



Government of West Bengal

GOVERNMENT GENERAL DEGREE COLLEGE, MANGALKOTE Internal Quality Assurance Cell

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

Ph. No.: 9232687601; **Email:** ggdc Mangalkote@gmail.com; **Website:** <http://mangalkotegovtcollege.org>

NO: IQAC/01/2019-20

DATE: 20.09.2019

NOTICE

It is hereby informed to all the faculty members of this college, members of IQAC & NAAC committee that a meeting of IQAC will be held on 27.09.2019 (Friday) at the chamber of Officer-in-Charge from 1.00 p.m onwards. All are requested to attend the meeting positively with proper documents (necessary papers), reports etc as demanded previously.

Agenda of the meeting:

- 1) Discussion regarding updated status of draft copies of AQAR (7 criterions), and feedback from students (Student satisfaction Survey) from various departments
- 2) Preparation of academic calendar of 2019-20
- 3) Report from NSS unit in charge in respect of the discussion held in last IQAC meeting
- 4) Fate of writing seminar proposal on "Challenge to face NAAC in new Govt. College"
- 5) Present status for establishment of Green Campus and setting up of solar plants
- 6) Discussion based on the report of campus beautification committee
- 7) Matters arising

Countersigned

(Dr. RAJ KUMAR SINGH)
Officer in Charge
Govt. General Degree College,
Mangalkote



(Dr. PRADIPTA KUMAR BASU)
Coordinator, IQAC
Govt. General Degree College,
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Ph. No.: 9232687601; Email: ggdc Mangalkote@gmail.com; Website: http://mangalkotegovtcollege.org

NO: IQAC/02/2019-20

DATE: 20.09.2019

To
Mr. Mustaque Ahmed,
Block Development Officer,
Mangalkote Development Block

Sir,

This is to inform you that a meeting of Internal Quality Assurance Cell (IQAC) will be held on 27.09.2019 (Friday) at the chamber of Officer-in-Charge, Govt. General Degree College, Mangalkote from 1.00 p.m onwards.

You are requested to attend the meeting positively.

Agenda of the meeting:

- 1) Discussion regarding updated status of draft copies of AQAR (7 criteria), and feedback from students (Student satisfaction Survey) from various departments
- 2) Preparation of academic calendar of 2019-20
- 3) Report from NSS unit in charge in respect of the discussion held in last IQAC meeting
- 4) Fate of writing seminar proposal on "Challenge to face NAAC in new Govt. College"
- 5) Present status for establishment of Green Campus and setting up of solar plants
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- 7) Matters arising

Countersigned

(Dr. RAJ KUMAR SINGH)
Officer in Charge
Govt. General Degree College,
Mangalkote



(Dr. PRADIPTA KUMAR BASU)
Coordinator, IQAC
Govt. General Degree College,
Mangalkote

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





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NO: IQAC/03/2019-20

DATE: 20.09.2019

To
Mr. Achinty Kumar Mondal,
Oriental Institute of Science & Technology,
Dewan Dighi, Katwa Road, Burdwan 713101

Sir,

This is to inform you that a meeting of Internal Quality Assurance Cell (IQAC) will be held on 27.09.2019 (Friday) at the chamber of Officer-in-Charge, Govt. General Degree College, Mangalkote from 1.00 p.m onwards.

You are requested to attend the meeting positively.

Agenda of the meeting:

- 1) Discussion regarding updated status of draft copies of AQAR (7 criterions), and feedback from students (Student satisfaction Survey) from various departments
- 2) Preparation of academic calendar of 2019-20
- 3) Report from NSS unit in charge in respect of the discussion held in last IQAC meeting
- 4) Fate of writing seminar proposal on "Challenge to face NAAC in new Govt. College"
- 5) Present status for establishment of Green Campus and setting up of solar plants
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- 7) Matters arising

Countersigned

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NO: IQAC/04/2019-20

DATE: 20.09.2019

To
Mr. Abu Hasan Choudhury,
Social Worker, Polish Gram, Purba Bardhaman

Sir,

This is to inform you that a meeting of Internal Quality Assurance Cell (IQAC) will be held on 27.09.2019 (Friday) at the chamber of Officer-in-Charge, Govt. General Degree College, Mangalkote from 1.00 p.m onwards.

