



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/07/2023

DATE: 19.06.2023

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

Sub.: Invitation to attend the meeting of the IQAC, GGDC, 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 **23.06.2023** in the Teachers' Staff Room (1st floor) at **02.30 PM** with the following agenda:

- 1) Finalization of AQAR for the academic session 2022-23,
- 2) Re-writing the Programme and Course Outcomes by different departments,
- 3) Departmental Notice Books,
- 4) Celebration/Observation of important days/events by various departments/committees in the academic session 2023-24,
- 5) Mentor-mentee programme in the academic session 2023-24,
- 6) NEP, 2020 and the modalities of its implementation (academic aspects),
- 7) 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, Mangalkote
Purba Bardhaman

Officer-in-Charge
Government General Degree College
Mangalkote, Burdwan

Coordinator, IQAC
GGDC, Mangalkote
Purba Bardhaman

Coordinator, IQAC
Govt. General Degree College,
Mangalkote



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GOVERNMENT GENERAL DEGREE COLLEGE, MANGALKOTE
Internal Quality Assurance Cell

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

Email: ggdcemangalkote@gmail.com; Website: http://mangalkotegovtcollege.org

NO.: IQAC/08/2023

DATE: 19.06.2023

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

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

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Purba Bardhaman**

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

DATE: 19.06.2023

NO.: IQAC/09/2023

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

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

Dear Sir,

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

NO.: IQAC/10/2023

DATE: 19.06.2023

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, Mangalkote

Dear Sir,

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Email: ggdcmmangalkote@gmail.com; Website: http://mangalkotegovtcollege.org

NO.: IQAC/06(Min.)/2023

DATE: 23.06.2023

MINUTES OF THE MEETING HELD ON 23.06.2023

A meeting of the IQAC, with all the faculty members of this college, was conducted on 23.06.2023 in the Teachers' Staff Room, 1st Floor at 02.30 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 an elaborate discussion leading to certain resolutions as described below.

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

The AQAR (Part B) report for the academic session 2022-23 (June '22 – May '23) still needs time to be finalized because of delays in submission of some criteria by the faculty members. Since no data/write-up has been received for **Criterion V**, the faculty members entrusted for same have been requested to submit all necessary documents within **03.07.2023** (iqac.ggdcmm@gmail.com, naacggdcmm@gmail.com). The necessary formatting of other criteria (if required) will be taken care of by the Coordinator, IQAC and Convener, NAAC committee. In case of missing information (identified during the formatting stage), the corresponding faculty members may be contacted for help.

2) Re-writing the Programme and Course Outcomes by different departments:

In view of the introduction of new syllabi for various programmes by the affiliating university from the academic session 2023-24 all the departments were requested to take necessary steps for rewriting the Programme and Course Outcomes in alignment to the new syllabi in the due course of time.

3) Departmental Notice Books:

All departments except 'Department of History' could produce their departmental notice books when asked by the Coordinator, IQAC. All were requested to keep their notice books updated. 'Department of History' was requested to update and produce their notice book before the Coordinator, IQAC and HOI on **14.07.2023** without fail.

4) Celebration/Observation of important days/events by various departments/committees in the academic session 2023-24:

All the departments and committees were requested to take note of important days and/or events during the academic session 2023-24 and organize seminars/webinars/any other academic activity to commemorate/celebrate them. All necessary documents for the same should be submitted to the Convener and Joint Convener of the Seminar Committee for proper maintenance of records.



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5) Mentor-mentee programme in the academic session 2023-24:

All the departments expressed their willingness to conduct mentor-mentee programmes from the academic session, 2023-24 which could not be organized during the previous sessions due to various reasons.

6) NEP, 2020 and the modalities of its implementation (academic aspects):

Since NEP, 2020 is being implemented in the UG courses from the current academic session (2023-24) all the departments were requested to keep note of **the parts of their respective syllabi which has scope to be taught in the Indian context(s)**. This will help to impart indigenous education to the students as required by NEP, 2020.

7) Matters arising:

None of the attendees had anything else to discuss.

