



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/02(Min.)/2022

DATE: 18.02.2022

Minutes of the meeting held on 18.02.2022

The online meeting held on 18.02.2022 was attended by the members (together with the conveners and joint conveners) of the **Women's Cell, National Service Scheme (NSS) and IQAC committees**. The work plan of the celebration of '**International Women's Day**' in **March, '22** was chalked out. In this respect, the following decisions were taken:

1. *Tentative schedule of the programme:* **15.03.2022 (5.00 pm to 8.00 pm)** [One day seminar]
2. *Tentative topics of the online talks:* Each talk will be approximately of 45 minutes duration followed by a general discussion between the speaker and the participants. The topics shall be decided by the concerned speaker(s) which are to be taken care of by Ms. Tahira Tashneem, Convener, Women's Cell and Mr. Aritra Rudra, Convener, NSS committee.
3. *Resource persons:* This is to be taken care of by the Conveners of Women's Cell and NSS committee.
4. *Documentation:*
 - a. The flyer is to be prepared by Dr. Suchismita Das in consultation with the Convener and Joint Convener of Women's Cell.
 - b. Google forms for registration and feedback are to be prepared by Dr. Akash Kedia, Dr. Animesh Mondal and Mr. Dinesh Maity. Other members of the NSS committee are asked to help them.
 - c. E-certificates that will be given to the participants will also be prepared by Dr. Akash Kedia, Dr. Animesh Mondal and Mr. Dinesh Maity. Other members of the NSS committee are asked to help them.
 - d. Dr. Debasish Kundu will be uploading the documents to the college website from time to time.
5. *Proceedings:* After the completion of the programme a brief proceedings is to be prepared by the members of the Women's Cell and mailed to the Coordinator, IQAC (preferably by 25.03.2022).

**Coordinator, IQAC
GGDC at Mangalkote
Purba Bardhaman**