash Pratim Borah proposed his name as the new Administrative Officer, IQAC and Sri Atul Chandra Nath extended his support to the said proposal.

- c. Shri Subhash Saikia, General Secretary, Nominee from Students whose tenure as General Secretary has ended. So, the newly elected General Secretary of Students' Union Shri Arup Saikia should be appointed as the nominee from students.

5. Closing Remarks

The chairperson in his speech offered his thanks to all.

6. The Next Meeting will be held on 18th April' 2020.
7. The Meeting ended at 2.30 pm
8. Minutes submitted by Coordinator, IQAC Mr. Biju Kr. Sonowal

Maikie
Principal
LTK College, Azad
North Lakhimpur

Biju Kr. Sonowal
IQAC Coordinator
LTK College, Azad, N.L.



New IQAC Committee of L.T.K. College w.e.f. 10th March' 2020 as per the decision of the IQAC meeting held on 9th March' 2020

1. Chairperson: Dr. Bubul Kr. Saikia, Chairperson, IQAC
2. Coordinator: Mr. Biju Kr. Sonowal, Coordinator, IQAC
3. Teacher Members:
 - a. Dr. Swapna Dutta
 - b. Mr. Manash Pratim Borah
 - c. Dr. Bhaskarjit Borah
4. Member from Management: Dr. Amiya Rajbongshi, President, Governing Body
5. Administrative Officers:
 - a. Dr. Romesh Kr. Kakoti, Vice Principal
 - b. Mr. Atul Ch. Nath, Head Assistant
 - c. Mr. Chandranath Boruah, Librarian
6. Nominees from Students: Sri Arup Saikia, G. Secy, Students' Union
7. Nominees from Alumni: Mr. Prafulla Nath, Secretary, Alumni Association
8. Nominee from Employer: Mr. Atul Ch. Nath, Head Assistant
9. Nominee from Industrialist: Mr. Dipak Hazarika
10. Nominee from Stakeholders: Mr. Rajani Kumar Gogoi


IQAC Coordinator
LTK College, Azad, N.L.


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



16th July' 2020

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

Minutes of the first IQAC Meeting on **Online mode** due to lock down for the year 2020-2021 of L.T.K. College, Azad, North Lakhimpur, Assam, held on Thursday the 16th July' 2020 on the **Zoom App** from 2.00 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 18th July' 2019.



- a. The authority should take initiatives to increase the numbers of books in library.
 - Owing to Covid-19 crisis most of the text books are not available in the market. Even then in this year a total of five hundred text books have been added in the library.
- b. Field Study, industrial visits, educational tours should be initiated by all the Departments so that students can have better exposure.
 - Most of the Departments of the college have conducted Field Study, Industrial Visits, Educational Tours so that students can have better exposure.
- c. Students should be involved in all the activities of the cells, committees, clubs etc. of the college and they should also be permitted to take part in such activities organised by NGOs and GOs from time to time.
 - The cells, committees, clubs etc. of the college organizes various activities in and outside the college campus from time to time. In such activities all the students are incorporated to take part actively.
- d. AQAR should be submitted in due time.
 - AQAR submitted on 21/8/2021.
- e. Feedback mechanism should be developed so that feedback from students, teaching and non-teaching staff, parents/guardians, alumni and other stakeholders can be taken and analysed.
 - Online Feedback mechanism has been adopted for students which are analysed.
- f. Each Departments should take some initiatives so that students' attendance in library should be increased.
 - Teachers have been allowed a class to be taken in college library.
- g. Coordinator of IQAC should monitor all the Departmental Activities (including Seminars, Workshops, Field visit, Educational tours etc.)
 - Coordinator of IQAC has been invited by all the Departments to monitor all the Departmental activities.
- h. All the Departments Should prepare an Annual Departmental Report and submit the same to the Coordinator, IQAC at the end of each session.
 - All the Departments have prepared the Annual Departmental Report and submitted the same to Coordinator, IQAC.



