## General Staff (Teaching and Non-Teaching) Meeting Academic Year: 2023

## INTERNAL QUALITY ASSURANCE CELL (IQAC) INDIRA GANDHI COLLEGE, BOITAMARI, BONGAIGAON, ASSAM

Hasen All Ahmed Assurance Cell (IQAC), E mall: tqucigcollegebtm2023@gmail.com

## NOTICE

The meeting of the Internal Quality Assurance Cell (IQAC), Indira Gandhi College, Boitamari will be held on 11st February, 2023 at 2:00 PM in Room No. 01 of the College. The agenda of the meeting is detailed herewith. Hon. Narayan Medhi, Principal and Chairperson, Internal Quality Assurance Cell (IQAC), Indira Gandhi College, Boitamari will preside over the meeting. All Teaching and non-Teaching staff of Indira Gandhi College are therefore requested to kindly make it convenient to attend the meeting.

## The agenda items proposed are as detailed below:

1. Action taken report of previous meeting,

Ref. No.: IQACIGC/2023/J/01

- 2. To explain academic activities and future plan of the College,
- 3. To discuss the leave records of Teaching and non-teaching staff of the College,
- 4. To explain rules and regulations of attendance (Teaching, non-teaching staff and students),
- To discuss use of punching machine for attendance,
- 6. To discuss the time table of the course,
- Allotment of mentors.

8. To discuss about NEP, ADD on course and preparation of NAAC

Thanks and Regards,

Dr. Hasen Ali Ahmed

Coordinator,

Internal Quality Assurance Cell

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Date: 28/01/2023

January 30-01-23 30-01-2023