



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/13(Min.)/2022

DATE: 01.06.2022

MINUTES OF THE MEETING HELD ON 01.06.2022

The meeting of the IQAC with all the faculty members of this college was conducted on 01.06.2022 in the chamber of the Officer-in-Charge at 12.30 PM.

The meeting was chaired by Dr. Pradipta Kumar Basu, Officer-in-Charge. It began with the briefing by Dr. Debraj Biswal, Coordinator, IQAC about the agenda to be discussed. This was followed by elaborating the topics sequentially by the Coordinator to create room for analysis by the attendees and plan the future course of action. The discussions that unfolded have been detailed hereunder.

1) Status of the AQAR reports for all previous and current academic sessions:

The faculty members tried their best to submit the AQARs of the academic sessions **2019-20**, **2020-21** and **2021-22** as agreed upon in the earlier IQAC meeting. However, some submissions are incomplete (i.e., lack data and write up for one particular academic session altogether) while some others lack supporting documents and/or other detailing. Here it needs to be mentioned that no communication related to Criterion V has been made till date. After careful consideration it was decided that all such unfinished documentations are to be completed and submitted by **20.06.2022**. Completed documents are to be mailed at iqac.ggdcm@gmail.com and naacggdcm@gmail.com.

2) List of documents required for completion of previous AQAR reports:

Mr. Pinaki Roy, Co-Convener, NAAC Steering Committee prepared a list of supporting documents required upon the request of the Coordinator, IQAC. The list has been furnished below –

| ACADEMIC YEAR | LIST OF SUPPORTING DOCUMENTS REQUIRED |
|---------------|---|
| 2015-2016 | NIL |
| 2016-2017 | Legal awareness camp on ragging, anti-trafficking, RTI etc on 28.02.2017 Flag hoisting on the occasion of Independence and Republic Day Annual sports Teachers' day celebration Clean campus programmes |



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| | |
|------------------|--|
| 2017-2018 | Legal awareness camp on 24.08.2017 Flag hoisting on the occasion of Independence and Republic Day Annual sports Teachers' day celebration Campus cleaning initiatives and awareness programmes Programme on menstrual hygiene Women's rights Career counseling Wall Magazine |
| 2018-2019 | Botanical excursion A visit to museum (Dept. of Zoology) A visit to poultry (Dept. of Zoology) Tree plantation programme on 23.02.2019 Electoral awareness programme International Women's Day on 08.03.2019 Gandhi Punyaha Day and Library cleaning National Youth Day Safe Drive Save Life Visit to Khudrun Primary School Visit to Singot Rural Hospital Kanyasree club monthly meetings Environmental awareness programme NSS special camping – Education and Health for All from 23.03.2019 to 30.03.2019 STD awareness Academic and career counseling Rural development Wall Magazine |

Dr. Animesh Mondal and Mr. Aritra Rudra volunteered to take up the task for compiling the abovementioned documents [pictorial (where applicable) + notices]. It was decided that they will be submitting them by **25.06.2022**. The documents are to be mailed at iqac.ggdc@gmail.com and naacggdc@gmail.com.

3) Status of the previous and current academic calendars:

Academic calendars for the sessions 2020-21 and 2021-22 have been received by the IQAC. However, submission of the same for the academic session 2019-20 is still pending. The concerned faculty members were asked to submit it by **06.06.2022**. The document is to be mailed at iqac.ggdc@gmail.com and naacggdc@gmail.com.

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

The fulfillment of Criterion I requires this feedback from the teachers. As such, it was decided that a questionnaire-based survey will be conducted among the faculty members to collect their feedback. For this purpose, the Coordinator, IQAC and Conveners, NAAC will be preparing the questionnaire in a Google Form and the link will be posted in the college





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website. The faculty members will be asked to visit the same and submit their answers within the stipulated time. The process is to be completed by the end of the current academic session. All the faculty members present gave their consent to this.

5) Parents-Teachers' Meeting:

It was unanimously decided that a "Parents-Teachers' Meeting" will be organized some time in August or September, 2022 to discuss the progress of the students with their parents. This was planned to help the students get parental support with respect to their pace of learning.

6) Celebration and/or observation of events in the upcoming academic session:

Keeping in mind the institutional best practices and the all-round development of the students some significant events like the 75 years of completion of Indian independence were proposed to be observed in the next academic session. Everyone expressed their willingness and it was decided that different relevant committees and/or Departments will be assigned responsibilities to organize cultural programmes, awareness campaigns, webinars, competitions and the likes for successful conduction of these events. It was further decided that such committees and departments will be notified well ahead time to enable them execute their plans fruitfully.

7) Wall magazine:

In order to motivate the students to showcase their writing/drawing/sketching/calligraphy skills it was proposed that a central wall magazine will be published by the institution annually. For this purpose, it was decided that the 'Publication Committee' will be undertaking the major responsibility and will be aided by Departments of English and Bengali for choosing and/or editing the articles submitted by the students. The decision was accepted enthusiastically by all concerned.

8) Redesigning the admission brochure to fulfill all the criteria prescribed by the UGC:

The admission brochure of our institution should reflect its best practices, zero tolerance to ragging and sexual harassment and its ecofriendly strategies for sustainable development. Since these salient features were lacking from the brochure it was decided that Dr. Suchismita Das and Ms. Tahira Tashneem will be redesigning its English version for the upcoming admissions. The Bengali version of the brochure will be prepared by the faculty members of the Department of Bengali. They were requested to begin their work at the earliest such that both the English and Bengali versions are completed by **15.06.2022**. Everyone agreed to this.





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9) Orientation Programme for the newly admitted students in the academic session 2022-2023:

To facilitate the newly admitted students understand the subject combinations being offered by the college, about various scholarship schemes, best practices of the institution and campus rules an 'Orientation Programme' was proposed to be conducted annually. Mr. Hirak Kumar Sinha Maha Patra and Mr. Molla Hafizur Rahaman volunteered to explain the subject combinations (as per CBCS curriculum of the affiliating University) and scholarship schemes the students can avail, respectively. Additionally, the Conveners of the Students Affairs Committee, Anti-ragging Committee, NSS Committee and the Visakha Cell were requested to plan and organize this programme to benefit the students getting admitted to this college. Making provision for a grievance box meant for the students was highlighted as well. None raised any objections to these proposals.

10) Valuable inputs from the Conveners, NAAC steering committee (if any):

Mr. Pinaki Roy, Co-Convener, NAAC Steering Committee briefed about the workplan designed by him for the academic enrichment of our institution while adhering to the various key indicators under different criteria in Part B of the AQAR proforma. For instance, he explained about the implementation and inclusion of the mentor-mentee programme in the routine. Then he highlighted some important indicators like situatedness of the institution, inclusivity, student diversity, career counselling, dealing with the internal examination related grievances of the students and the likes that can be integrated in the current teaching-learning practices.

The Coordinator, IQAC went ahead to propose some add-on programmes (previously consulted with the Co-Convener, NAAC) like development of communication skills, e-skills and study of local plant diversity for capacity building and skill enhancement of the students. This also included experimental learning through field work.

A few other topics like FDPs (Faculty Development Programmes) for enabling the participants for preparing the AQARs in the best possible way, understanding leave rules and CAS regulations, comprehending professional ethics, inculcating values, etc. were also discussed.

Everyone participated in the discussion actively and gave suggestions. Finally, it was decided that depending on the faculty strength, institutional infrastructure and feasibility all the key indicators are to be gradually included in the teaching-learning process in the best interests of the students.





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11) Matters arising:

None of the faculty members present in the meeting suggested further topics for discussion. Dr. Saurabh Chakraborti, External Member, IQAC had expressed his regret of not being able to attend the meeting by texting the Coordinator, IQAC. In the same text he had suggested about PAC (Provisional Accreditation for Colleges). This was conveyed to the attendees by the Coordinator and analysed briefly. It was decided that the quantitative and qualitative aspects of PAC will be speculated in the next meeting of the IQAC.