You are requested to attend the meeting positively.

Agenda of the meeting:

- 1) Discussion regarding updated status of draft copies of AQAR (7 criterions), and feedback from students (Student satisfaction Survey) from various departments
- 2) Preparation of academic calendar of 2019-20
- 3) Report from NSS unit in charge in respect of the discussion held in last IQAC meeting
- 4) Fate of writing seminar proposal on "Challenge to face NAAC in new Govt. College"
- 5) Present status for establishment of Green Campus and setting up of solar plants
- 6) Discussion based on the report of campus beautification committee
- 7) Matters arising

Countersigned

(Dr. RAJ KUMAR SINGH)
Officer in Charge
Govt. General Degree College,
Mangalkote



(Dr. PRADIPTA KUMAR BASU)
Coordinator, IQAC
Govt. General Degree College,
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NO: IQAC/05 (Min)/2019-20

DATE: 27.09.2019

MINUTES OF THE MEETING HELD ON 30.04.2019

The meeting of IQAC with all the faculty members of this college was held on 30.04.2019 at the office of the Officer-in-Charge at 2.00 p.m.

1. Dr. Raj Kumar Singh, Officer-in-Charge chaired the meeting.
2. Dr. Pradipta Kumar Basu, Coordinator, IQAC first confirmed the proceedings of the last meeting held on 26.02.2019 in the house.
3. Dr. Pradipta Kumar Basu, Coordinator, IQAC then placed the following proposals on table for discussion.

Agenda 1):

- 1) Criteria wise Conveners submitted the draft copies of AQAR (7 criterions), and feedback from students (Student satisfaction Survey) from various departments have been received and HoDs were suggested to prepare feedback analysis report.
- 2) It has been decided to prepare the academic calendar of 2019-20 within next 15 days.
- 3) Preliminary report from NSS unit in charge in respect of the discussion held in last IQAC meeting has been received and reviewed.
- 4) Fate of writing seminar proposal on "Challenge to face NAAC in new Govt. College" is still not solved
- 5) The coordinator, IQAC requested the Hoi to send proposal setting up of solar plants to Higher Education Department and explained the importance for the establishment of Green Campus
- 6) Discussion based on the report of campus beautification committee, necessary measures will be taken.
- 7) The meeting ended with the vote of thanks to the Chair.



Countersigned

(Dr. RAJ KUMAR SINGH)
Officer in Charge
Govt. General Degree College,
Mangalkote



(Dr. PRADIPTA KUMAR BASU)
Coordinator, IQAC
Govt. General Degree College,
Mangalkote

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



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Ph. No.: 9232687601; *Email:* ggdc Mangalkote@gmail.com; *Website:* <http://mangalkotegovtcollege.org>

NO: IQAC/06/2019-20

DATE: 05.12.2019

NOTICE

In view of maintenance of research standards of the college and improvement of research quality, a meeting of the IQAC has been scheduled to be organized on 12.12.2019 at 02.00 pm in the chamber of the Officer-in-Charge to discuss the following:

1. Formation of 'Research Development and Innovation Committee'.
2. Drafting of a 'Research Policy'.

All the faculty members are requested to attend the meeting without fail.

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





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Ph. No.: 9232687601; **Email:** ggdc Mangalkote@gmail.com; **Website:** <http://mangalkotegovtcollege.org>

NO: IQAC/07/2019-20

DATE: 05.12.2019

To
Mr. Mustaque Ahmed,
Block Development Officer,
Mangalkote Development Block

Sir,

In view of maintenance of research standards of the college and improvement of research quality, a meeting of the IQAC has been scheduled to be organized on 12.12.2019 at 02.00 pm in the chamber of the Officer-in-Charge to discuss the following:

