



Office of the
Internal Quality Assurance Cell
Lumding College
Lumding, Hojai, Assam, 782447



Ref No:- LC/IQAC/ ----

Date:- -----

IQAC Minutes of Meeting and Action Plan
Session 2020-2021

Minutes of the IQAC meeting held on 22/06/20

Minutes	Action Taken
To conduct online seminars/workshop on COVID-19 issues.	Conducted.
To conduct online seminars/workshop on Academic matters.	Process initiated and Conducted.
To conduct online classes regularly and make necessary arrangement for online internal assessment of students of different semester.	Process initiated and Conducted.

Minutes of the IQAC meeting held on 12/10/20

Minutes	Action Taken
To conduct internal assessment of students of all semester through home assignment as per Gauhati University directives.	Conducted.
To conduct Students Feedback and Student Satisfaction Survey in a phased manner and for that a committee is constituted for Feedback collection and analysis.	Conducted.

Minutes of the IQAC meeting held on 27/01/2021

Minutes	Action Taken
National and international importance needs to be observed regularly by the departments and existing committees.	Observed.
AQARs (Pending) will be prepared and submitted within May, 2021.	Not Completed.
To co-option more teacher members in the IQAC.	Co-opted.

Minutes of the IQAC meeting held on 24/02/21

Minutes	Action Taken
Academic calendar of the College be prepared for the next session.	Completed.
Resolved that International Women's Day, World Environment Day and International Yoga Day be organised in the College Campus like earlier years by maintaining existing COVID -19 protocol.	Organised.



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To conduct workshop etc. in association with collaborating agencies in the field of industry and career development.	Conducted.
Minutes of the IQAC meeting held on 20/05/21	
Minutes	Action Taken
To organize academic and other student enrichment programme in association with other academic institutions.	Organised.
To conduct World Ozone Day in the Campus.	Organised.
To conduct internal assessment of students of all semester and home assignment as per Gauhati University directives.	Conducted.
To conduct Students Feedback and Student Satisfaction Survey in a phased manner and for that a committee is constituted for Feedback collection and analysis.	Conducted.
Minutes of the IQAC meeting held on 17/09/21	
Minutes	Action Taken
To take necessary steps for submission of Pending AQARs.	Process initiated.
To organize extension and outreach programme regularly.	Conducted.
To organize more career counseling workshop.	Conducted.
Minutes of the IQAC meeting held on 04/12/21	
Minutes	Action Taken
To follow up the action plan taken by various committees and cells.	Reviewed.
To organize more awareness and out-reach programme with participation of students.	Process initiated and Conducted.
To finalise the report of different cells and committees for preparation of pending AQARs.	Process initiated.




 Chairperson,
 IQAC,
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