



सत्यमेव जयते

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/01(Min.)/2023

DATE: 10.05.2023

MINUTES OF THE MEETING HELD ON 10.05.2023

The meeting of the IQAC with all the faculty members of this college was conducted on 10.05.2023 in the Teachers' Staff Room, 1st Floor at 02.00 PM.

Dr. Pradipta Kumar Basu, Officer-in-Charge chaired the meeting that began with the briefing by Dr. Debraj Biswal, Coordinator, IQAC about the agenda to be discussed. This was followed by elaborate discussion on the agenda to chalk out the future plan of action. The attendees gave their valuable inputs and comments which have been enlisted below.

1) Preparation of AQAR for the academic session 2022-23:

The AQAR (Part B) report of the academic session **2022-23 (June '22 – May '23)** was decided to be prepared by the combined efforts of all the faculty members of the college. Accordingly, they were divided into groups as under:

Criterion I: Mr. Keshab Chandra Saha, Ms. Tinat Rukshana, Dr. Koushik Dutta

Criterion II: Dr. Akash Kedia, Mr. Dinesh Maity, Mr. Debashis Biswas

Criterion III: Dr. Debasish Kundu, Ms. Tahira Tashneem, Dr. Animesh Mondal

Criterion IV: Dr. Akash Kedia, Dr. Debasish Kundu, Mr. Debaditya Dutta

Criterion V: Mr. HIRAK KUMAR SINHA MAHAPATRA, Mr. Khokan Sheikh, Dr. Koushik Dutta

Criterion VI: Ms. Sanchari De, Ms. Suchismita Das, Ms. Moumita Mazumder

Criterion VII: Ms. Madhumita Chakraborty, Mr. Aritra Rudra, Mr. Khokan Sheikh

They were requested to submit the first draft of the AQAR within **05.06.2023**. Soft copies are to be mailed to the Coordinator, IQAC (iqac.ggdc@gmail.com) as well as the Convener, NAAC (naacggdc@gmail.com).

2) Pending documents and/or reports of last and current academic sessions:

The Coordinator, IQAC has received some (pending) reports of the events organized by various committees during the last and current academic session. However, some photographic documents are required to be sent along with the written reports. They are requested to consider the matter urgently and mail the same to iqac.ggdc@gmail.com and naacggdc@gmail.com within **30.05.2023**. All the pending reports should also be prepared and sent within the due date.

Additionally, it was advised that all the documents (flyers, reports, invitation letters, certificates, photographs, etc.) related to seminars/invited lectures/similar activities will henceforth be maintained by the 'Seminar Committee' of the institution. The Secretary, Teachers' Council was requested to rechristen the existing 'UGC-Seminar Committee' as 'Seminar Committee' and make necessary alterations (if required) for its immediate functioning.



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3) Teachers' feedback on syllabus and its transaction at the institution:

The fulfillment of Criterion I requires this feedback from the teachers. For this purpose, the Coordinator, IQAC has already circulated a notice with the link for the Google Form embedded in it. The faculty members were requested to submit their responses in time.

4) Preparation of report of students' satisfaction survey of the academic session 2022-23:

The questionnaire for students' satisfaction survey for the academic session 2022-23 has been prepared by the Convener, NAAC Committee. The faculty members of all the departments were requested to complete the online survey within the stipulated time so that the report can be prepared by the SSS committee and uploaded in the college website by the end of May, 2023.

5) Wall magazine:

The Secretary, Teachers' Council was requested to reconstruct the Publication Committee and urge the Convener and Joint Convener to take initiatives from time to time for collecting articles/similar items from students. The selected articles/other artistic or scientific renditions are to be published in the college wall magazine 'Ektara'.

6) Steps to be taken for final documentation prior to NAAC visit:

All the departments and committees were requested to keep their notice books and other records updated as they will be needed for scrutinization before the NAAC visit. The departments who have not yet submitted their 'Programme and Course Outcomes' were also requested to submit the same within **25.05.2023**.

7) Arrangement of FDP by the Convener, NAAC steering committee:

The Coordinator, IQAC requested the Convener, NAAC Committee to make necessary arrangements for an FDP within May, 2023.

8) Matters arising: Since the attendees did not have anything else to comment upon or discuss this part dissolved on its own.

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