1. Formation of 'Research Development and Innovation Committee'.
2. Drafting of a 'Research Policy'.

Countersigned

(Dr. RAJ KUMAR SINGH)
Officer in Charge
Govt. General Degree College,
Mangalkote



(Dr. PRADIPTA KUMAR BASU)
Coordinator, IQAC
Govt. General Degree College,
Mangalkote

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





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Ph. No.: 9232687601; **Email:** ggdc mangalkote@gmail.com; **Website:** <http://mangalkotegovtcollege.org>

NO: IQAC/08/2019-20

DATE: 05.12.2019

To
Mr. Achinty Kumar Mondal,
Oriental Institute of Science & Technology,
Dewan Dighi, Katwa Road, Burdwan 713101

Sir,

In view of maintenance of research standards of the college and improvement of research quality, a meeting of the IQAC has been scheduled to be organized on 12.12.2019 at 02.00 pm in the chamber of the Officer-in-Charge to discuss the following:

1. Formation of 'Research Development and Innovation Committee'.
2. Drafting of a 'Research Policy'.

Countersigned

(Dr. RAJ KUMAR SINGH)
Officer in Charge
Govt. General Degree College,
Mangalkote



(Dr. PRADIPTA KUMAR BASU)
Coordinator, IQAC
Govt. General Degree College,
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NO: IQAC/09/2019-20

DATE: 05.12.2019

To

Mr. Abu Hasan Choudhury,
Social Worker, Polish Gram, Purba Bardhaman

Sir,

In view of maintenance of research standards of the college and improvement of research quality, a meeting of the IQAC has been scheduled to be organized on 12.12.2019 at 02.00 pm in the chamber of the Officer-in-Charge to discuss the following:

1. Formation of 'Research Development and Innovation Committee'.
2. Drafting of a 'Research Policy'.

Countersigned

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Govt. General Degree College,
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NO: IQAC/10 (Min)/2019-20

DATE: 12.12.2019

MINUTES OF THE MEETING HELD ON 12.12.2019

The meeting began with the address of the Coordinator, IQAC relating to the current status of research in the institution and the importance of a 'Research Policy' for maintenance of research quality. The HOI added his views and gave his consent to proceed with the meeting. A discussion ensued where all the faculty members participated actively and gave their suggestions. From these, the following resolutions were taken:

1. A robust 'Research Policy' is essential for maintenance of research standards in the college and promote research initiatives in the future.
2. The above-mentioned policy is to be drafted by a committee.
3. For this reason a 'Research Development and Innovation Committee' is hereby formed. The members proposed the name of Dr. Pradipta Kumar Basu, Associate Professor of Chemistry and the present IQAC, Coordinator as the convener of 'Research Development and Innovation Committee' considering his vast experience of handling major research projects and his involvement as a research guide under the University of Burdwan. Thus the said committee is being formed consisting of the following faculty members of the college:

Convener: Dr. Pradipta Kumar Basu, Associate Professor of Chemistry, GGDC, Mangalkote.

Joint Convener: Dr. Debashis Kundu, Assistant Professor of Chemistry, GGDC, Mangalkote.

Members:

- Dr. Akash Kedia, Assistant Professor of Botany, GGDC, Mangalkote
 - Dr. Debraj Biswal, Assistant Professor of Zoology, GGDC, Mangalkote
 - Mr. Pinaki Roy, Assistant Professor of Sociology, GGDC, Mangalkote
4. The policy is to be drafted within 21.12.2019 and hosted on the college website.

Countersigned

(Dr. RAJ KUMAR SINGH)
Officer in Charge
Govt. General Degree College,
Mangalkote



(Dr. PRADIPTA KUMAR BASU)
Coordinator, IQAC
Govt. General Degree College,
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NO: IQAC/11/2019-20

DATE: 07.01.2020

NOTICE

It is hereby notified to all the faculty members that the 'Research Policy' has been successfully drafted by the 'Research Development and Innovation Committee' formed on 12.12.2019. The policy was drafted in consultation with the Officer-in-Charge; Coordinator, IQAC and Convener, NAAC, GGDC, Mangalkote. It is attached with this notice and also displayed on the college website.

