

Minutes of the Meeting for the Formation of IQAC

Uttar Barpeta College

Date of Meeting:- 03/12/2011

Time:-1-00 PM

Venue:- Principal's Office Room

Agenda:-

- 1) Chair taking of the Principal,
- 2) Purpose of the meeting,
- 3) Discussion on the importance and necessity of the formation of IQAC of the college,
- 4) Miscellaneous if any.

Today on 03/12/2011 a meeting of Uttar Barpeta College is held in the Office of the Principal with a view to form the Internal Quality Assurance Cell (IQAC) of the college. The Principal of the college, Jaher Ali, presides over the meeting and he points out the significance, necessity and functions of the Internal Quality Assurance Cell (IQAC) of a college. As per the guidelines and norms of the National Assessment and Accreditation Council (NAAC) the IQAC is necessary to derive an understanding of the quality status of a higher educational institution. So, the Principal emphasizes to form the IQAC of our college and all the teachers agree with his proposal.

Norms for Composition of IQAC:-

IQAC may be constituted in every institution of higher education under the chairmanship of the Head of the institution. As per the guidelines and norms of the NAAC and UGC the criteria and principles of the composition of the IQAC of a higher educational institution are as follows:-

- (1) Head of the institution as Chairman,
- (2) A few senior administrative officers,
- (3) Three to eight teachers,
- (4) One member from the management,
- (5) One of the active teachers as the Co-ordinator of the IQAC.

Formation of IQAC of Uttar Barpeta College:-

On the basis of the guidelines and norms of the NAAC and the UGC the Internal Quality Assurance Cell (IQAC) of Uttar Barpeta College is unanimously formed today for the first time to initiate, plan and supervise various activities that are necessary to increase the quality of education imparted in our college.

Membership Details of IQAC of Uttar Barpeta College:-

- (1) Jaher Ali (Principal):- Chairman
- (2) Md. Shahadat Hussain:- Co-ordinator, (3) Abdul Khaleque:- Asstt. Co-ordinator
- (4) Jahidul Islam Khan:- Asstt. Co-ordinator, (5) Abul Khayer Ahmed:- Administrative Officer
- (6) Afzal Hoque Khan:- Administrative Officer, (7) Abul Hussain:- Member
- (8) Abdul Kaddus Khan:- Member, (9) Tapan Ch. Nath:- Member
- (10) Faroque Hassan Siddiki:- Member, (11) Sikder Babul Hussain:- Member
- (12) Jabbar Ali:- Member, (13) Mufassal Hussain:- Management Member,
- (14) Jakir Hussain:- Ex-student Member, (15) Hena Easmin:- Ex-student Member.

After the formation of the IQAC of our college with the above mentioned members the meeting is concluded with vote of thanks.

Dr. Jaher Ali, Principal

Jahidul Islam Khan, Asstt. Coordinator