



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/13(Min.)/2022

DATE: 01.06.2022

MINUTES OF THE MEETING HELD ON 01.06.2022

The meeting of the IQAC with all the faculty members of this college was conducted on 01.06.2022 in the chamber of the Officer-in-Charge at 12.30 PM.

The meeting was chaired by Dr. Pradipta Kumar Basu, Officer-in-Charge. It began with the briefing by Dr. Debraj Biswal, Coordinator, IQAC about the agenda to be discussed. This was followed by elaborating the topics sequentially by the Coordinator to create room for analysis by the attendees and plan the future course of action. The discussions that unfolded have been detailed hereunder.

1) Status of the AQAR reports for all previous and current academic sessions:

The faculty members tried their best to submit the AQARs of the academic sessions **2019-20**, **2020-21** and **2021-22** as agreed upon in the earlier IQAC meeting. However, some submissions are incomplete (i.e., lack data and write up for one particular academic session altogether) while some others lack supporting documents and/or other detailing. Here it needs to be mentioned that no communication related to Criterion V has been made till date. After careful consideration it was decided that all such unfinished documentations are to be completed and submitted by **20.06.2022**. Completed documents are to be mailed at iqac.ggdcm@gmail.com and naacggdcm@gmail.com.

2) List of documents required for completion of previous AQAR reports:

Mr. Pinaki Roy, Co-Convener, NAAC Steering Committee prepared a list of supporting documents required upon the request of the Coordinator, IQAC. The list has been furnished below –

ACADEMIC YEAR	LIST OF SUPPORTING DOCUMENTS REQUIRED
2015-2016	NIL
2016-2017	Legal awareness camp on ragging, anti-trafficking, RTI etc on 28.02.2017 Flag hoisting on the occasion of Independence and Republic Day Annual sports Teachers' day celebration Clean campus programmes



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2017-2018	Legal awareness camp on 24.08.2017 Flag hoisting on the occasion of Independence and Republic Day Annual sports Teachers' day celebration Campus cleaning initiatives and awareness programmes Programme on menstrual hygiene Women's rights Career counseling Wall Magazine
2018-2019	Botanical excursion A visit to museum (Dept. of Zoology) A visit to poultry (Dept. of Zoology) Tree plantation programme on 23.02.2019 Electoral awareness programme International Women's Day on 08.03.2019 Gandhi Punyaha Day and Library cleaning National Youth Day Safe Drive Save Life Visit to Khudrun Primary School Visit to Singot Rural Hospital Kanyasree club monthly meetings Environmental awareness programme NSS special camping – Education and Health for All from 23.03.2019 to 30.03.2019 STD awareness Academic and career counseling Rural development Wall Magazine

Dr. Animesh Mondal and Mr. Aritra Rudra volunteered to take up the task for compiling the abovementioned documents [pictorial (where applicable) + notices]. It was decided that they will be submitting them by **25.06.2022**. The documents are to be mailed at iqac.ggdc@gmail.com and naacggdc@gmail.com.

3) Status of the previous and current academic calendars:

Academic calendars for the sessions 2020-21 and 2021-22 have been received by the IQAC. However, submission of the same for the academic session 2019-20 is still pending. The concerned faculty members were asked to submit it by **06.06.2022**. The document is to be mailed at iqac.ggdc@gmail.com and naacggdc@gmail.com.

4) Teachers' feedback on syllabus and its transaction at the institution:

The fulfillment of Criterion I requires this feedback from the teachers. As such, it was decided that a questionnaire-based survey will be conducted among the faculty members to collect their feedback. For this purpose, the Coordinator, IQAC and Conveners, NAAC will be preparing the questionnaire in a Google Form and the link will be posted in the college



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website. The faculty members will be asked to visit the same and submit their answers within the stipulated time. The process is to be completed by the end of the current academic session. All the faculty members present gave their consent to this.

5) *Parents-Teachers' Meeting:*

It was unanimously decided that a "Parents-Teachers' Meeting" will be organized some time in August or September, 2022 to discuss the progress of the students with their parents. This was planned to help the students get parental support with respect to their pace of learning.