Countersigned

(Dr. RAJ KUMAR SINGH)
Officer in Charge
Govt. General Degree College,
Mangalkote



(Dr. PRADIPTA KUMAR BASU)
Coordinator, IQAC
Govt. General Degree College,
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Dt. Purba Bardhaman, West Bengal- 713132



Government General Degree College, Mangalkote
[Affiliated to The University of Burdwan]

Research Policy



Research, Development and Innovation Committee
In Collaboration
With
IQAC, GGDC Mangalkote

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



Government General Degree College, Mangalkote

Research Policy

Introduction:

Academic institutions are required to engage in three activities: teaching, research, and extension. Research is one of the pioneering components of academic activities that assist the institution in achieving excellence in the area of education. It also involves learning and knowledge development. Research and development initiatives aid in the dissemination and creation of new avenues of knowledge, encourage innovation, and stimulate improved learning and teaching among faculty and students at Government General Degree College, Mangalkote. Research is the source of information that produces fresh energy, constructs trimming facilities, promotes research publications, fosters partnerships, and becomes a member of an engaged community that shares the mission objectives. Taking these aspects into account, GGDC Mangalkote established and implemented its Research Policy.

Research, Development and Innovation Committee :

The Research Committee is headed by the Principal, faculty with doctoral degree to promote and monitor the research activities and advocates high standard of responsibility for ethical conduct from the faculty engaged in research, in all aspects of their research activity

Vision:

The Research policy document presents broad principles that guide the research activities upholding the integrity of scholarly inquiry that helps the faculty and students in achieving excellence and contributing to the societal development.

Mission:

The goal of the research policy is to develop a dynamic research environment among academics and to promote research aptitude in students. The policy will serve as an overall foundation for conducting research efforts. It also aims to identify major areas of study with significance, thus augmenting the college's vision and mission. The research policy also emphasizes contributions to the nation and society in its entirety..

Aims and Objectives of the Policy:

The research policy aims to create and support a research culture among its staff and students and leverage it for enriching and enhancing the professional competence by:

- ❖ Developing and promoting scientific temper and research aptitudes of all learners.
- ❖ Realizing the vision and mission of the college and facilitating their participation in research and related activities.
- ❖ Providing the required resources and appropriate facilities for smooth conduct of research.
- ❖ Strengthening the institutional capacity for planning, budgeting and controlling all the research activities of the college.
- ❖ Fostering socially relevant research and promote multidisciplinary research.
- ❖ Developing rules, procedures and guidelines for granting research support, instituting awards, and supporting all other research related activities
- ❖ Promoting interdisciplinary research and establish modalities for preparing and undertaking joint research projects covering more than one knowledge domain as well as policies for involving external agencies/experts in such projects.
- ❖ Identifying, collaborating and establishing linkages including MOUs with National/International/Govt/ Non-Govt/ Industry/ Research organizations and Local agencies to benefit from the activities and programmes conducted by those organizations for widening the scope of the research opportunities, obtaining sponsorship and funding options available.



- ❖ Encouraging and facilitating the publication of the research work/projects in reputed academic journals.
- ❖ Creating awareness about patents and intellectual property rights and assists them in applying.
- ❖ Promoting awareness in society *via* various research efforts and by providing adequate attention to the college's socially beneficial research programs.
- ❖ Preparing and implementing a research quality assurance mechanism for ensuring that all research activities of the college conform to standard quality specifications

Scope of Research Policy:

This policy shall apply to all the research and related activities of the college which include:

- 1) Research activities including basic and applied research undertaken for fulfilling the requirements of academic degrees.
- 2) Scholarly activities intended to expand knowledge boundaries by analysis, synthesis and interpretation of ideas and information by making use of rigorous methodologies
- 3) Knowledge compilation for academic developments in any knowledge domain such as writing of textbooks, chapters of textbooks or developing/updating curriculum, etc
- 4) Research projects of students undertaken as part of the curriculum or for enriching it.
- 5) Publications and presentations on research related topics.