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

COUNTERSIGNED

OFFICER-IN-CHARGE,
GGDC, MANGALKOTE

COORDINATOR, IQAC,
GGDC, MANGALKOTE





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Email: ggdc Mangalkote@gmail.com; *Website:* http://mangalkotegovtcollege.org

NO.: IQAC/18/2022

DATE: 03.06.2022

NOTICE

With reference to the minutes of the meeting [IQAC/13(Min.)/2022 dated 01.06.2022] it is hereby notified to all concerned that under certain unavoidable circumstances the redesigning of the admission brochure for the upcoming sessions will be carried out by **Dr. Suchismita Das**, Assistant Professor of Sociology, GGDCM and **Ms. Madhumita Chakraborty**, Assistant Professor of Political Science, GGDCM.

Ms. Tahira Tashneem, Assistant Professor of English, GGDCM will no longer be a part of this venture.

Countersigned

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

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





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NO.: IQAC/19/2022

DATE: 17.06.2022

NOTICE

All the faculty members are requested to submit their responses to the 'Survey for Teachers' Feedback on Syllabus and Its Transaction at GGDC, Mangalkote' by following the link embedded in this notice (vide Minutes of the IQAC meeting held on 01.06.2022 - notice no. IQAC/13(Min.)/2022 dated 01.06.2022) within **18.06.2022**. They are further requested to read the questions/statements thoroughly before registering their responses honestly and in an unbiased manner.

Link for the survey:

https://docs.google.com/forms/d/1JBK_whZb1PZSgYEjQc05dMBdbmW64GDRTb0qgCZh2Q4/edit

Countersigned

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

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



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



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NO.: IQAC/20/2022

DATE: 17.06.2022

NOTICE

All the faculty members of the enlisted departments and/or committees are requested to organize the following programmes within the mentioned due dates. The events/occasions have been chosen keeping in mind the spirit of all round development of our students and encouraging them to become responsible citizens of our country as advised by the UGC.

| Sl. no. | Event/Occasion | Programme | Department(s) and/or Committees | Due Date |
|---------|---|----------------------------------|---------------------------------|------------|
| 1. | International Plastic Bag Free Day (celebrated globally on 3 rd July) | Plastic Bag Free Campus Campaign | NSS Committee | 15.07.2022 |
| 2. | World Nature Conservation Day (celebrated globally on 28 th July) | Webinar / Online Workshop | Depts. of Zoology and Sociology | 31.07.2022 |

Countersigned

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

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



Dr. Pradip Kumar Dasgupta
OFFICER-IN-CHARGE, W.B.E.S.
Government General Degree College, Mangalkote
Dist. Purba Bardhaman, West Bengal-713132



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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
Purba Bardhaman





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

IQAC/QA/GA/1

DATE: 27.06.2022

NOTICE

In order to maintain inclusivity on the campus based on gender a meeting of the IQAC has been scheduled to be organized on 11.07.2022 at 02.30 pm in the chamber of the Officer-in-Charge to discuss the following:

1. Adoption of a free, fair and an inclusive 'Gender Policy' to ensure gender equality and gender equity and prevent any sort of gender-based discrimination in the campus.
2. Formation of a committee from amongst the faculty members of the college to carry out the same.
3. Discussion on the future conduction of a 'Gender Audit' to keep a track of the quality of gender-based initiatives in the college and keep the students sensitized to gender-issues in the society.

Accordingly, all the faculty members are requested to attend the meeting positively.

Countersigned

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

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





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Email: ggdc Mangalkote@gmail.com; *Website:* http://mangalkotegovtcollege.org

NO.: IQAC/QA/GA/1/A

DATE: 27.06.2022

To,
Mr. Jagadish Chandra Barui,
Block Development Officer,
Mangalkote Development Block,
Purba Bardhaman.

Sub.: Invitation to attend the meeting of the IQAC, GGDC at Mangalkote

Dear Sir,

With due respect we would like to inform you that a meeting of the IQAC has been scheduled to be organized on 11.07.2022 at 02.30 pm in the chamber of the Officer-in-Charge to discuss the following:

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3. Discussion on the future conduction of a 'Gender Audit' to keep a track of the quality of gender-based initiatives in the college and keep the students sensitized to gender issues in the society.

It shall be our privilege to have your presence, as external member of our IQAC, in the meeting and be enriched with your valuable opinions and/or suggestions if you have any. Looking forward to your august presence.

Thanking you,
Yours sincerely,

Countersigned

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

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





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Email: ggdcmandalkote@gmail.com; *Website:* http://mandalkotegovtcollege.org

NO.: IQAC/QA/GA/1/B

DATE: 27.06.2022

To,
Dr. Saurabh Chakraborti,
Principal (W.B.S.E.S.),
Bidhannagar College,
Bidhannagar,
Kolkata.

Sub.: Invitation to attend the meeting of the IQAC, GGDC at Mangalkote

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Thanking you,
Yours sincerely,

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GGDC at Mangalkote
Purba Bardhaman**

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





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Email: ggdcmandalkote@gmail.com; *Website:* http://mandalkotegovtcollege.org

NO.: IQAC/QA/GA/1/C

DATE: 27.06.2022

To,
Dr. Amit Kumar Rakshit,
Superintendent,
Singot Rural Hospital,
Purba Bardhaman.

Sub.: Invitation to attend the meeting of the IQAC, GGDC at Mangalkote

Dear Sir,

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Thanking you,
Yours sincerely,

Countersigned

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

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





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

Email: ggdc Mangalkote@gmail.com; *Website:* http://mangalkotegovtcollege.org

NO.: IQAC/QA/GA/1/D

DATE: 27.06.2022

To,
Mr. Achintya Kumar Mondal,
Oriental Institute of Science & Technology,
Dewan Dighi,
Katwa Road,
Purba Bardhaman: 713101,
West Bengal.

Sub.: Invitation to attend the meeting of the IQAC, GGDC at Mangalkote

Dear Sir,

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Countersigned

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

Thanking you,
Yours sincerely,

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



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



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Email: ggdc Mangalkote@gmail.com; *Website:* http://mangalkotegovtcollege.org

IQAC/QA/GE/3

DATE: 04.07.2022

NOTICE

All the faculty members of this institution are hereby notified that a meeting of the IQAC has been scheduled to be organized on 22.07.2022 at 2.00 pm in the chamber of the Officer-in-Charge to discuss the follow up actions to be taken to achieve the points drafted in the 'Green Campus Policy' and 'Energy Conservation Policy'.

Accordingly, all the faculty members are requested to attend the meeting.

Countersigned

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

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





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

NO.: IQAC/QA/GE/3/A

DATE: 04.07.2022

To,
Mr. Jagadish Chandra Barui,
Block Development Officer,
Mangalkote Development Block,
Purba Bardhaman.

Sub.: Invitation to attend the meeting of the IQAC, GGDC at Mangalkote

Dear Sir,

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Thanking you,
Yours sincerely,

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

**Coordinator, IQAC
GGDC, Mangalkote
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Email: ggdc Mangalkote@gmail.com; *Website:* http://mangalkotegovtcollege.org

NO.: IQAC/QA/GE/3/B

DATE: 04.07.2022

To,
Dr. Saurabh Chakraborti,
Principal (W.B.S.E.S.),
Bidhannagar College,
Bidhannagar,
Kolkata.

Sub.: Invitation to attend the meeting of the IQAC, GGDC at Mangalkote

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GGDC at Mangalkote
Purba Bardhaman**

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





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

NO.: IQAC/QA/GE/3/C

DATE: 04.07.2022

To,
Dr. Amit Kumar Rakshit,
Superintendent,
Singot Rural Hospital,
Purba Bardhaman.

Sub.: Invitation to attend the meeting of the IQAC, GGDC at Mangalkote

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Email: ggdc Mangalkote@gmail.com; *Website:* http://mangalkotegovtcollege.org

NO.: IQAC/QA/GE/3/D

DATE: 04.07.2022

To,
Mr. Achintya Kumar Mondal,
Oriental Institute of Science & Technology,
Dewan Dighi,
Katwa Road,
Purba Bardhaman: 713101,
West Bengal.

Sub.: Invitation to attend the meeting of the IQAC, GGDC at Mangalkote

Dear Sir,

With due respect we would like to inform you that a meeting of the IQAC has been scheduled to be organized on 22.07.2022 at 2.00 pm in the chamber of the Officer-in-Charge to discuss the follow up actions to be taken to achieve the points drafted in the 'Green Campus Policy' and 'Energy Conservation Policy'.

