

Meeting of IQAC

Page No.:

Date: 31/05/22

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An emergent meeting of ~~held~~ all HOD of South Sakma College is held on 31st May, 2022 at the Teachers' Common Room at 1:30 PM under the chairmanship of Dr. Mozibor Rahman, Co-ordinator of IQAC to discuss and start NAAC related departmental activities. Following resolutions have been resolved unanimously.

Agenda:

- 1) NAAC related departmental activities.
- 2) Miscellaneous.

Signatures

1. Dr. Mozibor Rahman, Coordinator, IQAC
2. Dr. Riazul Hoque, HOD, English
3. Dr. Rokibul Islam
4. Abul Hussain
5. A. Rashid Ansari
6. Dr. Moimul Hoque
7. Shahar Uddin (Asst. Prof.)
Maths
8. Dr. Jahangir Uddin Bhuyan
9. Sashin Kumar
10. Sheikh Azmat Hoque

Resolution No-1:

The meeting discussed and resolved to start all departmental activities related to NAAC Assessment with immediate effect.

Resolution No-2:

The meeting resolved that all departments must have to keep the following records in proper manner.

1. Class Register (Teachers & Students Register)
2. Academic Calendar and Syllabus.
3. Marks Sheet / Record of final Exam.
4. Class distribution Record.
5. Teaching Plan / Lesson Plan.
6. Departmental Procedure Book.
7. Library Records, list of books etc.
8. Seminar / Workshop / group discussion Record.
9. Students' Enrollment Record.
10. Students' Result Record.
11. Students & Teachers Award Record.
12. Outgoing students placement Record.
13. Alumni Record.
14. Tutorial / Remedial class Record.
15. Class Routine.
16. Internal Assessment Record.
17. Home Assignment Record.
18. Students' Application Record.
19. National / International / Departmental Seminar Record.
20. Official notice Record.
21. Teachers' Individual Record / Publication.
22. Stock Book Register.
23. Others.

Finally, the meeting is ended with vote of thanks,

[Signature]
15/5/2022
Co-ordinator
South Salmara College