- i. Seminars/talks/workshops on topics related to current issues should be organised for the benefits of students and local inhabitants.
 - Seminar on 'New Education Policy' 2019' has been successfully organised in the college.
- j. Seminars/Workshops for the benefit of the students in their academic and professional life should be organised from time to time.
 - Two Day Workshop on 'Personality Development and Soft Skill'
 - One Day Workshop on "Presentation Skill and Critical Thinking" have been successfully organised in the college.
- k. IQAC Coordinator should hold a meeting annually with the students' union and discuss their grievances.
 - Coordinator, IQAC hold a meeting the Students' Union Body and accordingly placed a proposal of the meeting to the principal.

Resolutions adopted in the 2nd Meeting of the IQAC on 18th October' 2019.

- a. All the Departments should be completed the syllabi in the stipulated time.
 - Most of the Departments have completed the syllabi in the stipulated time as per the report submitted to the Coordinator, IQAC.
- b. Tutorial classes as per the needs of the Departments should be taken.
 - A few of the Departments have undertaken tutorial classes for the slow learners.

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 analysed the results of the ODD Semester and submitted a report on the findings of the results to the Coordinator, IQAC.
- 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.
 - All the Departments have prepared an Action Plan under the guidance of the IQAC for the weaker students who have showed poor performance in the ODD Semester Examination and agreed to undertake tutorial/extra classes as per need of the students.

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



- a. All the Departments should be asked to take tutorial classes as per their needs.
 - All the Departments welcomed the decision of taking tutorial classes especially for the weak learners and a few Departments have undertaken the task seriously by organising such classes for the benefit of the students.
- b. All the teachers should be prepared to arrange online classes in case the situation of Covid Crisis keep on rising leading to closing of college.
 - All the teachers had taken successfully ONLINE CLASSES in the previous lockdown periods and are now well prepare to do the same if situation demands.

8. Resolutions adopted in the meeting

- a. Proper Protocols of Covid-19 as directed by the Govt. should be implemented in the college campus.
- b. Sanitation facilities should be installed in the college campus.
- c. The authority should take initiatives to increase the numbers of books in library.
- 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.
- e. If Covid-19 situation demands "ONLINE CLASSES" for the benefit of the students should be undertaken as per the Govt. guidelines.
- f. AQAR should be submitted in due time if Covid-19 situation improves.
- 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.
- h. Seminars/Workshops for the benefit of the students in their academic and professional life should be organised from time to time.
- i. Construction and Renovation work should be well monitored and should be completed in the stipulate time.

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

10. **The Next Meeting will be held** on 16th October' 2020.

11. **The Meeting ended at** 5.00 pm

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

IQAC Coordinator
LTK College, Azad, N.L.

Principal
LTK College, Azad
North Lakshimpur



16th October' 2020

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

Minutes of the second IQAC Meeting on **Online mode** due to lock down for the year 2020-2021 of L.T.K. College, Azad, North Lakhimpur, Assam, held on Friday the 16th October' 2020 on **Zoom App** 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

- a. Proper Protocols of Covid-19 as directed by the Govt. should be implemented in the college campus.
 - 'Wearing of Mask' inside the college campus has been made mandatory by the college authority,