It shall be our privilege to have your presence, as external member of our IQAC, in the meeting and be enriched with your valuable opinions and/or suggestions if you have any. Looking forward to your august presence.

Thanking you,
Yours sincerely,

Countersigned

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

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



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



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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/GA/2

DATE: 11.07.2022

MINUTES OF THE MEETING HELD ON 11.07.2022

The meeting began with the address of the Coordinator, IQAC in which he explained the necessity of monitoring the gender-based facilities being followed by the college to ensure the students and faculty members alike a gender-inclusive atmosphere conducive to the teaching-learning ecosystem. The HOI gave consent to proceed with the meeting. A discussion took place where all the faculty members participated and gave their valuable suggestions regarding the actions to be undertaken for attaining a gender-inclusive campus free from any sort of gender-based discrimination. Based on the discussion, the following resolutions were taken:

1. A comprehensive 'Gender Policy' to be adopted by the college and be followed strictly to achieve a campus free from gender-based discrimination.

2. The policy is to be drafted by a committee appointed for the purpose. The names of the faculty members included in the committee are mentioned below-

- Dr. Pradipta Kumar Basu, Officer in Charge, Govt. General Degree College, Mangalkote
- Dr. Debraj Biswal, Asst. Professor & Head, Department of Zoology, Coordinator, IQAC, Govt. General Degree College, Mangalkote
- Dr. Pinaki Roy. Asst. Professor & Head, Dept. of Sociology, Convener, NAAC Committee
- Dr. Suchismita Das, Asst. Professor of Sociology, Convener, Women's Cell
- Ms. Madhumita Chakraborty, Asst. Professor & Head, Dept. of Political Science, Convener, Anti-ragging Cell
- Ms. Tinat Rukshana, Asst. Professor of Political Science, Convener, Visakha Cell





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

3. The committee is also entrusted with the responsibility of carrying out everything that is necessary to conduct a 'Gender Audit' shortly.
4. All the faculty members are requested to cooperate with the above-mentioned committee so that the works proceed smoothly.

Countersigned

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

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





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NO.: IQAC/21/2022

DATE: 19.07.2022

NOTICE

It is hereby notified to all concerned that the 'Online Workshop' for observation of World Nature Conservation Day (vide notice no. IQAC/20/2022 published on 17.06.2022) is hereby postponed in view of the ongoing UG examinations and non-availability of convenient time of the invited speakers.

The date for the same will be announced as soon as the speakers give their consent.

Countersigned

Officer-in-Charge
GGDC at Mangalkote
Purba Bardhaman

Coordinator, IQAC
GGDC at Mangalkote
Purba Bardhaman



Dr. Pradip Kumar Bhowmik
OFFICER-IN-CHARGE, IQAC
Government General Degree College, Mangalkote
Dist. Purba Bardhaman, West Bengal-713132



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NO.: IQAC/22/2022

DATE: 19.07.2022

NOTICE

All concerned are hereby reminded about the plans for celebration of '**75th year of Independence Day of India or Azadi Ka Amrit Mahotsav**' as discussed in the IQAC meeting held on 01.06.2022 and the minutes published later (no. IQAC/13(Min.)/2022 dated 01.06.2022). Accordingly, the **Convener, Cultural Committee and Departments of Political Science and History** are requested to make suitable arrangements for the same. Other willing Departments and Program Officers/Conveners of different committees are also requested to come forward with their proposals regarding the same during the latter half of the academic session.

Countersigned

Officer-in-Charge
GGDC at Mangalkote
Purba Bardhaman

Coordinator, IQAC
GGDC at Mangalkote
Purba Bardhaman



Dr. Pradip Kumar Barua
OFFICER-IN-CHARGE, W.B.E.E.
GOVERNMENT GENERAL DEGREE COLLEGE, MANGALKOTE
Dist. Purba Bardhaman, West Bengal-713132



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GOVERNMENT GENERAL DEGREE COLLEGE, MANGALKOTE
Internal Quality Assurance Cell

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IQAC/QA/GE/4

DATE: 22.07.2022

MINUTES OF THE MEETING HELD ON 22.07.2022

The meeting began with the Coordinator, IQAC summarizing the Green and Energy policies drafted by the committee formed on 21.03.2022. The HOI illustrated a few points and moved ahead with the seminar. An elaborate discussion followed with valuable inputs from all the attendees on the basis of which the following resolutions were taken:

1. Taking suitable steps for arrangement of alternative energy resources in the college as part of the energy conservation drive.
2. Taking various green initiatives like 'rain water harvesting', 'vermicomposting', and management of biodegradable and non-biodegradable wastes.
3. Documenting the floral and faunal diversity of the college in view of conducting 'Green Audit' in the future.
4. Documentation of energy consumption by the college in view of conducting 'Energy Audit' in the future.
5. The committee to spearhead the drives for 'Green Audit' is hereby formed below:
 - Dr. Pradipta Kumar Basu, Officer-in-Charge, Government General Degree College, Mangalkote
 - Dr. Debraj Biswal, Coordinator, IQAC, Government General Degree College, Mangalkote
 - Mr. Pinaki Roy, Convener, NAAC Committee, Government General Degree College, Mangalkote
 - Dr. Debasish Kundu, Green Audit Coordinator, Government General Degree College, Mangalkote
6. The committee to spearhead the drives for 'Energy Audit' is hereby formed below:
 - Dr. Pradipta Kumar Basu, Officer in Charge, GGDC, Mangalkote (Internal Member)





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- Dr. Debraj Biswal, Coordinator IQAC, GGDC, Mangalkote (Internal Member)
 - Mr. Pinaki Roy, Convener, NAAC Committee, GGDC, Mangalkote (Internal Member)
 - Dr. Debasish Kundu, Energy Audit Coordinator, GGDC, Mangalkote (Internal Member)
 - Dr. Dinesh Maity, Assistant Professor of Chemistry, GGDC, Mangalkote (Internal Member)
7. The names of the external members of the 'Green Audit Committee' and 'Energy Audit Committee' will be finalized in the next meeting.

Eventually, the meeting ended with thanking the Chairperson, IQAC.

Countersigned

Officer-in-Charge
GGDC, Mangalkote
Purba Bardhaman

Coordinator, IQAC
GGDC, Mangalkote
Purba Bardhaman





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Email: ggdc Mangalkote@gmail.com; *Website:* http://mangalkotegovtcollege.org

NO.: IQAC/23/2022

DATE: 01.08.2022

NOTICE

In accordance with the instructions from the Department of Higher Education, Bikash Bhavan, Salt Lake, Kolkata and the recently held online meeting some issues need an urgent discussion with all the faculty members of this institution. They are:

1. Completion of all the pending AQARs.
2. Preparation of the Students Satisfaction Survey Reports.
3. Initiation of compilation of qualitative and quantitative data for preparation of SSR (Self Study Report).
4. Mentor-Mentee programmes.
5. Orientation Programme for the newly admitted students as proposed earlier.
6. Plans for academic and outreach activities in the current academic session.

As such, a meeting has been scheduled to be held on **5th August, 2022 at 1.00 PM** in the conference room (1st Floor).

All the faculty members are requested to be present in the meeting.

Countersigned

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

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



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Email: ggdc Mangalkote@gmail.com; *Website:* http://mangalkotegovtcollege.org

NO.: IQAC/24/2022

DATE: 01.08.2022

To,
Mr. Jagadish Chandra Barui,
Block Development Officer,
Mangalkote Development Block,
Purba Bardhaman.

Sub.: Invitation to attend the meeting of the IQAC, GGDC at Mangalkote

Dear Sir,

With due respect we would like to inform you that a meeting of the IQAC of our educational institution has been scheduled to be organized on 05.08.2022 at 01.00 PM in the conference room of our college (1st Floor) with the following agenda as a follow-up action to the recently held online meeting with the instructions from the Department of Higher Education, Bikash Bhavan, Salt Lake, Kolkata:

1. Completion of all the pending AQARs.
2. Preparation of the Students Satisfaction Survey Reports.
3. Initiation of compilation of qualitative and quantitative data for preparation of SSR (Self Study Report).
4. Mentor-Mentee programmes.
5. Orientation Programme for the newly admitted students as proposed earlier.
6. Plans for academic and outreach activities in the current academic session.

It shall be our privilege to have your presence, as external member of our IQAC, in the meeting and be enriched with your valuable opinions and/or suggestions if you have any. Looking forward to your august presence.

