



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/29/2022

DATE: 13.08.2022

**NOTICE**

All the faculty members of this institution are requested to send scanned copies of their appointment letters, received from B. U., as examiners (Theory and/or Practical) during the academic sessions 2020-2021 and 2021-2022 to their respective H.O.D.s who are required to compile the information (session-wise) and mail them to [iqac.ggdc@gmail.com](mailto:iqac.ggdc@gmail.com) and [naacggdc@gmail.com](mailto:naacggdc@gmail.com) by **16.08.2022** evening. If anyone has been a part of the U.G.B.S. during the period in any manner are also required to provide their official records in the aforementioned email addresses by **16.08.2022** evening. Since the documents are required for completion of Criterion I of the AQAR (Part B) all are requested to act swiftly to enable our institution meet the deadline of submission of AQARs.

In the last IQAC meeting (held on 05.08.2022) it came to light that the faculty members have not received their appointment letters from B. U. for the examination duties performed by them during the academic session, 2020-2021. As a solution to this, all the Departmental Heads are requested to submit an account of duties performed by their departmental teachers as examiners (Theory + Practical) and scrutineers **in a tabular form** for different semesters in the University Examinations held during the period to the Officer-in-Charge, GGDC at Mangalkote at [oic.ggdc@gmail.com](mailto:oic.ggdc@gmail.com) by **15.08.2022** evening. He will be taking care of the problem.

**Countersigned**

**Officer-in-Charge  
GGDC at Mangalkote  
Purba Bardhaman**

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