



# 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. The assigned faculty members have been requested to collect them from the office by **17.12.2022**.
2. **Ms. Tahira Tashneem** and **Mr. Debaditya Dutta** have been co-opted to assist Mr. Keshab Chandra Saha in completing his task related to Criterion I of the SSR 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.