Thanking you,
Yours sincerely,

Countersigned

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

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



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



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/25/2022

DATE: 01.08.2022

To,
Dr. Saurabh Chakraborti,
Principal (W.B.S.E.S.),
Bidhannagar College,
Bidhannagar,
Kolkata.

Sub.: Invitation to attend the meeting of the IQAC, GGDC at Mangalkote

Dear Sir,

With due respect we would like to inform you that a meeting of the IQAC of our educational institution has been scheduled to be organized on 05.08.2022 at 01.00 PM in the conference room of our college (1st Floor) with the following agenda as a follow-up action to the recently held online meeting with the instructions from the Department of Higher Education, Bikash Bhavan, Salt Lake, Kolkata:

1. Completion of all the pending AQARs.
2. Preparation of the Students Satisfaction Survey Reports.
3. Initiation of compilation of qualitative and quantitative data for preparation of SSR (Self Study Report).
4. Mentor-Mentee programmes.
5. Orientation Programme for the newly admitted students as proposed earlier.
6. Plans for academic and outreach activities in the current academic session.

It shall be our privilege to have your presence, as external member of our IQAC, in the meeting and be enriched with your valuable opinions and/or suggestions if you have any. Looking forward to your august presence.

Thanking you,
Yours sincerely,

Countersigned

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

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





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Email: ggdc Mangalkote@gmail.com; *Website:* http://mangalkotegovtcollege.org

NO.: IQAC/26/2022

DATE: 01.08.2022

To,
Dr. Amit Kumar Rakshit,
Superintendent,
Singot Rural Hospital,
Purba Bardhaman.

Sub.: Invitation to attend the meeting of the IQAC, GGDC at Mangalkote

Dear Sir,

With due respect we would like to inform you that a meeting of the IQAC of our educational institution has been scheduled to be organized on 05.08.2022 at 01.00 PM in the conference room of our college (1st Floor) with the following agenda as a follow-up action to the recently held online meeting with the instructions from the Department of Higher Education, Bikash Bhavan, Salt Lake, Kolkata:

1. Completion of all the pending AQARs.
2. Preparation of the Students Satisfaction Survey Reports.
3. Initiation of compilation of qualitative and quantitative data for preparation of SSR (Self Study Report).
4. Mentor-Mentee programmes.
5. Orientation Programme for the newly admitted students as proposed earlier.
6. Plans for academic and outreach activities in the current academic session.

It shall be our privilege to have your presence, as external member of our IQAC, in the meeting and be enriched with your valuable opinions and/or suggestions if you have any. Looking forward to your august presence.

Thanking you,
Yours sincerely,

Countersigned

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

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





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Email: ggdc Mangalkote@gmail.com; *Website:* http://mangalkotegovtcollege.org

NO.: IQAC/27/2022

DATE: 01.08.2022

To,
Mr. Achintya Kumar Mondal,
Oriental Institute of Science & Technology,
Dewan Dighi,
Katwa Road,
Purba Bardhaman: 713101,
West Bengal.

Sub.: Invitation to attend the meeting of the IQAC, GGDC at Mangalkote

Dear Sir,

With due respect we would like to inform you that a meeting of the IQAC of our educational institution has been scheduled to be organized on 05.08.2022 at 01.00 PM in the conference room of our college (1st Floor) with the following agenda as a follow-up action to the recently held online meeting with the instructions from the Department of Higher Education, Bikash Bhavan, Salt Lake, Kolkata:

1. Completion of all the pending AQARs.
2. Preparation of the Students Satisfaction Survey Reports.
3. Initiation of compilation of qualitative and quantitative data for preparation of SSR (Self Study Report).
4. Mentor-Mentee programmes.
5. Orientation Programme for the newly admitted students as proposed earlier.
6. Plans for academic and outreach activities in the current academic session.

It shall be our privilege to have your presence, as external member of our IQAC, in the meeting and be enriched with your valuable opinions and/or suggestions if you have any. Looking forward to your august presence.

Thanking you,
Yours sincerely,

Countersigned

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

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



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



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Email: ggdc Mangalkote@gmail.com; *Website:* http://mangalkotegovtcollege.org

NO.: IQAC/23(Min.)/2022

DATE: 05.08.2022

Minutes of the meeting held on 05.08.2022

The meeting of the IQAC with all the faculty members of this college was held in the conference room (1st floor) at 1.00 PM. It was chaired by Dr. Pradipta Kumar Basu, Officer-in-Charge, GGDC at Mangalkote and conducted by Dr. Debraj Biswal, Coordinator, IQAC, GGDC at Mangalkote. The meeting commenced with a brief introduction for the purpose of urgent gathering in the wake of the instruction from the Department of Higher Education, Bikash Bhavan, Salt Lake, Kolkata. Following this, the agenda were taken up serially by the Coordinator and discussed with the attendees to meet the NAAC deadlines earmarked by the Department of Higher Education. The discussion has been briefly described below.

1. *Completion of all the pending AQARs:*

Mr. Pinaki Roy, Co-convener, NAAC steering committee having reviewed all the earlier AQARs beginning from 2015-16 to 2021-22 on being requested by the Coordinator, IQAC identified some anomalies. They were discussed with the Coordinator prior to the meeting. Based on this, it was suggested that the parts of each criterion in the AQARs needing revision or clarification will be highlighted and sent to the respective faculty members who had prepared them to which everyone agreed. The deadline for submission of revised AQARs has been set as **20.08.2022**. They are to be mailed to iqac.ggdc@gmail.com and naacggdc@gmail.com.

2. *Preparation of the Students Satisfaction Survey Reports:*

The SSSRs for the academic sessions **2018-19**, **2019-20**, **2020-21** and **2021-22** will be prepared by the SSSR committee and submitted by **20.08.2022**. They are to be mailed to iqac.ggdc@gmail.com and naacggdc@gmail.com.

3. *Initiation of compilation of qualitative and quantitative data for preparation of SSR (Self-Study Report):*

After a brief description the work load was divided among the following faculty members:

- **Executive Summary, Profile of the College and Extended Profile of the College:** Mr. Pinaki Roy, Dr. Debraj Biswal.
- **Criterion I (Curricular Aspects):** Mr. Molla Hafizur Rahaman, Mr. Keshab Chandra Saha
- **Criterion II (Teaching-Learning and Evaluation):** Ms. Moumita Mazumder, Mr. Debaditya Dutta





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- **Criterion III (Research, Innovations and Extension):** Dr. Debasish Kundu, Dr. Dinesh Maity
- **Criterion IV (Infrastructure and Learning Resources):** Dr. Akash Kedia, Mr. Goutam Mondal
- **Criterion V (Student Support and Progression):** Mr. Hirak Kumar Sinha Mahapatra, Ms. Sanchari De, Ms. Madhumita Chakraborty
- **Criterion VI (Governance, Leadership and Management):** Dr. Suchismita Das, Dr. Animesh Mondal
- **Criterion VII (Institutional Values and Best Practices):** Ms. Madhumita Chakraborty, Ms. Tinat Rukshana

They have been requested to begin working on the SSR as soon as possible.

4. Mentor-Mentee programmes:

As of now, the mentor-mentee programme remains shelved till the completion of vital tasks related to preparation of AQARs, SSSRs and SSR. The decision had to be taken because of the paucity of faculty members in the college.

5. Orientation Programme for the newly admitted students as proposed earlier:

This has been proposed by everyone to be completed between **19.09.2022 to 26.09.2022**.

6. Plans for academic and outreach activities in the current academic session:

All the departments and committees have been requested to come forward with their suggestions for celebration of important days and events throughout the year.

Eventually, the meeting met its closure with expression of gratitude to the Chair.

COUNTERSIGNED

OFFICER-IN-CHARGE,
GGDC, MANGALKOTE

COORDINATOR, IQAC,
GGDC, MANGALKOTE





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Email: ggdc Mangalkote@gmail.com; *Website:* http://mangalkotegovtcollege.org

NO.: IQAC/28/2022

DATE: 10.08.2022

NOTICE

It is hereby notified to all concerned that the following faculty members are being co-opted as members of a special sub-committee for completion of **Criterion IV** of AQAR (Part B) of all academic sessions (2015-16, 2016-17, 2017-18, 2018-19, 2020-21, 2021-22) especially, the part related to the calculation of **expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the aforementioned sessions**. The special sub-committee formed under IQAC will henceforth be referred to as **“INFRASTRUCTURE AND LEARNING RESOURCES SUB-COMMITTEE”**.