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

Countersigned

Officer-in-Charge
GGDC, Mangalkote
Purba Bardhaman

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NO.: IQAC/11/2023

DATE: 21.09.2023

NOTICE

In order to instill nationalistic sentiments among the students and make them socially responsible, morally upright and mentally balanced citizens of the country the following department(s) and/or committee(s) are requested to organize programs for the respective days/events as mentioned hereunder.

Sl. no.	Days/Events/Program	Purpose	Department/Committee	Deadline for program
1	Gandhi Jayanti (2 nd October)	Nationalism	Dept. of History	1 st week of October
2	World Mental Health Day (10 th October)	Stress management	Student Affairs Committee	1 st week of October
3	International Girl Child Day (11 th October)	Social awareness	Kanyashree Club + Kanyashree & Jindal Scholarship Committee	2 nd week of October
4	International Day of Rural Women (15 th October)	Upliftment of rural women	Visakha Cell	2 nd week of October

The department(s) and/or committee(s) can organize online/offline/blended events (although offline events are preferred) such as seminars/webinars/quiz contests or by any other learner-centric method with complete documentation – notices (for meetings, minutes, program), flyers, registration links, feedback links, photographs and program report **which are to be maintained by the Seminar and Workshop Committee.**

Countersigned

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GGDC, Mangalkote
Purba Bardhaman**

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Government General Degree College,
Mangalkote, Burdwan

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NO.: IQAC/12/2023

DATE: 11.12.2023

NOTICE

In pursuance of the recently organized workshop on NAAC sponsored by Department of Higher Education, Govt. of West Bengal at MUC, Burdwan there are various issues which need to be discussed among the faculty members to increase their preparedness for NAAC in the near future. Thereby, all concerned are hereby informed that a meeting of the IQAC has been scheduled to be held on **15.12.2023** in the Teachers' Staff Room (1st floor) at **03.00 PM**.

The meeting aims to discuss criterion-wise strategies to be undertaken by various Departments and Committees for improvement of our institution. As such, the faculty members are requested to go through all the guidelines for preparation of AQAR to enable their active participation in the meeting.

Countersigned

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

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

NO.: IQAC/13/2023

DATE: 11.12.2023

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

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

Dear Sir,

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Looking forward to your august presence.

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Yours sincerely,

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Email: ggdcemangalkote@gmail.com; Website: http://mangalkotegovtcollege.org

NO.: IQAC/14/2023

DATE: 11.12.2023

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

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

NO.: IQAC/15/2023

DATE: 11.12.2023

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

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

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

NO.: IQAC/16/2023

DATE: 11.12.2023

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

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

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

DATE: 15.12.2023

MINUTES OF THE MEETING HELD ON 15.12.2023

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

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

1) Programme Outcomes and Course Outcomes:

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

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

2) Maintenance of library records:

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

3) Vision of the institution:

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

4) Extension activities:

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

5) Women's Cell and Visakha Committee:

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

6) Introduction of new add-on courses:

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



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

7) Projects:

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

8) MoU:

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

9) Competitive Examination and Communicative English awareness Cell:

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

10) Grievance Redressal Cell:

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

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

Countersigned

**Officer-in-Charge
GGDC, Mangalkote
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NO.: IQAC/17/2023

DATE: 19.12.2023

NOTICE

The following programs/events/activities need to be organized/conducted by the corresponding committee(s) and/or department(s) for all-round development of the students.

Sl. no.	Events/Program	Purpose	Department/Committee	Date/Deadline for program
1	Outreach activity	Observation of World Braille Day (4 th January)	NSS Committee	31.01.2024
2	Indoor Sports Competition (as a separate event from Annual Outdoor Sports)	Commemoration of National Youth Day/ Birthday of Swami Vivekananda on 12 th January	Student Affairs Committee	31.01.2024
3	Outreach activity	Observation of National Road Safety Week	NSS Committee	11 th - 17 th January, 2024
4	Poster Competition	Celebration of Parakram Divas/ Birthday of Netaji Subhas Chandra Bose	Students' Affairs Committee	23 rd January, 2024
5	Outreach activity	Observation of National Girl Child Day	Kanyashree Club + Kanyashree & Jindal Scholarship Committee	24 th January, 2024
6	Poster Presentation + Quiz Contest	Observation of National Tourism Day	Department of History + Department of Bengali	25 th January, 2024
7	Sensitization Program	Observation of National Voters Day	Students' Affairs Committee	25 th January, 2024
8	Sensitization Program	Observation of Data Privacy Day	Students' Affairs Committee	28 th January, 2024
9	Outreach activity	Observation of World Leprosy Day	NSS Committee	29 th January, 2024
10	Students' Seminar	Observation of Shaheed Diwas	Department of Political Science	30 th January, 2024
11	Sensitization Program	Observation of World Wetlands Day	Department of Botany + Environment Awareness Committee	2 nd February, 2024
12	Sensitization Program	Observation of World Cancer Day	NSS Committee	4 th February, 2024
13	Gender Sensitization Program	Observation of International Day of Women and Girls in Science	Women's Cell + Visakha Cell	11 th February, 2024
14	Students' Seminar	Observation of	Department of Zoology	12 th February, 2024



