



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

IQAC/QA/AAA/1

DATE: 25.03.2022

NOTICE

In view of maintenance of academic and administrative standards of the college and improvement of academic and administrative quality, a meeting of the IQAC has been scheduled to be organized on 02.04.2022 at 02.00 pm in the chamber of the Officer-in-Charge to discuss the following:

1. Conduction of academic and administrative audits for the academic sessions – 2018-19, 2019-20, 2020-21.
2. Formation of a committee consisting of internal members to carry out the above activities.
3. Suggesting the names of external members to be invited for carrying out the audit.

Accordingly, all the faculty members are requested to attend the meeting without fail.

Countersigned

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

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





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IQAC/QA/AAA/2

DATE: 02.04.22

MINUTES OF THE MEETING HELD ON 02.04.2022

The meeting began with the address of the Coordinator, IQAC relating to the current state of academic and administrative functioning in the institution and the importance of conduction of academic and administrative audits to maintain the same. The HOI added his views and gave his consent to proceed with the meeting.

The following resolutions were taken on completion of the meeting and taking the suggestions of all the faculty members present.

1. The 'Academic and Administrative Audit' for the academic sessions 2018-19, 2019-20 and 2020-21 to be carried out on 06.05.2022.

2. To achieve the above date without fail a committee was formed. The names of the members of the committee are mentioned below-

- Dr. Pradipta Kumar Basu, Officer-in-Charge, GGDC, Mangalkote
- Dr. Debraj Biswal, Coordinator IQAC, GGDC, Mangalkote
- Mr. Pinaki Roy, Convener, NAAC Committee, GGDC, Mangalkote
- Dr. Akash Kedia, Academic Audit Coordinator, GGDC, Mangalkote

3. The names of following external members were proposed:

- Dr. Mrinal Kanti Chattopadhyay, Principal, Kandra Radhakanta Kundu Mahavidyalaya
- Dr. Nirmalendu Sarkar, Principal, Katwa College
- Dr. Utpal Das, Coordinator, IQAC, Katwa College



Dr. Pradipta Kumar Basu
OFFICER IN CHARGE, W.B.E.S.
Government General Degree College, Mangalkote
Dt. Para Burdwan, West Bengal-713132



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4. The consent of the external members are to be taken and letters to be sent to them well ahead so that they can visit the college on the scheduled date to carry out the audit.
5. All the faculty members are requested to cooperate with the committee so that the audits can be carried out smoothly.

Countersigned

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

**Coordinator, IQAC
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IQAC/QA/AAA/3

DATE: 04.04.2022

NOTICE

In view of the upcoming audits all the Departmental Heads are requested to submit the details of their Departments related to the academic and administrative activities for the sessions 2018-19, 2019-20 and 2020-21. All the faculty members are requested to cooperate with the heads for completion of documentation as soon as possible. The proforma can be collected from any member of the committee entrusted with the responsibility of 'Academic and Administrative Audit'.

Countersigned

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

**Coordinator, IQAC
GGDC, Mangalkote
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IQAC/QA/AAA/4

DATE: 23.06.2022

FOLLOW UP ACTIVITY BASED ON REPORTS OF AAA CONDUCTED ON
06.05.2022

In view of the recently conducted ‘Academic and Administrative Audit’ for the sessions 2018-19, 2019-20 and 2020-21 on 06.05.2022 the following activities need to be undertaken for maintenance of academic and administrative standards of the college, as per the suggestions of the external members of the audit team:

1. Introduction of more Add-On Courses keeping in mind the skill development of students and their employability.
2. Further collaborative actions to be taken to develop the capability, soft skills and societal awareness among the students.
3. Initiative for expansion of the college in terms of classrooms and laboratories to be undertaken for better teaching-learning experience.
4. Development of e-resources for enhancement of curriculum delivery.
5. Continued practice decentralization to increase the administrative efficacy of the institution.
6. Requesting the Higher Education Department, West Bengal to augment the faculty strength of the college.
7. Taking initiatives for introduction of new Programmes in alignment with the rural background of the students and their demands.

Hopefully, these initiatives will improve the quality of the institution before the next ‘Academic and Administrative Audits’.

Countersigned

Officer-in-Charge
GGDC, Mangalkote
Purba Bardhaman

Coordinator, IQAC
GGDC, Mangalkote
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IQAC/QA/AAA/5

DATE: 29.04.2022

NOTICE

As decided in the previous meeting and upon consent of the external members, all concerned are hereby notified that the 'Academic and Administrative Audit' for the academic sessions 2018-19, 2019-20 and 2020-21 will be conducted on 06.05.2022. As such, all the Departmental Heads should keep all the necessary documents ready for display whenever it will be needed. It is further notified that all other faculty members will help and cooperate with their respective heads to carry out the process. All the Departments should see that maximum attendance of the students are attained on the mentioned date.