Convener: Dr. Debasish Kundu, Assistant Professor, Dept. of Chemistry

Jt. Convener: Dr. Akash Kedia, Assistant Professor, Dept. of Botany

Members:

1. Dr. Animesh Mondal, Assistant Professor, Dept. of Zoology
2. Dr. Dinesh Maity, Assistant Professor, Dept. of Chemistry
3. Mr. Pinaki Roy, Assistant Professor, Dept. of Sociology
4. Mr. Keshab Chandra Saha, Assistant Professor, Dept. of Bengali
5. Mr. Bidyut Chakraborty, Head Clerk, College Office
6. Mr. Sumit Shankar, LDC, College Office

Considering the huge work load and shortage of time all the faculty members of the committee are requested to help each other to complete the task within the due date (20.08.2022) and also seek the assistance of the Coordinator, IQAC as and when required.

Countersigned

Officer-in-Charge
GGDC at Mangalkote
Purba Bardhaman

Coordinator, IQAC
GGDC at Mangalkote
Purba Bardhaman





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 and 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 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**



Dr. Pradyota Kumar Basu
OFFICER-IN-CHARGE, IQAC
Government General Degree College, Mangalkote
Dist. Purba Bardhaman, West Bengal-713132



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Email: ggdc Mangalkote@gmail.com; *Website:* http://mangalkotegovtcollege.org

NO.: IQAC/30/2022

DATE: 13.08.2022

NOTICE

All the departments of this institution are requested to maintain their own **departmental registers with detailed account of syllabus distribution, curriculum delivery and other academic activities**. Additionally, they are also required to maintain records of any of their students getting enrolled in higher education or securing jobs or getting recruited as a research scholar or qualifying in examinations such as SET, NET, GATE, etc. This is essential to keep records of students passing out from this institution which will later help in formation of **alumni association**.

Additionally, all the committees like NSS, NAAC, UGC-Seminar Committee, Environmental Awareness Committee, Women's Cell, Anti-Ragging Committee, Visakha Cell, etc. are also requested to maintain their own registers to facilitate retrieval of information whenever required.

Countersigned

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

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



Dr. Pradyota Kumar Das
OFFICER-IN-CHARGE, W.B.E.S.
CHANDRA CHAKRA DEB CHAUDHARI
Dr. Panchanantala, West Bengal 713132



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/31/2022

DATE: 18.08.2022

NOTICE

All the faculty members who have published **book chapters** during the academic sessions **2020-2021** and **2021-2022** are requested to submit the following documents as proofs to be uploaded during submission of Criterion 3 of the AQARs (Part B):

1. The front cover page of the book in which the chapter was published,
2. The back cover page of the book where the year of publication and ISBN is mentioned. In case the year of publication/ISBN is missing from the back cover page, any other page with the required information may be given,
3. The table of contents showing your name and the chapter published, and
4. The first page of your chapter.

The abovementioned documents must be scanned and made into a **single PDF document separately for each chapter published**. All the departmental heads are requested to compile these information in the given format and mail them to iqac.ggdc@gmail.com and naacggdc@gmail.com by **21.08.2022**.

Countersigned

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

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



Dr. Pradyota Kumar Basu
OFFICER-IN-CHARGE, IQAC
Government General Degree College, Mangalkote
Dist. Purba Bardhaman, West Bengal-713132



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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/32/2022

DATE: 15.10.2022

NOTICE

All the faculty members are hereby informed that an in-house *Faculty Development Programme* on 'Curriculum Delivery for Academic Excellence' has been scheduled to be organized by the IQAC on **21.10.2022 at 11.30 am** in the Seminar Room of the college. The Coordinator, IQAC will be elaborating the steps to be undertaken for efficient curriculum delivery keeping in mind the strength, weakness, opportunities and challenges of the institution. The students' diversity will also be considered in the discussion.

Accordingly, all the faculty members are requested to register themselves by following the link embedded in this notice and be present in the said programme to make it successful.

Link for registration:

<https://docs.google.com/forms/d/1aCLtNU7Cr0L498ZR7YFbpCfmTft1yogTCq0pMIMTiM/edit>

[Please register by 19.10.2022]

Countersigned

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

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



Dr. Pradyumn Kumar Shukla
OFFICER-IN-CHARGE, IQAC
GGDC, Mangalkote, Purba Bardhaman
Dist. Purba Bardhaman, West Bengal - 713132



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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/33/2022

DATE: 21.10.2022

NOTICE

As a follow up of the Faculty Development Programme organized today, faculty members from all departments are hereby requested to prepare their respective **Programme** and **Course Outcomes** to be uploaded on the college website. Henceforth, all are requested to document their departmental activities systematically as outlined in the FDP.

For proper planning and execution of the upcoming “**Orientation Programme**”, a **Planning Committee** is hereby formed comprising of the following faculty members:

1. Mr. Pinaki Roy, Head, Dept. of Sociology
2. Ms. Madhumita Chakraborty, Head, Dept. of Political Science
3. Ms. Sanchari De, Assistant Professor, Dept. of Sociology
4. Mr. Aritra Rudra, Assistant Professor, Dept. of History
5. Dr. Animesh Mondal, Assistant Professor, Dept. of Zoology
6. Ms. Moumita Mazumder, Assistant Professor, Dept. of Sociology
7. Mr. Goutam Mondal, College Librarian

The committee is entrusted with the responsibility of organizing the sessions and documenting them in ways that cater to the requirements of holistic development of the students. This includes *Soft Skills, Value Education, Social Consciousness, Righteous Conduct, Citizenship Values, Ethical Values, Constitutional Values, Universal Human Values* and the likes as elaborated in the FDP. All other existing committees are requested to offer their full cooperation to the Planning Committee for smooth conduction of the proposed Orientation Programme.

Countersigned

Officer-in-Charge
GGDC, Mangalkote
Purba Bardhaman

Coordinator, IQAC
GGDC, Mangalkote
Purba Bardhaman





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/34/2022

DATE: 03.12.2022

NOTICE

A meeting of the IQAC has been scheduled to be organized on **08.12.2022 at 2.30 pm** in the Conference Room, 1st Floor of the institution. **All faculty members** (even if you have your P. Day) are thereby requested to be present in the said meeting to discuss the following:

1. Progress of preparation of SSR (Self Study Report).
2. Tentative date for submission of SSR.
3. Upcoming academic events and activities.
4. Miscellaneous.

Countersigned

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

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





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/35/2022

DATE: 03.12.2022

To,
Dr. Amit Kumar Rakshit,
Superintendent,
Singot Rural Hospital,
Purba Bardhaman.

Sub.: Invitation to attend the meeting of the IQAC, GGDC at Mangalkote

Dear Sir,

With due respect we would like to inform you that a meeting of the IQAC of our educational institution has been scheduled to be organized on 08.12.2022 at 02.30 PM 'Conference Room', 1st Floor of the institution with the following agenda:

1. Progress of preparation of SSR (Self Study Report).
2. Tentative date for submission of SSR.
3. Upcoming academic events and activities.
4. Miscellaneous.

It shall be our privilege to have your presence, as external member of our IQAC, in the meeting and be enriched with your valuable opinions and/or suggestions if you have any. Looking forward to your august presence.

Countersigned

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

Thanking you,
Yours sincerely,

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



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/36/2022

DATE: 03.12.2022

To,
Dr. Saurabh Chakraborti,
Principal (W.B.S.E.S.),
Bidhannagar College,
Bidhannagar,
Kolkata.

Sub.: Invitation to attend the meeting of the IQAC, GGDC at Mangalkote

Dear Sir,

With due respect we would like to inform you that a meeting of the IQAC of our educational institution has been scheduled to be organized on 08.12.2022 at 02.30 PM 'Conference Room', 1st Floor of the institution with the following agenda:

1. Progress of preparation of SSR (Self Study Report).
2. Tentative date for submission of SSR.
3. Upcoming academic events and activities.
4. Miscellaneous.

