

Minutes of the Meeting of IQAC

Uttar Barpeta College

Date:- 04/04/2023, Time:- 1-00 PM

Place:- Principal's Office Room

Agenda:-

(1) Selection of the President and acceptance of chair, (2) Purpose of the meeting, (3) Handovering the charge of Extension Cell, (4) Discussion on the publication of college magazines and prospects, (5) Payment purpose of the SSR 2nd installment fee and logistic fee, (6) Discussion on Academic Calendar of our college.

Names of the attendees of the IQAC members:-

(1) Mazeda Ahmed, Principal i/c, (2) Mufassal Hussain, (3) Dr. Sikder Babul Hussain, (4) Shahadat Hussain, (5) Jahidul Islam Khan, (6) Abul Khayer Ahmed, (7) Abdul Khaleque, (8) Abul Hussain, (9) Dr. Abdul Kaddus Khan, (10) Dr. Jabbar Ali

Today on 04/04/2023 a meeting of the IQAC of Uttar Barpeta College is held in the Office Room of the Principal. The resolutions adopted in the earlier meeting held on 22/03/2023 are hereby confirmed with immediate effect. The i/c Principal of the college presides over the meeting. Discussions are held on all the topics of the agenda except the Agenda No. 4 and all are encouraged to be prepared for NAAC inspection and all are agreed to prepare all the records of teaching plan, work diary, different cells and the mentor-mentee system. The payment purpose of SSR 2nd installment fee and logistic fee is also discussed in the meeting and all are agreed to pay the fees in due time i.e. on or before May 20, 2023.

The following resolutions are also taken in the meeting held on 04/04/2023:-

- 1) The i/c Principal of the college takes over the charge of the chairperson of IQAC and accordingly presides over the meeting.
- 2) The meeting feels that the i/c Principal and the former permanent Principal should be inevitably present during the probable NAAC inspection.
- 3) The meeting resolves that the required expenditure to be incurred for the NAAC inspection will be borne from the college fund.
- 4) The meeting also resolves that the Chairman of the GB of the college should be requested to transfer the SBI account to the i/c Principal for time being operation for NAAC inspection.

5) The meeting forms an Advisory Committee for NAAC connected particulars like making of upto date positions of class building, library activities, green field, banners, books, Academic Calendar, all departmental and cell activities, canteen and other related things to be executed, activated and completed on or before NAAC inspection. The Advisory Committee is formed with the following members:-

(a) Abul Khayer Ahmed,

(b) Abul Hussain,

(c) Dr. Abdul Kaddus Khan,

(d) Dr. Jabbar Ali ,

(e) Dr. Sikder Babul Hussain,

(f) Jahidul Islam Khan.

6) The meeting thoroughly reviews the SSR already uploaded and resolves that the enclosures as indicated in the SSR as view documents, audit reports, CA reports, etc. should be kept in ready position at the hands of the IQAC Coordinator within a week. The Coordinator is requested to manage all the enclosures without fail.

7) The Coordinator will supervise all the related matters for acceleration of all works.

8) The meeting resolves that department wise mentor should be formed for a time being to face NAAC inspection following the mentor system already uploaded in SSR.

At last, the meeting is concluded with vote of thanks offered by the IQAC Coordinator.

Mazeda Ahmed, i/c Principal

Jahidul Islam Khan, Coordinator