



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

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

Email: ggdcmangalkote@gmail.com; *Website:* <http://mangalkotegovtcollege.org>

NO.: IQAC/12(Min.)/2023

DATE: 15.12.2023

MINUTES OF THE MEETING HELD ON 15.12.2023

A meeting of the IQAC, with all the faculty members of this college, was conducted on 15.12.2023 in the Teachers' Staff Room, 1st Floor at 03.00 PM.

The meeting was chaired by Dr. Pradipta Kumar Basu, Officer-in-Charge. Dr. Debraj Biswal, Coordinator, IQAC began the meeting by introducing the topics to be discussed among the faculty members. A discussion ensued followed by certain resolutions as described below:

1) Programme Outcomes and Course Outcomes:

All the faculty members were requested to conduct an evaluation test (through questionnaires) about the effectivity of the programmes and courses being taught by them. This is a department related activity that is to be coordinated by the Convener, NAAC Steering Committee. The deadline for this was set at **31.01.2014**.

All the students must be updated continually about the outcomes of the programme and courses they are studying in a semester-wise manner.

2) Maintenance of library records:

The Librarian and the library committee were requested to continue keeping their record books updated in a timely manner. This includes the visitors' book, record regarding utilization of library for reading purposes, notice book and other associated records. The Librarian was further requested to continue organizing value added/capacity building/skill enhancement programmes for students from time to time.

3) Vision of the institution:

The vision of the institution must be redefined such that it aligns with the curriculum being taught. There should be clarity regarding the techniques to achieve the vision.

4) Extension activities:

The NSS Committee was requested to continue organizing extension activities beyond college boundaries. They may collaborate with any other committee depending on their requirement.

5) Women's Cell and Visakha Committee:

The Women's Cell and Visakha Committee were requested to conduct a gender audit. They were also requested to collaborate with the nearest 'Women's Police Station' to organize some extension activities. All the members of the Women's Cell and Visakha Committee should actively participate in these endeavours. The gender audit is to be completed by **31.01.2024**.

6) Introduction of new add-on courses:

In addition to the existing add-on courses, all the Departments of the institution were requested to submit proposals for new add-on courses for the students following UG CBCS curriculum (old) to be



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introduced in the forthcoming semesters. The proposals are to be submitted within **31.01.2024**.

7) Projects:

All the departments were requested to maintain proper records of their projects (if being conducted as per syllabi).

8) MoU:

All the faculty members and departments were requested to take initiatives for new MoUs with various institutions, NGOs or other bodies for enrichment and enlightenment of the students.

9) Competitive Examination and Communicative English awareness Cell:

The cell was requested to maintain proper records including the certificates being issued to the participants after completion of their course. Classes on Communicative English should also be conducted by the Department of English.

10) Grievance Redressal Cell:

The Grievance Redressal Cell for students need to be updated. The Chairman, IQAC was asked to look into this matter.

Eventually, the meeting ended with vote of thanks to the chair.