It shall be our privilege to have your presence, as external member of our IQAC, in the meeting and be enriched with your valuable opinions and/or suggestions if you have any. Looking forward to your august presence.

Thanking you,
Yours sincerely,

Countersigned

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

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





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/37/2022

DATE: 03.12.2022

To,
Mr. Achintya Kumar Mondal,
Oriental Institute of Science & Technology,
Dewan Dighi,
Katwa Road,
Purba Bardhaman: 713101,
West Bengal.

Sub.: Invitation to attend the meeting of the IQAC, GGDC at Mangalkote

Dear Sir,

With due respect we would like to inform you that a meeting of the IQAC of our educational institution has been scheduled to be organized on 08.12.2022 at 02.30 PM 'Conference Room', 1st Floor of the institution with the following agenda:

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3. Upcoming academic events and activities.
4. Miscellaneous.

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Thanking you,
Yours sincerely,

Countersigned

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

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





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/38/2022

DATE: 03.12.2022

To,
Mr. Jagadish Chandra Barui,
Block Development Officer,
Mangalkote Development Block,
Purba Bardhaman.

Sub.: Invitation to attend the meeting of the IQAC, GGDC at Mangalkote

Dear Sir,

With due respect we would like to inform you that a meeting of the IQAC of our educational institution has been scheduled to be organized on 08.12.2022 at 02.30 PM 'Conference Room', 1st Floor of the institution with the following agenda:

1. Progress of preparation of SSR (Self Study Report).
2. Tentative date for submission of SSR.
3. Upcoming academic events and activities.
4. Miscellaneous.

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Countersigned

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

Thanking you,
Yours sincerely,

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



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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/34(Min.)/2022

DATE: 08.12.2022

Minutes of the meeting held on 08.12.2022

The meeting of the IQAC with all the faculty members of this college was held in the conference room (2nd floor) at 2.30 PM. It was chaired by Dr. Pradipta Kumar Basu, Officer-in-Charge, GGDC at Mangalkote and conducted by Dr. Debraj Biswal, Coordinator, IQAC, GGDC at Mangalkote. As usual, the meeting began with the briefing of the background. The Coordinator then went on to present the SSR (Self Study Report) to give an update regarding its progress to the Chairman as well as the faculty members present. Following this, the pending works were discussed and remedies were sought for from the attendees. The highlights of the discussion have been compiled as under.

1. The executive summary has been successfully compiled by Mr. Pinaki Roy and Dr. Debraj Biswal. However, a few supporting documents are still lacking. Dr. Debasish Kundu, Dr. Akash Kedia and Dr. Dinesh Maity gave their word to complete their work within a few days. **17.12.2022** has been decided as the due date for this purpose.
2. Mr. Keshab Chandra Saha has not yet been able to begin the work for Criterion I. **Ms. Tahira Tashneem** and **Mr. Debaditya Dutta** have been co-opted for assisting him complete his assignment positively by **17.12.2022**.
3. All the present faculty members have also been requested to submit all the required data to the Coordinator, IQAC and Conveners, NAAC within **17.12.2022**.
4. The first draft of the complete SSR needs to be prepared by **20.12.2022** as suggested by the Officer-in-Charge, GGDC Mangalkote.
5. All the faculty members were requested to continue organizing academic and outreach activities for holistic growth of the students.
6. No other topic came up for discussion under the head 'Miscellaneous'.

Eventually, the meeting ended with the expression of gratitude to the chair.

COUNTERSIGNED

OFFICER-IN-CHARGE,
GGDC, MANGALKOTE

COORDINATOR, IQAC,
GGDC, MANGALKOTE



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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/34(Min.)/2022

DATE: 08.12.2022

Minutes of the meeting held on 08.12.2022

The meeting of the IQAC with all the faculty members of this college was held in the conference room (2nd floor) at 2.30 PM. It was chaired by Dr. Pradipta Kumar Basu, Officer-in-Charge, GGDC at Mangalkote and conducted by Dr. Debraj Biswal, Coordinator, IQAC, GGDC at Mangalkote. As usual, the meeting began with the briefing of the background. The Coordinator then went on to present the SSR (Self Study Report) to give an update regarding its progress to the Chairman as well as the faculty members present. Following this, the pending works were discussed and remedies were sought for from the attendees. The highlights of the discussion have been compiled as under.

1. The executive summary has been successfully compiled by Mr. Pinaki Roy and Dr. Debraj Biswal. However, a few supporting documents are still lacking. The assigned faculty members have been requested to collect them from the office by **17.12.2022**.
2. **Ms. Tahira Tashneem** and **Mr. Debaditya Dutta** have been co-opted to assist Mr. Keshab Chandra Saha in completing his task related to Criterion I of the SSR positively by **17.12.2022**.
3. All the present faculty members have also been requested to submit all the required data to the Coordinator, IQAC and Conveners, NAAC within **17.12.2022**.
4. The first draft of the complete SSR needs to be prepared by **20.12.2022** as suggested by the Officer-in-Charge, GGDC Mangalkote.
5. All the faculty members were requested to continue organizing academic and outreach activities for holistic growth of the students.
6. No other topic came up for discussion under the head 'Miscellaneous'.

Eventually, the meeting ended with the expression of gratitude to the chair.

COUNTERSIGNED

OFFICER-IN-CHARGE,
GGDC, MANGALKOTE

COORDINATOR, IQAC,
GGDC, MANGALKOTE



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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/39/2022

DATE: 20.12.2022

NOTICE

In continuation to the notice published on 21.10.2022 (notice no. IQAC/33/2022) all the Departmental Heads are requested to submit their Programme and Course Outcomes by **10.01.2023** as elaborated in the FDP organized by the Coordinator, IQAC on 21.10.2022 within the college premises. Other faculty members are asked to cooperate with their respective Heads in this regard as it is an important part of the SSR and the upcoming NAAC visit.

The Programme and Course Outcomes are to be mailed at iqac.ggdc@gmail.com and naacggdc@gmail.com.

Countersigned

Officer-in-Charge
GGDC, Mangalkote
Purba Bardhaman

Coordinator, IQAC
GGDC, Mangalkote
Purba Bardhaman



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



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/GE/5

DATE: 01.04.2023

NOTICE

To assess the environmental standards of the college and the effective implementation of 'Green Campus Policy' and 'Energy Conservation Policy' so far, a meeting of the IQAC has been scheduled to be organized on 24.04.2023 at 01.30 pm in the chamber of the Officer-in-Charge to discuss the following:

1. Tentative dates for Green and Energy audits.
2. Plan of action to achieve the same.
3. External members to be invited for the audit.
4. Green initiatives to be undertaken in the future.

As such, all the faculty members are requested to attend the meeting on time.

Countersigned

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

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





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/QA/GE/5/A

DATE: 01.04.2023

To,
Mr. Jagadish Chandra Barui,
Block Development Officer,
Mangalkote Development Block,
Purba Bardhaman.

Sub.: Invitation to attend the meeting of the IQAC, GGDC at Mangalkote

Dear Sir,

With due respect we would like to inform you that a meeting of the IQAC has been scheduled to be organized on 24.04.2023 at 01.30 pm in the chamber of the Officer-in-Charge to discuss the following:

1. Tentative dates for Green and Energy audits.
2. Plan of action to achieve the same.
3. External members to be invited for the audit.
4. Green initiatives to be undertaken in the future.

It shall be our privilege to have your presence, as external member of our IQAC, in the meeting and be enriched with your valuable opinions and/or suggestions if you have any. Looking forward to your august presence.

Thanking you,
Yours sincerely,

Countersigned

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

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





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/QA/GE/5/B

DATE: 01.04.2023

To,
Dr. Saurabh Chakraborti,
Principal (W.B.S.E.S.),
Bidhannagar College,
Bidhannagar,
Kolkata.

Sub.: Invitation to attend the meeting of the IQAC, GGDC at Mangalkote

Dear Sir,

With due respect we would like to inform you that a meeting of the IQAC has been scheduled to be organized on 24.04.2023 at 01.30 pm in the chamber of the Officer-in-Charge to discuss the following:

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2. Plan of action to achieve the same.
3. External members to be invited for the audit.
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It shall be our privilege to have your presence, as external member of our IQAC, in the meeting and be enriched with your valuable opinions and/or suggestions if you have any. Looking forward to your august presence.