Countersigned

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

**Coordinator, IQAC
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IQAC/QA/AAA/6

DATE: 05.04.2023

NOTICE

It is hereby notified to all the faculty members that a meeting of the IQAC has been organized on 28.04.2023 at 1.30 pm in the chamber of the Officer-in-Charge to discuss the following:

1. Conduction of academic and administrative audits for the sessions 2021-22 and 2022-23 to maintain the academic and administrative standards of the college.
2. Confirmation of the team members to carry out the documentation process and the external members to be invited for the audit.
3. Future plans related to the improvement of academic and administrative quality of the college.

All the faculty members are thereby requested to attend the meeting.

Countersigned

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

**Coordinator, IQAC
GGDC, Mangalkote
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IQAC/QA/AAA/7

DATE: 28.04.2023

MINUTES OF THE MEETING HELD ON 28.04.2023

The Coordinator, IQAC began the meeting by addressing the faculty members present about the developments following the 'Academic and Administrative Audit' of the sessions 2018-19, 2019-20 and 2020-21. The HOI expressed the need to carry out the academic and administrative audits for the sessions 2021-22 and 2022-23 as parts of maintenance of academic and administrative standards of the college.

Following an elaborate discussion with all the faculty members the resolutions taken in the meeting are stated as under:

1. The tentative dates for 'Academic and Administrative Audit' of the academic sessions 2021-22 and 2022-23 are decided as 30.05.2023 and 15.06.2023 respectively.

2. A team comprising of the following faculty members is hereby formed to carry out the documentation process:

- Dr. Pradipta Kumar Basu, Officer in Charge, GGDC, Mangalkote
- Dr. Debraj Biswal, Coordinator IQAC, GGDC, Mangalkote
- Mr. Pinaki Roy, Convener, NAAC Committee, GGDC, Mangalkote
- Dr. Akash Kedia, Academic Audit Coordinator, GGDC, Mangalkote

3. The names of the external members to be invited for the audit are suggested as under. They are to be contacted and consent regarding their availability are to be confirmed.

- Dr. Nirmalendu Sarkar, Principal, Katwa College
- Dr. Krishnendu Dutta, Principal, GGDC, Kalna I
- Dr. Parnajyoti Karmakar, Coordinator, IQAC, GGDC, Kalna I





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4. All the faculty members are requested to cooperate with the committee for smooth conduction of the process.

5. Introduction of LMS (Learning Management System) to be considered for improvement in curriculum delivery.

6. Introduction of new Programmes to be considered depending on their demands against the rural backdrop of the institution.

Countersigned

**Officer-in-Charge
GGDC, Mangalkote
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**Coordinator, IQAC
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IQAC/QA/AAA/8

DATE: 08.05.2023

NOTICE

In view of the upcoming audits all the Departmental Heads are requested to submit the details of their Departments related to the academic and administrative activities for the sessions 2021-22 and 2022-23. All the faculty members are requested to cooperate with the heads for completion of documentation as soon as possible. The proforma can be collected from any member of the committee entrusted with the responsibility of 'Academic and Administrative Audit'.

Countersigned

**Officer-in-Charge
GGDC, Mangalkote
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IQAC/QA/AAA/9

DATE: 10.05.2023

NOTICE

As decided in the previous meeting and upon consent of the external members, all concerned are hereby notified that the 'Academic and Administrative Audit' for the academic sessions 2021-22 and 2022-23 will be conducted on 30.05.2023 and 15.06.2023 respectively. As such, all the Departmental Heads should keep all the necessary documents ready for display whenever it will be needed. It is further notified that all other faculty members will help and cooperate with their respective heads to carry out the process. Please note that all the Departments should ensure maximum attendance of the students on the mentioned dates.

Countersigned

**Officer-in-Charge
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IQAC/QA/AAA/10

DATE: 23.06.2023

FOLLOW UP ACTIVITY BASED ON REPORTS OF AAA CONDUCTED ON
30.05.2023 AND 15.06.2023

The reports of the recently conducted 'Academic and Administrative Audits' conducted on 30.05.2023 and 15.06.2023 respectively were found to be satisfactory as commented by the external members of the audit team. Nevertheless, the institution will try to maintain and improve the academic and administrative standards by undertaking the following actions in the coming years:

1. Involvement of teachers in curriculum designing through continued introduction of Add-On Courses.
2. Initiatives for introduction of LMS (Learning Management System) to improve the curriculum delivery.
3. Introduction of interdisciplinary and multidisciplinary courses through Add-On Courses keeping in mind the spirit of NEP, 2020.
4. Striving for an inclusive atmosphere in the college far from discrimination.
5. Increasing avenues for extra-curricular activities of students for their holistic development.
6. Collaborative activities for skill developments of students.
7. Improvement of E-Governance system for better administrative functioning of the college.
8. Encouraging the faculty members to undertake collaborative research works.
9. Organizing programmes and/or activities related to IKS (Indian Knowledge System) to make the students aware of the rich Indian culture and heritage as prescribed by NEP, 2020.
10. Sensitizing the students to various global issues through different seminars and workshops.

Countersigned

Officer-in-Charge
GGDC, Mangalkote
Purba Bardhaman

Coordinator, IQAC
GGDC, Mangalkote
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