



Government of West Bengal

Office of the Principal

GOVERNMENT GENERAL DEGREE COLLEGE, MANGALKOTE

PANCHANANTALA, KHUDRUN DIGHI, MANGALKOTE

P.O. - MAJHIGRAM; BLOCK - MANGALKOTE; SUB DIVISION - KATWA
DISTRICT - PURBA BARDHAMAN; WEST BENGAL; PIN CODE - 713132; INDIA

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NOTICE

No.TC.3/24

Date: 29.01.2024

It is hereby notified for the information of all concerned that the following are the minutes and resolutions of the meeting of the Teachers' Council held on **24.01.2024**:

1. Convener, Internal Audit Committee, informed the council that the University and General Cash Registers are updated till 25.07.2023 and 04.05.2022 respectively as on 19.01.2024. The Convener informed that Google Sheets for each financial year with consolidated details of all Income/Receipts and Expenditure/Payments, as entered in the General Cash Register till 04.05.2022, has been prepared. However after 01.06.2018, expenditure/payments section of the General Cash Registers shows series of cheque payments, without the particulars. This has necessitated thorough checking of the University Cash and Cheque Issue Registers to identify the particulars of such cheque expenditure/payments. The Convener, therefore, informed the council that completion of internal audit will require time until financial year-wise Expenditure/Payments with particulars are identified and entered in respective Google Sheets. Verification of records cannot commence until the full data-base of Income/Receipts and Expenditure/Payments of the college is accurately prepared.
2. Convener, Furniture Audit Committee, presented the Final Report of the furniture related verification work conducted by the committee and submitted a copy of the report to the Officer-In-Charge.
3. The Officer-In-Charge asked the teachers to submit proposals for development activity during academic session 2024-2025 and advised the Convener, Development and Planning Committee to prepare a consolidated list of such proposals. The Convener, Development and Planning Committee, also the Coordinator, IQAC, suggested that Waste Management System, Solar Panels, Sanitary Pad Incinerator Chamber, Learning Management System, Academic Bank of Credits, Grievance Redressal Cell, among other developments, are essential for conducting Energy, Green and Gender Audits, which in turn are prerequisites for facing NAAC. Power Back-Up for faculty computer laboratory was suggested by

another faculty member.

4. The Coordinator, IQAC, requested the Officer-In-Charge to reinstate the Tabulation Committee, which was previously dissolved as a committee of the Teachers' Council. The Coordinator stated that the objective of the tabulation committee will be to maintain record of student performance (mentioning their gender and reservation status, if any) in Internal and University Examinations every year. Such record will help keep track of improvements in student performance, drop-outs and identify underperforming students for special care, as required by the mentoring system preferred by NAAC. For the above purpose, the Tabulation Committee was reinstated and constituted comprising of the following members:

Convener: Dr. Tahira Tashneem, Assistant Professor in English

Joint Convener: Dr. Suchismita Das, Assistant Professor in Sociology

Members: Ms. Madhumita Chakraborty, Assistant Professor in Political Science

Ms. Sanchari De, Assistant Professor in Sociology

Ms. Moumita Mazumder, Assistant Professor in Sociology

Ms. Tinat Rukhsana, Assistant Professor in Political Science

Mr. Debashis Biswas, Assistant Professor in Bengali

Dr. Dinesh Maity, Assistant Professor in Chemistry

5. The Officer-In-Charge asked the teachers about the status of completion of various courses of Semester I (2023-2024) under NEP 2020. Teachers responded that majority of the courses have already been or about to be completed. They expressed doubt regarding the *mode* of conducting Internal Examination under the NEP 2020 framework, in the absence of clear-cut communication on the matter from the University. It was decided that the Internal Examination will be conducted after the declaration of dates of Semester I form fill up by the University.
6. In response to the query of the Officer-In-Charge regarding the status of the preparation of NAAC-SSR, the Coordinator, IQAC, informed the council that reports of various programmes are not being submitted by the organizers on time and in the desirable format. The Coordinator, IQAC and Convener, NAAC Committee, suggested that a separate section be created on the college website, to act as a repository of the reports of various programmes conducted by the departments and committees/cells during various academic sessions. This will be helpful from the NAAC point of view.
7. A committee comprising of the following members was constituted for organizing Saraswati Puja, 2024:
Convener: Mr. Hirak Kumar Sinha Maha Patra, Assistant Professor in History
Joint Convener: Mr. Aritra Rudra, Assistant Professor in History

Members: Dr. Debasish Kundu, Assistant Professor in Chemistry
Dr. Animesh Mondal, Assistant Professor in Zoology
Mr. Goutam Mondal, College Librarian

8. Convener, NAAC Committee, explained the methodology for determining the attainment of Course Outcomes for Semester III and V and asked the Departmental Heads to follow notification no. NAAC.1/24 dated 20/01/2024 for detailed examples of questionnaires or student exit surveys prepared using Bloom's Taxonomy. Convener, NAAC Committee, reminded all teachers that the last date of completing the work is 20.02.2024.



(Dr. PRADIPTA KUMAR BASU)
Officer-In-Charge
Govt. General Degree College, Mangalkote

(Mr. PINAKI ROY)
Secretary, Teachers' Council
Govt. General Degree College, Mangalkote