



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/23(Min.)/2022

DATE: 05.08.2022

Minutes of the meeting held on 05.08.2022

The meeting of the IQAC with all the faculty members of this college was held in the conference room (1st floor) at 1.00 PM. It was chaired by Dr. Pradipta Kumar Basu, Officer-in-Charge, GGDC at Mangalkote and conducted by Dr. Debraj Biswal, Coordinator, IQAC, GGDC at Mangalkote. The meeting commenced with a brief introduction for the purpose of urgent gathering in the wake of the instruction from the Department of Higher Education, Bikash Bhavan, Salt Lake, Kolkata. Following this, the agenda were taken up serially by the Coordinator and discussed with the attendees to meet the NAAC deadlines earmarked by the Department of Higher Education. The discussion has been briefly described below.

1. *Completion of all the pending AQARs:*

Mr. Pinaki Roy, Co-convener, NAAC steering committee having reviewed all the earlier AQARs beginning from 2015-16 to 2021-22 on being requested by the Coordinator, IQAC identified some anomalies. They were discussed with the Coordinator prior to the meeting. Based on this, it was suggested that the parts of each criterion in the AQARs needing revision or clarification will be highlighted and sent to the respective faculty members who had prepared them to which everyone agreed. The deadline for submission of revised AQARs has been set as **20.08.2022**. They are to be mailed to iqac.ggdcm@gmail.com and naacggdcm@gmail.com.

2. *Preparation of the Students Satisfaction Survey Reports:*

The SSSRs for the academic sessions **2018-19**, **2019-20**, **2020-21** and **2021-22** will be prepared by the SSSR committee and submitted by **20.08.2022**. They are to be mailed to iqac.ggdcm@gmail.com and naacggdcm@gmail.com.

3. *Initiation of compilation of qualitative and quantitative data for preparation of SSR (Self-Study Report):*

After a brief description the work load was divided among the following faculty members:

- **Executive Summary, Profile of the College and Extended Profile of the College:** Mr. Pinaki Roy, Dr. Debraj Biswal.
- **Criterion I (Curricular Aspects):** Mr. Molla Hafizur Rahaman, Mr. Keshab Chandra Saha
- **Criterion II (Teaching-Learning and Evaluation):** Ms. Moumita Mazumder, Mr. Debaditya Dutta



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- **Criterion III (Research, Innovations and Extension):** Dr. Debasish Kundu, Dr. Dinesh Maity
- **Criterion IV (Infrastructure and Learning Resources):** Dr. Akash Kedia, Mr. Goutam Mondal
- **Criterion V (Student Support and Progression):** Mr. Hirak Kumar Sinha Mahapatra, Ms. Sanchari De, Ms. Madhumita Chakraborty
- **Criterion VI (Governance, Leadership and Management):** Dr. Suchismita Das, Dr. Animesh Mondal
- **Criterion VII (Institutional Values and Best Practices):** Ms. Madhumita Chakraborty, Ms. Tinat Rukshana

They have been requested to begin working on the SSR as soon as possible.

4. Mentor-Mentee programmes:

As of now, the mentor-mentee programme remains shelved till the completion of vital tasks related to preparation of AQARs, SSSRs and SSR. The decision had to be taken because of the paucity of faculty members in the college.

5. Orientation Programme for the newly admitted students as proposed earlier:

This has been proposed by everyone to be completed between **19.09.2022 to 26.09.2022**.

6. Plans for academic and outreach activities in the current academic session:

All the departments and committees have been requested to come forward with their suggestions for celebration of important days and events throughout the year.

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