



Government of West Bengal  
**GOVERNMENT GENERAL DEGREE COLLEGE, MANGALKOTE**  
Internal Quality Assurance Cell

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

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**NO.: IQAC/34(Min.)/2022**

**DATE: 08.12.2022**

**Minutes of the meeting held on 08.12.2022**

The meeting of the IQAC with all the faculty members of this college was held in the conference room (2<sup>nd</sup> floor) at 2.30 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. As usual, the meeting began with the briefing of the background. The Coordinator then went on to present the SSR (Self Study Report) to give an update regarding its progress to the Chairman as well as the faculty members present. Following this, the pending works were discussed and remedies were sought for from the attendees. The highlights of the discussion have been compiled as under.

1. The executive summary has been successfully compiled by Mr. Pinaki Roy and Dr. Debraj Biswal. However, a few supporting documents are still lacking. Dr. Debasish Kundu, Dr. Akash Kedia and Dr. Dinesh Maity gave their word to complete their work within a few days. **17.12.2022** has been decided as the due date for this purpose.
2. Mr. Keshab Chandra Saha has not yet been able to begin the work for Criterion I. **Ms. Tahira Tashneem** and **Mr. Debaditya Dutta** have been co-opted for assisting him complete his assignment positively by **17.12.2022**.
3. All the present faculty members have also been requested to submit all the required data to the Coordinator, IQAC and Conveners, NAAC within **17.12.2022**.
4. The first draft of the complete SSR needs to be prepared by **20.12.2022** as suggested by the Officer-in-Charge, GGDC Mangalkote.
5. All the faculty members were requested to continue organizing academic and outreach activities for holistic growth of the students.
6. No other topic came up for discussion under the head 'Miscellaneous'.

Eventually, the meeting ended with the expression of gratitude to the chair.