Thanking you,
Yours sincerely,

Countersigned

Officer-in-Charge
GGDC at Mangalkote
Purba Bardhaman

Coordinator, IQAC
GGDC, Mangalkote
Purba Bardhaman





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/QA/GE/5/C

DATE: 01.04.2023

To,
Dr. Amit Kumar Rakshit,
Superintendent,
Singot Rural Hospital,
Purba Bardhaman.

Sub.: Invitation to attend the meeting of the IQAC, GGDC at Mangalkote

Dear Sir,

With due respect we would like to inform you that a meeting of the IQAC has been scheduled to be organized on 24.04.2023 at 01.30 pm in the chamber of the Officer-in-Charge to discuss the following:

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2. Plan of action to achieve the same.
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Thanking you,
Yours sincerely,

Countersigned

Officer-in-Charge
GGDC at Mangalkote
Purba Bardhaman

Coordinator, IQAC
GGDC, Mangalkote
Purba Bardhaman





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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/QA/GE/5/D

DATE: 01.04.2023

To,
Mr. Achintya Kumar Mondal,
Oriental Institute of Science & Technology,
Dewan Dighi,
Katwa Road,
Purba Bardhaman: 713101,
West Bengal.

Sub.: Invitation to attend the meeting of the IQAC, GGDC at Mangalkote

Dear Sir,

With due respect we would like to inform you that a meeting of the IQAC has been scheduled to be organized on 24.04.2023 at 01.30 pm in the chamber of the Officer-in-Charge to discuss the following:

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2. Plan of action to achieve the same.
3. External members to be invited for the audit.
4. Green initiatives to be undertaken in the future.

It shall be our privilege to have your presence, as external member of our IQAC, in the meeting and be enriched with your valuable opinions and/or suggestions if you have any. Looking forward to your august presence.

Thanking you,
Yours sincerely,

Countersigned

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

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



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



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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/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
Purba Bardhaman**





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/QA/AAA/6/A

DATE: 05.04.2023

To,
Mr. Jagadish Chandra Barui,
Block Development Officer,
Mangalkote Development Block,
Purba Bardhaman.

Sub.: Invitation to attend the meeting of the IQAC, GGDC at Mangalkote

Dear Sir,

With due respect we would like to inform you 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.

It shall be our privilege to have your presence, as external member of our IQAC, in the meeting and be enriched with your valuable opinions and/or suggestions if you have any. Looking forward to your august presence.

Thanking you,
Yours sincerely,

Countersigned

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

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





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/QA/AAA/6/B

DATE: 05.04.2023

To,
Dr. Saurabh Chakraborti,
Principal (W.B.S.E.S.),
Bidhannagar College,
Bidhannagar,
Kolkata.

Sub.: Invitation to attend the meeting of the IQAC, GGDC at Mangalkote

Dear Sir,

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Thanking you,
Yours sincerely,

Countersigned

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

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





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/QA/AAA/6/C

DATE: 05.04.2023

To,
Dr. Amit Kumar Rakshit,
Superintendent,
Singot Rural Hospital,
Purba Bardhaman.

Sub.: Invitation to attend the meeting of the IQAC, GGDC at Mangalkote

Dear Sir,

With due respect we would like to inform you 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:

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Thanking you,
Yours sincerely,

Countersigned

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

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





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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/QA/AAA/6/D

DATE: 05.04.2023

To,
Mr. Achintya Kumar Mondal,
Oriental Institute of Science & Technology,
Dewan Dighi,
Katwa Road,
Purba Bardhaman: 713101,
West Bengal.

Sub.: Invitation to attend the meeting of the IQAC, GGDC at Mangalkote

Dear Sir,

With due respect we would like to inform you 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.

It shall be our privilege to have your presence, as external member of our IQAC, in the meeting and be enriched with your valuable opinions and/or suggestions if you have any. Looking forward to your august presence.

Thanking you,
Yours sincerely,

Countersigned

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

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





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Government of West Bengal
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Internal Quality Assurance Cell

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Email: ggdc Mangalkote@gmail.com; *Website:* http://mangalkotegovtcollege.org

IQAC/QA/GE/6

DATE: 24.04.2023

MINUTES OF THE MEETING HELD ON 24.04.2023

The Coordinator, IQAC began the meeting by addressing the Chairperson, IQAC and other attendees about the current status of the implementation of the 'Green Campus Policy' and 'Energy Conservation Policy' based on the summary of activities submitted by the committee formed for the purpose. Then, he discussed the importance of 'Green Audit' and 'Energy Audit' in this institution to check the progress and find out what else could be done to ensure a clean and green campus to the students. A discussion ensued where all the attendees participated actively and the following resolutions were undertaken therefrom:

1. The tentative date of 'Green Audit' and 'Energy Audit' is decided as 31.05.2023.
2. The committee appointed for the purpose is requested to update and document all the activities undertaken so far as a preparatory measure for the upcoming audit.
3. The names of external members for carrying out 'Green Audit' are proposed as under:
 - Dr. Chowdhury Habibur Rahaman, Professor of Botany, Visva-Bharati University, Santiniketan, West Bengal
 - Dr. Jiaul Islam, Associate Professor, Department of Environmental Science, Sambhu Nath College, Labpur, Birbhum, West Bengal
 - Dr. Dilip Gorai, Associate Professor of Chemistry, Bolpur College, Birbhum, West Bengal
 - Dr. Mahuya Sen, Associate Professor of Geography, Birbhum Mahavidyalaya, Suri
4. The names of external members for carrying out 'Energy Audit' are proposed as under:
 - Mr. Arka Das, Assistant Engineer, P.W..Dte, Katwa Electrical Sub-Division, Katwa, Dt. Purba Bardhaman
 - Mr. Subrata Chowdhury, Junior Engineer, P.W..Dte, Katwa Electrical Sub-Division, Katwa, Dt. Purba Bardhaman
5. The external members will be contacted and their consent to be taken for carrying out the audits. The final date of audits will be notified shortly.





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6. All the faculty members are requested to cooperate with the above-mentioned team for successful conduction of the audit on the scheduled date.
7. Application for Government Grants for installation of solar panels, development of waste management system and other green initiatives to be undertaken by the HOI.

Countersigned

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

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





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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/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
Purba Bardhaman**

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





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

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

IQAC/QA/GE/7

DATE: 02.05.2023

NOTICE

As decided in the previous meeting, all concerned are hereby notified that the 'Green' and 'Energy' audits will be conducted on 31.05.2023 as the 'External Members' for the same have given their consent and confirmed their availability on the aforementioned date. As such, all the faculty members should be present in the college on the mentioned date and urge their students to do the same.

Countersigned

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

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





ACHIEVEMENT REPORT OF CLEAN AND GREEN CAMPUS

INITIATIVES

1. Adoption of 'Green Campus policy' and 'Energy Conservation Policy' to maintain the environmental standards of the college and sensitize the students towards the importance of such policies in an institution.
2. Organizing clean campus drives both inside and beyond the campus through NSS Unit of the college to promote the message of health-related benefits of clean zones.
3. Promotion of awareness against the evils of using plastics through various programmes held from time to time.
4. Organizing green initiatives like planting trees, holding campaigns for protection of biodiversity, etc. both within the college campus and beyond to educate the community adjacent to the college about the benefits of greenery and biodiversity conservation.
5. Using energy saving devices and appliances such as LED-lamps within the college campus as an energy-saving measure.
6. Segregation of biodegradable and non-biodegradable wastes by using different coloured dustbins installed at different points in the college campus.
7. Signing of a memorandum of understanding with Shimulia II Gram Panchayat, Palishgram, Dist.: Purba Bardhaman for management of solid, biochemical, liquid and chemical wastes generated by GGDC, Mangalkote.
8. Installation of a 'Rain-water harvesting unit' in the college campus as a measure for water conservation.
9. Installation of a 'Vermi-composting unit' in the college campus as a measure for processing of biodegradable waste and application of the compost for gardening.
10. Submission of applications to the Department of Higher Education, Govt. of West Bengal for development grants related to installation of solar panels in the college.
11. Conduction of Green and Energy Audits to assess the outcomes of clean and green initiatives undertaken by the college.

