

## **Minutes of the Meeting of IQAC**

**Uttar Barpeta College**

**Date:- 23/03/2023**

**Place:- IQAC Room**

Agenda:-

- 1) Discussion about the ways of preparing Teaching Plan,
- 2) Discussion about the ways of preparing Class Diary or Work Diary,
- 3) Discussion about the Academic Calendar of the college.

Names of the attendees:-

- (1) Mazedah Ahmed, i/c Principal , (2) Dr. Abdul Kaddus Khan, Member
- (3) Dr. Sikder Babul Hussain, Member, (4) Shahadat Hussain, Asstt. Coordinator
- (5) Jahidul Islam Khan, Coordinator, (6) Abdul Khaleque, Asstt. Coordinator
- (7) Dr. Tapan Ch. Nath, Member, (8) Md. Nazrul Islam, Asstt. Professor, Dept. of Economics

Today on 23/03/2023 a meeting of IQAC of Uttar Barpeta College is held in the IQAC Room and the members discuss about the ways of preparing Teaching Plan and Work Diary. The meeting also discuss about the necessity of preparing Academic Calendar of the college.

The following resolutions are taken in the meeting held today on 23/03/2023:-

- 1) The IQAC Coordinator Jahidul Islam Khan is advised to meet other coordinators of nearby colleges to know the procedure of preparing Teaching Plan and Work Diary.
- 2) It is also resolved to provide the copies of the Academic Calendar to the teaching staff for maintaining the records.

At last, the meeting is concluded with vote of thanks.

Mazedah Ahmed, i/c Principal

Jahidul Islam Khan, Coordinator