- b. Sanitization facilities should be installed in the college campus.
- Sanitization facilities in the college campus have been made available in the college campus.
- c. The authority should take initiatives to increase the numbers of books in library.
- Invitation for new tenders for purchasing books has been placed.
- 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 types of Field Study, industrial visits, educational tours from the college have been cancelled for the current year with strict notice.
- e. If Covid-19 situation demands "ONLINE CLASSES" for the benefit of the students should be undertaken as per the Govt. guidelines.
- All teachers of our college have taken 'Online Classes' during the 2nd lockdown period and are well prepared to do so if situations demand.
- f. AQAR should be submitted in due time if Covid-19 situation improves.
- AQAR has been prepared but could not submit in due time due to Covid-19 situation.
- g. Online Webinars/Seminars/talks/workshops on topics related on current issues and other related topics prescribed in the syllabus should be organised for the benefits of students.
- All the Departments are informed to organise Online Webinars/Seminars/talks/workshops on topics related on current issues and other related topics prescribed in the syllabus should be organised for the benefits of students. Accordingly, 5 online webinars have been successfully organised by the various Departments of the college.
- h. Seminars/Workshops for the benefit of the students in their academic and professional life should be organised from time to time.
- Communication has been established with ICT Cell, Tezpur University to organise a workshop on professional skill.
- i. Construction and Renovation work should be well monitored and should be completed in the stipulate time.
- Construction and renovation works have been started.

8. Resolutions of the meeting

- a. All the Departments should complete the syllabi in the stipulated time.



- b. Tutorial/extra classes should be taken to complete the syllabi.
- c. Question papers of the previous exams should be discussed in the classroom.
- d. Online Classes should be taken if situation demands.
- e. Students should be prepared for online examination.

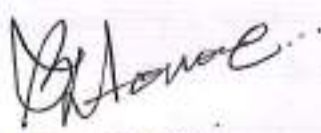
9. Closing Remarks

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 16th January' 2021.

11. The Meeting ended at 4.25 pm

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


IQAC Coordinator
LTK College, Azad, N.L.


Principal
LTK College, Azad
North Lakhimpur



16th January' 2021

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

Minutes of the third IQAC Meeting for the year 2020-2021 of L.T.K. College, Azad, North Lakhimpur, Assam, held on Saturday the 16th January' 2021 at Conference Hall 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 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. All the Departments should complete the syllabi in the stipulated time.
 - All the Departments have completed the syllabi in the stipulated time.
- b. Tutorial/extra classes should be taken to complete the syllabi.
 - Some of the Departments have undertaken Tutorial/extra classes to complete the left-out syllabi
- c. Question papers of the previous exams should be discussed in the classroom.



- Question papers of the previous exams have been discussed in the classroom as well as through online mode and queries of the students have been delt carefully by the teachers.
- d. Online Classes should be taken if situation demands.
- Although, such situation did not arise but teachers are of the vies that 20% of the syllabi should be taught through online mode.
- e. Students should be prepared for online examination.
- Students are well guided for the online examination to be held.

7. Resolutions of the meeting

- c. 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.
- d. 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.
- e. Brief revision exercise of the previous and current semester syllabi should be conducted.


8. Closing Remarks:

The chairperson thanked all for the active participation.

9. Next Meeting will be held on 16th April' 2021.

10. Meeting ended at 4.30 pm

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


IQAC Coordinator
LTK College, Azad, N.L.


Principal
L.F.A. College, Azad
North Lakhimpur



16th April 2021

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

Minutes of the fourth IQAC Meeting for the year 2020-2021 of L.T.K. College, Azad, North Lakhimpur, Assam, held on Friday the 16th April 2021 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. Arniya 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, General Secretary, 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 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. 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 analysed the students' results of the ODD Semester Examination and have submit a report on findings of the results to the Coordinator, IQAC.
- 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.



- All the Departments have prepared an Action Plan under the guidance of the IQAC for the weaker students who have showed poor performance in the ODD Semester Examination and accordingly agreed to take tutorial and extra classes for those weaker students.
- c. Brief revision exercise of the previous and current semester syllabi should be conducted.
- As per the reports submitted by the Departments, teachers of each department have been taking extra classes to clear the concept of the previous semester.

7. Resolutions adopted in the meeting:

- a. All the teachers should provide study materials to the students as study materials are yet to be available in market.
- 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.
- c. Google Classroom for each semester should be opened for providing study materials.

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 16th July* 2021.

10. The Meeting ended at 4.40 pm

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

IQAC Coordinator
LTK College, Azad, N.L.

Principal
LTK College, Azad
North Lakshmipur