Countersigned

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

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





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/01/2023

DATE: 06.05.2023

NOTICE

All concerned are hereby informed that a meeting of the IQAC has been scheduled to be held on **10.05.2023** in the Teachers' Staff Room (1st floor) at **02.00 PM** with the following agenda:

- 1) Preparation of AQAR for the academic session 2022-23,
- 2) Pending documents and/or reports of last and current academic sessions,
- 3) Teachers' feedback on syllabus and its transaction at the institution,
- 4) Preparation of report of students' satisfaction survey of the academic session 2022-23,
- 5) Wall magazine,
- 6) Steps to be taken for final documentation prior to NAAC visit,
- 7) Arrangement of FDP by the Convener, NAAC steering committee, and
- 8) Matters arising.

All the faculty members of this institution are requested to attend this meeting.

Countersigned

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

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



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/02/2023

DATE: 06.05.2023

To,
Mr. Jagadish Chandra Barui,
Block Development Officer,
Mangalkote Development Block,
Purba Bardhaman.

Sub.: Invitation to attend the meeting of the IQAC, GGDC at Mangalkote

Dear Sir,

With due respect we would like to inform you that a meeting of the IQAC of our educational institution has been scheduled to be organized on 10.05.2023 at 02.00 PM in the Teachers' Staff Room, 1st Floor with the following agenda:

- 1) Preparation of AQAR for the academic session 2022-23,
- 2) Pending documents and/or reports of last and current academic sessions,
- 3) Teachers' feedback on syllabus and its transaction at the institution,
- 4) Preparation of report of students' satisfaction survey of the academic session 2022-23,
- 5) Wall magazine,
- 6) Steps to be taken for final documentation prior to NAAC visit,
- 7) Arrangement of FDP by the Convener, NAAC steering committee, and
- 8) Matters arising.

It shall be our privilege to have your presence, as external member of our IQAC, in the meeting and be enriched with your valuable opinions and/or suggestions if you have any. Looking forward to your august presence.

Thanking you,
Yours sincerely,

Countersigned

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

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





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/03/2023

DATE: 06.05.2023

To,
Dr. Saurabh Chakraborti,
Principal (W.B.S.E.S.),
Bidhannagar College,
Bidhannagar,
Kolkata.

Sub.: Invitation to attend the meeting of the IQAC, GGDC at Mangalkote

Dear Sir,

With due respect we would like to inform you that a meeting of the IQAC of our educational institution has been scheduled to be organized on 10.05.2023 at 02.00 PM in the Teachers' Staff Room, 1st Floor with the following agenda:

- 1) Preparation of AQAR for the academic session 2022-23,
- 2) Pending documents and/or reports of last and current academic sessions,
- 3) Teachers' feedback on syllabus and its transaction at the institution,
- 4) Preparation of report of students' satisfaction survey of the academic session 2022-23,
- 5) Wall magazine,
- 6) Steps to be taken for final documentation prior to NAAC visit,
- 7) Arrangement of FDP by the Convener, NAAC steering committee, and
- 8) Matters arising.

It shall be our privilege to have your presence, as external member of our IQAC, in the meeting and be enriched with your valuable opinions and/or suggestions if you have any. Looking forward to your august presence.

Thanking you,
Yours sincerely,

Countersigned

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

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



Government of West Bengal

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Email: ggdc Mangalkote@gmail.com; *Website:* http://mangalkotegovtcollege.org

NO.: IQAC/04/2023

DATE: 06.05.2023

To,
Dr. Amit Kumar Rakshit,
Superintendent,
Singot Rural Hospital,
Purba Bardhaman.

Sub.: Invitation to attend the meeting of the IQAC, GGDC at Mangalkote

Dear Sir,

With due respect we would like to inform you that a meeting of the IQAC of our educational institution has been scheduled to be organized on 10.05.2023 at 02.00 PM in the Teachers' Staff Room, 1st Floor with the following agenda:

- 1) Preparation of AQAR for the academic session 2022-23,
- 2) Pending documents and/or reports of last and current academic sessions,
- 3) Teachers' feedback on syllabus and its transaction at the institution,
- 4) Preparation of report of students' satisfaction survey of the academic session 2022-23,
- 5) Wall magazine,
- 6) Steps to be taken for final documentation prior to NAAC visit,
- 7) Arrangement of FDP by the Convener, NAAC steering committee, and
- 8) Matters arising.

It shall be our privilege to have your presence, as external member of our IQAC, in the meeting and be enriched with your valuable opinions and/or suggestions if you have any. Looking forward to your august presence.

Thanking you,
Yours sincerely,

Countersigned

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

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



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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/05/2023

DATE: 06.05.2023

To,
Mr. Achintya Kumar Mondal,
Oriental Institute of Science & Technology,
Dewan Dighi,
Katwa Road,
Purba Bardhaman: 713101,
West Bengal.

Sub.: Invitation to attend the meeting of the IQAC, GGDC at Mangalkote

Dear Sir,

With due respect we would like to inform you that a meeting of the IQAC of our educational institution has been scheduled to be organized on 10.05.2023 at 02.00 PM in the Teachers' Staff Room, 1st Floor with the following agenda:

- 1) Preparation of AQAR for the academic session 2022-23,
- 2) Pending documents and/or reports of last and current academic sessions,
- 3) Teachers' feedback on syllabus and its transaction at the institution,
- 4) Preparation of report of students' satisfaction survey of the academic session 2022-23,
- 5) Wall magazine,
- 6) Steps to be taken for final documentation prior to NAAC visit,
- 7) Arrangement of FDP by the Convener, NAAC steering committee, and
- 8) Matters arising.

It shall be our privilege to have your presence, as external member of our IQAC, in the meeting and be enriched with your valuable opinions and/or suggestions if you have any. Looking forward to your august presence.

Countersigned

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

Thanking you,
Yours sincerely,

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



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



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/06/2023

DATE: 08.05.2023

NOTICE

All the faculty members are requested to submit their responses to the ‘**Survey for Teachers’ Feedback on Syllabus and Its Transaction at GGDC, Mangalkote, 2023**’ by following the link embedded in this notice within **19.05.2023**. They are further requested to read the questions/statements thoroughly before registering their responses honestly and in an unbiased manner.

Link for the survey:

<https://docs.google.com/forms/d/1NhY26HCwaT018dGGt522yahN694Zfj9fxTpDrUGLbFs/edit>

Countersigned

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

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



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

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

Email: ggdcmandalkote@gmail.com; *Website:* http://mandalkotegovtcollege.org

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
Purba Bardhaman**

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





Government of West Bengal

GOVERNMENT GENERAL DEGREE COLLEGE, MANGALKOTE

Internal Quality Assurance Cell

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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.

COUNTERSIGNED

OFFICER-IN-CHARGE,
GGDC, MANGALKOTE

COORDINATOR, IQAC,
GGDC, MANGALKOTE





Government of West Bengal
GOVERNMENT GENERAL DEGREE COLLEGE, MANGALKOTE
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Email: ggdc Mangalkote@gmail.com; *Website:* http://mangalkotegovtcollege.org

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
GGDC, Mangalkote
Purba Bardhaman**

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





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Government of West Bengal
GOVERNMENT GENERAL DEGREE COLLEGE, MANGALKOTE
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Email: ggdc Mangalkote@gmail.com; *Website:* http://mangalkotegovtcollege.org

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
Purba Bardhaman





ACTION TAKEN REPORT OF CLEAN AND GREEN CAMPUS
INITIATIVES

Following the 'Green Audit' and 'Energy Audit' conducted on 31.05.2023 the following actions were taken:

1. Planning for installation of solar panels in the college as alternative source of energy. Since, application for development grant related to installation of solar panels were already submitted to the Department of Higher Education, Govt. of West Bengal, initiatives for its sanction were undertaken.
2. Initiative for a 'Medicinal Plant Garden' consisting of locally available medicinal plants was undertaken to make the students aware of the local biodiversity and its economic importance.
3. Initiative for the maintenance of trees and other plants in the college campus was undertaken.
4. Planning for organizing various green initiatives within and beyond the campus was undertaken to make the college students as well as the community in the college vicinity aware about environmental issues and their mitigation strategies.
5. Improvement of waste-disposal technique and its proper management to be undertaken in the future.

Countersigned

Officer-In-Charge
GGDC, Mangalkote
Purba Bardhaman

Coordinator, IQAC
GGDC, Mangalkote
Purba Bardhaman