6) *Celebration and/or observation of events in the upcoming academic session:*

Keeping in mind the institutional best practices and the all-round development of the students some significant events like the 75 years of completion of Indian independence were proposed to be observed in the next academic session. Everyone expressed their willingness and it was decided that different relevant committees and/or Departments will be assigned responsibilities to organize cultural programmes, awareness campaigns, webinars, competitions and the likes for successful conduction of these events. It was further decided that such committees and departments will be notified well ahead time to enable them execute their plans fruitfully.

7) *Wall magazine:*

In order to motivate the students to showcase their writing/drawing/sketching/calligraphy skills it was proposed that a central wall magazine will be published by the institution annually. For this purpose, it was decided that the 'Publication Committee' will be undertaking the major responsibility and will be aided by Departments of English and Bengali for choosing and/or editing the articles submitted by the students. The decision was accepted enthusiastically by all concerned.

8) *Redesigning the admission brochure to fulfill all the criteria prescribed by the UGC:*

The admission brochure of our institution should reflect its best practices, zero tolerance to ragging and sexual harassment and its ecofriendly strategies for sustainable development. Since these salient features were lacking from the brochure it was decided that Dr. Suchismita Das and Ms. Tahira Tashneem will be redesigning its English version for the upcoming admissions. The Bengali version of the brochure will be prepared by the faculty members of the Department of Bengali. They were requested to begin their work at the earliest such that both the English and Bengali versions are completed by **15.06.2022**. Everyone agreed to this.



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9) Orientation Programme for the newly admitted students in the academic session 2022-2023:

To facilitate the newly admitted students understand the subject combinations being offered by the college, about various scholarship schemes, best practices of the institution and campus rules an 'Orientation Programme' was proposed to be conducted annually. Mr. Hirak Kumar Sinha Maha Patra and Mr. Molla Hafizur Rahaman volunteered to explain the subject combinations (as per CBCS curriculum of the affiliating University) and scholarship schemes the students can avail, respectively. Additionally, the Conveners of the Students Affairs Committee, Anti-ragging Committee, NSS Committee and the Visakha Cell were requested to plan and organize this programme to benefit the students getting admitted to this college. Making provision for a grievance box meant for the students was highlighted as well. None raised any objections to these proposals.

10) Valuable inputs from the Conveners, NAAC steering committee (if any):

Mr. Pinaki Roy, Co-Convener, NAAC Steering Committee briefed about the workplan designed by him for the academic enrichment of our institution while adhering to the various key indicators under different criteria in Part B of the AQAR proforma. For instance, he explained about the implementation and inclusion of the mentor-mentee programme in the routine. Then he highlighted some important indicators like situatedness of the institution, inclusivity, student diversity, career counselling, dealing with the internal examination related grievances of the students and the likes that can be integrated in the current teaching-learning practices.

The Coordinator, IQAC went ahead to propose some add-on programmes (previously consulted with the Co-Convener, NAAC) like development of communication skills, e-skills and study of local plant diversity for capacity building and skill enhancement of the students. This also included experimental learning through field work.

A few other topics like FDPs (Faculty Development Programmes) for enabling the participants for preparing the AQARs in the best possible way, understanding leave rules and CAS regulations, comprehending professional ethics, inculcating values, etc. were also discussed.

Everyone participated in the discussion actively and gave suggestions. Finally, it was decided that depending on the faculty strength, institutional infrastructure and feasibility all the key indicators are to be gradually included in the teaching-learning process in the best interests of the students.



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11) Matters arising:

None of the faculty members present in the meeting suggested further topics for discussion. Dr. Saurabh Chakraborti, External Member, IQAC had expressed his regret of not being able to attend the meeting by texting the Coordinator, IQAC. In the same text he had suggested about PAC (Provisional Accreditation for Colleges). This was conveyed to the attendees by the Coordinator and analysed briefly. It was decided that the quantitative and qualitative aspects of PAC will be speculated in the next meeting of the IQAC.

Finally, the meeting ended with vote of thanks to the chair.