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		Darwin Day		
15	Seminar	Observation of World Day of Social Justice	Department of History	20 th February, 2024
16	Extempore Competition	Observation of International Mother Language Day	Department of English + Department of Bengali	21 st February, 2024
17	Workshop	Observation of World Thinking Day	Department of Sociology	22 nd February, 2024
18	Workshop	Observation of World Scout Day	NSS Committee	22 nd February, 2024
19	Quiz Contest	Celebration of National Science Day	Department of Chemistry	28 th February, 2024
20	Sensitization Program	Observation of Rare Disease Day	NSS Committee	29 th February, 2024
21	Sensitization Program	Observation of Zero Discrimination Day	Department of Political Science + Anti-Ragging Committee	1 st March, 2024
22	Sensitization Program	Celebration of World Wildlife Day	Environment Awareness Committee	3 rd March, 2024
23	Cultural Programs	* Basanta Utsav * Poila Baisakh	Cultural Committee	Within the end of respective months of the festive days in 2024
24	Gender Sensitization Program	Celebration of International Women's Day	Women's Cell	8 th March, 2024
25	Environment Awareness Program	Observation of World Sparrow Day	Department of Zoology	20 th March, 2024
26	Elocution Contest	World Poetry Day	Department of English + Department of Bengali	21 st March, 2024
27	Social Awareness Program	Observation of World Down Syndrome Day	NSS Committee + Department of Sociology	21 st March, 2024
28	Social Awareness Program	Observation of World Water Day	Environment Awareness Committee	22 nd March, 2024
29	Social Awareness Program	Observation of International Day of Zero Waste	Environment Awareness Committee	30 th March, 2024
30	Workshop on	Observation of	NSS and Environmental	18 th March, 2024



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GOVERNMENT GENERAL DEGREE COLLEGE, MANGALKOTE

Internal Quality Assurance Cell

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

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

	management of degradable and biodegradable waste	Global Recycling Day or any other relevant day	Awareness Committee	
31	Sensitization Program	Observation of Autism Awareness Day	Students' Affairs Committee	2 nd April, 2024
32	General Awareness Program	Observation of International Day of Sport for Development and Peace	Sports Committee + Department of Sociology	6 th April, 2024
33	Students' Seminar Program	Observation of National Student-Athlete Day	Sports Committee	6 th April, 2024
34	On-Campus Health Awareness Camp/Seminar	Observation of World Health Day	NSS Committee	7 th April, 2024
35	Sensitization about constitutional rights and obligations	Observation of the Birthday of Dr. B.R. Ambedkar	Department of Political Science in collaboration with IQAC or any other willing department, cell or committee	14 th April, 2024
36	Art and Craft Exhibition	Observation of World Art Day	Department of Bengali + Cultural Committee	15 th April, 2024
37	Quiz Competition	Observation of Earth Day	Environment Awareness Committee	22 nd April, 2024
38	Essay Competition	Observation of English Language Day	Department of English	23 rd April, 2024
39	Library Orientation Program for cultivation of discipline and values	Observation of World Book Day	Library Committee	23 rd April, 2024
40	Vector Awareness Program	Observation of World Malaria Day	Department of Zoology	25 th April, 2024
41	Creative Writing Contest	Commemoration of birthday of William Shakespeare	Department of English in collaboration with Publication Committee	26 th April, 2024
42	Anti-ragging campaigns within and outside the campus boundaries	Promotion of code of conduct among students. Spreading awareness about the evils of ragging.	Anti-ragging Committee	Within the month of April, 2024
43	Mental Wellness Program	Observation of World Laughter Day	Department of Sociology	5 th May, 2024
44	Cultural Program	Commemoration of birthday of Kaviguru Rabindranath	Department of Bengali	9 th May, 2024