Clean and Green Campus Management

Quality Assurance in Research (QAR) comprises all the techniques, systems and resources that are deployed to give assurance about the care and control with which research has been conducted. QAR is typically concerned with:

- The responsibilities of those involved in the research
- Transparent project planning
- Training and competence of research staff
- Facilities and equipment
- Documentation of procedures and methods
- Research records
- Handling of samples and materials

To develop, prescribe and administer rules and procedures to ensure the compliance of all researchers to the research quality assurance framework, the research code and all the applicable rules and regulations.

Research Facilities Available:

The Research Facilities provided by the institution are constantly updated and upgraded to foster and promote Research Culture in the campus.

The institution offers the following research facilities for the Faculty/Student Researchers:

- 1) Apart from extending assistance as a facilitator in sourcing funds from national/international/govt/non-govt/local agencies, the Management also provides seed money for the Research Projects: Doctoral, Major or Minor - processed by the research committee and the principal
- 2) The management provides an environment conducive to research by providing suitable infrastructural facilities such as space, State-of -the art Library as knowledge resource centre, Lab facilities and recommendation for financial assistance from National/International/Govt/ Non-Govt/ Industry and Local agencies
- 3) Organizes faculty development programmes, conferences, workshops on Research Methodology to promote research culture

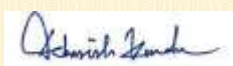
- 4) To grant Sabbatical leaves, study leaves, seed money, flexi timings, ODL, reduction in workload for the faculty pursuing research.
- 5) Name of the faculty is highlighted in the College Website and Notice Board on receiving national and international recognition or awards or after publishing articles in the reputed National/International UGH-CARE listed journals and the corresponding faculty is felicitated in Annual Cultural Programme.
- 6) To create an ecosystem for innovations including Incubation centre and other initiatives for creation and transfer of knowledge Participation in National/ International conferences, paper presentations and publications will come under the purview of Research policy.
- 7) Participation in National/ International conferences, paper presentations and publications will come under the purview of Research policy.
- 8) Faculties are given opportunities to pursue their Ph.D. studies without hampering their academic and administrative duties.

Research Policy Implementation Mechanism:

The Research Committee of the college shall be responsible for implementing the research policy of the college by working closely with the college management. The specific roles and functions of the research cell will be as follows:

1. Facilitate the faculty in undertaking research and will work with the college management to set up a research fund for providing seed money.
2. Provide research facilities in terms of laboratory equipment, research journals and research incentives etc. required by the faculty.
3. Encourage and promote a research culture (e.g. teaching work load remission, opportunities for attending conferences etc.).
4. Encourage the faculty to undertake research by collaborating with other research organizations/ industry.
5. Organize workshops/ training programmes/ sensitization programmes to promote a research culture on campus.
6. Prepare budgets for facilitating staff/students' research projects.
7. Approach National and international organizations to fund major and minor research projects undertaken by the faculty / students
8. Make efforts to improve the availability of research infrastructure requirements to facilitate research.
9. Develop and implement an official Code of Ethics to check malpractices and plagiarism in research.
10. Facilitate Interdepartmental / interdisciplinary research projects.
11. Create incentives for the faculty who receive state, national and international recognition for research contributions as well as research awards and recognition from reputed professional bodies and agencies.
12. Encourage and promote the publication of research articles by the faculty in reputed/ refereed journals.
13. Create and maintain a database of research work and research projects undertaken by the faculty and students.
14. Prepare Guidelines for design and evaluation of curriculum oriented research projects.

Proposed and Developed by



Dr. Debasish Kundu
Assistant Professor in Chemistry
[Joint Convener, Research,
Development & Innovation
Committee, GGDCM]

Accepted by



Dr. Pradipta Kumar Basu,
[Coordinator, IQAC &
Convener, Research,
Development & Innovation
Committee,
GGDCM]

Approved & Implemented by



Dr. Raj Kumar Singh
Officer-in-Charge, GGDCM
DATE: 07/01/2020