



Government of West Bengal

GOVERNMENT GENERAL DEGREE COLLEGE, MANGALKOTE Internal Quality Assurance Cell

Panchanantala, Khudrun Dighi, Mangalkote, Burdwan-713132, Dist.- Burdwan

Email: ggdc Mangalkote@gmail.com; *Website:* http://mangalkotegovtcollege.org

NO.: IQAC/05(Min.)/2022

DATE: 12.04.2022

Minutes of the meeting held on 12.04.2022

The meeting of the IQAC with all the conveners/co-conveners/programme officer and the members of **the IQAC committee, NAAC committee** and **NSS committee** of this college was conducted on 12.04.2022 in the chamber of the Officer-in-Charge at 01.30 PM.

The meeting was chaired by Dr. Pradipta Kumar Basu, Officer-in-Charge. Dr. Debraj Biswal, Coordinator, IQAC began the meeting by addressing the gathered faculty members about the purpose of the discussions scheduled for the day. Following this, the agenda were taken up serially by the Coordinator and valuable insights, suggestions and/or opinions were sought from the attendees. A brief overview of the discussion and the decisions have been enumerated below.

1) *Finalization of the AQAR reports for all previous and current years along with their supporting documents:*

The AQAR reports of the previous years (**2015-16, 2016-17, 2017-18, 2018-19** and **2019-20**) have already been compiled by the earlier Convener of NAAC committee and Coordinator of IQAC committee. However, they are short of a few supporting documents. It was decided that the said documents will be enlisted and worked upon jointly by the Coordinator of IQAC committee and the present Conveners of NAAC committee by **30.04.2022**.

It was proposed that the **AQAR (Part B)** of the academic sessions **2020-21** and **2021-22** will be prepared by the combined efforts of all the faculty members of the college. The faculty members agreed to the proposal and accordingly, they were divided into groups as under:

Criterion I: Mr. Molla Hafizur Rahaman, Mr. Keshab Chandra Saha, Ms. Tinat Rukshana

Criterion II: Dr. Akash Kedia, Mr. Dinesh Maity, Mr. Debashis Biswas

Criterion III: Dr. Debasish Kundu, Ms. Tahira Tashneem, Dr. Animesh Mondal

Criterion IV: Dr. Akash Kedia, Dr. Debasish Kundu, Mr. Debaditya Dutta

Criterion V: Mr. Hirak Kumar Sinha Mahapatra, Mr. Sk. Sahafur Hoque, Ms. Anamika Mukherjee

Criterion VI: Ms. Sanchari De, Ms. Suchismita Das, Ms. Moumita Mazumder

Criterion VII: Ms. Madhumita Chakraborty, Mr. Aritra Rudra, Mr. Khokan Sheikh

They were requested to submit the first draft of the AQAR of the aforementioned academic sessions within **30.04.2022**. Soft copies are to be mailed to the Coordinator, IQAC (iqac.ggdc@gmail.com) as well as the Conveners, NAAC (rajfps@gmail.com, pinaki.roy88@gmail.com). Hard copies of the same are also to be submitted to the Coordinator, IQAC and Conveners, NAAC.



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2) *Finalization of the previous academic calendar and preparation of the current academic calendar:*

It was proposed that the Academic Calendars of the sessions 2019-20, 2020-21 and 2021-22 will be prepared by the following faculty members –

2019-20: Mr. Hirak Kumar Sinha Mahapatra, Dr. Animesh Mondal

2020-21: Ms. Madhumita Chakraborty, Ms. Sanchari De

2021-22: Mr. Keshab Chandra Saha, Mr. Dinesh Maity

The faculty members agreed to this and they were requested to submit the soft and hard copies of the same by **30.04.2022** to the email addresses and/or concerned authorities as mentioned in the preceding section.

3) *Present status of feedback form of all departments:*

Since the feedbacks of the current students have not been taken by all the departments it was decided that they will take up the course of action, complete the task and submit the SSS reports to the IQAC by **06.05.2022**. The email addresses mentioned earlier can be used for mailing the soft copies.

To facilitate this activity, the Heads of all the departments were requested to mention the number of the feedback forms that will be required by them. **Their requisition are to be mentioned in the faculty WhatsApp group by 16.04.2022** so that the office can be intimated accordingly. Further, the Heads [or their representative(s)] will be collecting the feedback forms from the office to execute the task. All the faculty members welcomed the decision.

4) *Possibility of NAAC and preparation of a proposal for the infrastructural development of the educational institution:*

The IQAC and the NAAC committees are progressing slowly but steadily and will soon be able to submit the AQAR through the online submission system. For this purpose, the Coordinator of the IQAC committee and the Conveners of the NAAC committee will regularly check the corresponding website to keep a track of the dates of submission (and/or extension) of the AQARs.

All the faculty members were requested to offer suggestions for infrastructural development of the educational institution by posting their views **in the faculty WhatsApp group by 16.04.2022**. The views are to be compiled by Mr. Pinaki Roy, Co-Convener, NAAC committee and forwarded to the Chairperson and the Coordinator of the IQAC committee. The decision was agreed upon by all the members present.



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5) Report from NSS regarding all their activities from the past till date along with supporting documents:

The Programme Officer, NSS committee has prepared a list of activities conducted so far since its inception in 2019. He was requested to submit the supporting documents and the photographs (in separate folders for each event in different academic sessions) to the Chairperson and the Coordinator of the IQAC committee as well as the Conveners of the NAAC committee by **30.04.2022**. He agreed to do so.

6) CAS of the faculties:

The faculty members with pending promotions (following CAS) were requested to submit all their documentations (in hard copy) to the Coordinator of the IQAC committee by **06.05.2022** for further processing.

7) Matters arising:

There were no matters that needed further discussions as such. However, the Coordinator of the IQAC committee requested the Convener of the **Cultural Committee** and Head, **Department of Bengali** to take initiatives for celebration of '**Rabindra Jayanti**' in the coming month. They greeted the proposal with warmth.

Eventually, the meeting met its closure with expression of gratitude to the Chair.