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45	Seminar	Tagore Celebration of International Day for Biological Diversity	Department of Botany	22 nd May, 2024
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The department(s) and/or committee(s) are asked to submit the complete documentation of the programs which include notices (for meetings, minutes, program), flyers, registration links, feedback links, photographs and program report within **a week of their completion which are to be maintained by the Seminar and Workshop Committee.**

The Seminar and Workshop Committee is asked to ensure that dates for the abovementioned programs do not clash with each other.

The programs should be conducted in offline mode. Online programs shall be allowed for exceptional resource persons.

*In case of clash of dates of events/exams/holidays/any such reasons the program may be rescheduled a few days ahead or after the proposed dates in consultation with the Seminar and Workshop Committee.

Countersigned

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

Officer-in-Charge
Government General Degree College
Mangalkote, Burdwan

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

Coordinator, IQAC
Govt. General Degree College
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NO.: IQAC/01/2024

DATE: 19.01.2024

NOTICE

All the faculty members whose promotions are pending (till 31.12.2023) are requested to mail the Coordinator, IQAC [iqac.ggdc@gmail.com] (with a copy to the HOI – oic.ggdc@gmail.com) within **24.01.2024** providing the following details:

1. Name of incumbent with their current designation (Assistant Professor Stage 1/2/3). The stream should be mentioned while writing the designation.
2. Date of joining to this service.
3. Attainment of minimum eligibility for promotion (i.e., details regarding their O.P. and/or R.C.).
4. Due date for promotion following CAS guidelines (details regarding their M. Phil. and/or Ph.D. should be mentioned, if applicable).

In response to their mail the Coordinator, IQAC will send them the proforma for collecting the details regarding their academic, administrative and professional development activities. The incumbents will also be required to submit supporting documents for claiming their scores. Based on these details they will be provided their certificates for preparation of their files. **The deadline for submission of their documents is 15.02.2024.**

As conveyed by the HOI, the responsibility of aiding the faculty members in preparing their files for their promotion following CAS will be undertaken by **Dr. Debasis Kundu, Assistant Professor, Dept. of Chemistry** and **Dr. Akash Kedia, Head and Assistant Professor, Dept. of Botany**. Thereby, the incumbents willing to face CAS will contact them after collection of their certificates.

COUNTERSIGNED

OFFICER-IN-CHARGE
GGDC, Mangalkote
Purba Bardhaman

Officer in Charge
Government General Degree College
Mangalkote, Burdwan

Coordinator, IQAC
GGDC, Mangalkote
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NO.: IQAC/02/2024

DATE: 27.01.2024

NOTICE

For standardization of 'REPORT WRITING' of various programmes and events being organized/celebrated in the college all concerned are hereby requested that their report should contain the following **sub-headings** as communicated verbally in meeting of the IQAC from time to time:

1. Aims and objectives of the program
2. Proceedings of the program
3. Participants (Data generated from Registration and/or Feedback links/forms should be used here)
4. Result of the program (discussion about student responses and allied areas) (Data generated from Feedback links/forms should be used here)
5. Conclusion: Whether aims and objectives were achieved or not.

Then the following details should be added

- a. Pictorial details as supporting documents
- b. Notice(s) and other documentation(s) (e.g. Flyer)

- * Please note that the report should have a cover page.
- * Font style and size; Background formats and other styling details can be chosen as per the taste of the concerned faculty member(s) but use of too bright colours should be avoided. Also be careful that the final report is legible.

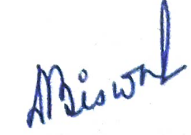
All the details must be compiled in a single PDF file.

The revised version of various reports in the above format (for programmes organized till 13/10/2023 during the academic session 2023-24) must be submitted on or before 02/02/2024 positively.

Countersigned


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