



Government of West Bengal
Office of the Principal
GOVERNMENT GENERAL DEGREE COLLEGE, MANGALKOTE
PANCHANANTALA, KHUDRUN DIGHI, MANGALKOTE
P.O. - MAJHIGRAM; BLOCK - MANGALKOTE; SUB DIVISION - KATWA
DISTRICT - PURBA BARDHAMAN; WEST BENGAL; PIN CODE - 713132; INDIA
Email: ggdcmanagalkote@gmail.com; Website: <https://mangalkotegovtcollege.org>
(NAAC ACCREDITED B++)

NOTICE

No. TC.9/25

Date: 03/05/2025

RESOLUTIONS OF THE TEACHERS' COUNCIL MEETING HELD ON 02/05/2025

ITEM 1: STATUS OF PREPARATION OF PROPOSAL FOR THE INTRODUCTION OF NEW PROGRAMMES

The HOI asked the members of the committee constituted to prepare a proposal for the introduction of programmes in subjects/disciplines recommended by NAAC (vide Notification No. TC.7/25 dated 04/04/2025) and relevant for higher education aspirants in the nearby community about the status of proposal writing and stated that the pending work should be completed within 15th May, 2025. The members of the committee cited closure of schools as the reason behind the delay in procuring certificates with information regarding student profile at the 10+2 level. The HOI advised the members of the committee to procure such certificates from the Headmasters of the nearby schools within 6th to 8th May, 2025.

Dr. Animesh Mondal, Assistant Professor and Head, Department of Zoology, and member of the committee informed the house that the proposal for the introduction of Computer Science is partially ready. The HOI asked Ms. Moumita Mazumder, Assistant Professor in Sociology, and Mr. Debaditya Dutta, Assistant Professor in Sociology, also members of the committee, to prepare the proposal for Humanities disciplines. Ms. Moumita Mazumder requested the HOI to provide classroom related information for the preparation of the proposal. She was informed that such data is available with Dr. Akash Kedia, Assistant Professor and Head, Department of Botany, and also Convener, Criterion VI (Infrastructure and Learning Resources) of the IQAC Sub-committees.

ITEM 2: ACADEMIC MATTERS SUCH AS REGULARITY OF CLASSES AS PER ROUTINE

The HOI informed the house that he has received a few complaints, written and verbal,

from the students about the irregularity of classes, and that classes are not being held as per routine. When asked about their opinion regarding the complaint, the faculty members of some Departments observed that some students are regularly absent in class and assured the HOI that classes are being held as per routine. In response, the HOI advised the Coordinator, IQAC, as a corrective measure, to conduct a Parent-Teachers' meeting of all departments to inform the parents about the habitual absenteeism on the part of some students.

ITEM 3: TEACHER'S DAILY PERFORMANCE REPORT (TDPR) RELATED ISSUES

The HOI advised all faculty members to fill in the Teacher's Daily Performance Report regularly and ensure that the departmental TDPRs are available for reference by the Office of the Principal.

ITEM 4: SPECIAL ROUTINE AND DETENTION DURING SUMMER VACATION

The HOI informed the house that classes will be held in the blended mode, based on the Special Routine, during the Summer Vacation. The HOI asked all the departments to prepare the Special Routine for the aforementioned purpose. Dr. Akash Kedia, Assistant Professor and Head, Department of Botany, and Convener, Routine Committee, Science Departments, advised that the publication of a General Routine for the Even Semesters (2, 4 and 6) should also be taken into account as classes of Semester 2 and 6 have already begun following the existing Odd Semester Routine. Science and Arts Routine Committees were asked to take steps to ensure the preparation of the General and Special Routines.

ITEM 5: FINALIZATION OF ADD-ON COURSES TO BE CONDUCTED DURING SUMMER VACATION

The HOI asked all departments whether they have prepared proposals/final curriculum for the Add-on Courses to be conducted during the Summer Vacation, 2025. Departments of Sociology and Zoology informed the house that the proposal/curriculum of the Add-on Courses to be conducted during the Summer Vacation is ready and classes allotted for such courses will be incorporated in the Special Routine by the respective departments. Departments of English, Political Science and History informed the house that they will offer Add-on Courses during the Puja Vacation, 2025. There was no representative from the Department of Bengali in the meeting to inform the house about their decision regarding the matter.

ITEM 6: RECONSTITUTION OF AUDIT COMMITTEES (FINANCIAL, FURNITURE, IT INFRASTRUCTURE AND LIBRARY) AND DISCUSSION ON AUDITS TO BE CONDUCTED DURING SUMMER VACATION

Various Audit Committees were reconstituted for conducting essential audits during the Summer Vacation, 2025. The names of the Conveners and Joint Conveners were finalized in the meeting and they were asked to co-opt members based on their requirement:

Financial Audit Committee	Dr. Pinaki Roy	Convener
	Dr. Akash Kedia	Joint Convener
Furniture	Dr. Shrishnu Kumar Kundu	Convener
	Mr. Hirak Kumar Sinha Maha Patra	Joint Convener
IT Infrastructure	Dr. Animesh Mondal	Convener
	Dr. Sagar Adhurya	Joint Convener
Library	Mr. Goutam Mondal	Convener

ITEM 7: ACADEMIC AND ADMINISTRATIVE CERTIFICATES (CAS) RELATED ISSUES WITH REFERENCE TO A PARTICULAR CASE

The HOI informed the house that Dr. Debraj Biswal, Assistant Professor in Zoology, who has been transferred from this institution on 08th January, 2025 to Maulana Azad College (vide Notification No. 903 Edn(A)/6T-12/2024 dated Kolkata, the 27th December, 2024) had prepared all his Academic and Administrative Certificates for promotion from Stage III (Assistant Professor) to Stage IV (Associate Professor) during his tenure as IQAC Coordinator and no original Academic and Administrative Certificates were kept by him in the office file of the IQAC as well as there was no document on the basis of which such certificates were prepared and the overall process is completely unethical. As directed by the HOI, Dr. Biswal returned one original copy of all the certificates issued to him.

The HOI further informed the house that after careful scrutiny of the official documents available with his office, it is found that there are few discrepancies in the issued Academic and Administrative Certificates for the promotion from Stage III (Assistant Professor) to Stage IV (Associate Professor) of Dr. Debraj Biswal.

The house unanimously resolved that it is strictly to be followed in the best interest of the incumbent that he applies afresh for certificates with supporting documents through the proper channel, as any application for promotion using the incumbent copy of the issued certificates may be detrimental to the subsequent processing of the CAS file of the incumbent. Without the submission of proper documents the issued certificates should

be withheld and cannot be used by Dr. Debraj Biswal for any purpose including the promotion from Stage III (Assistant Professor) to Stage IV (Associate Professor). The entire decision may be communicated to Dr. Debraj Biswal and the Principal, Maulana Azad College for taking further necessary action.

ITEM 8: OBSERVATIONS AND FEEDBACK FROM ALL STAKEHOLDERS REGARDING THE IMPROVEMENT OF CANTEEN FACILITIES, AND SUBMISSION OF DETAILED REPORT BY THE CANTEEN COMMITTEE

The HOI asked the Canteen Committee to submit the report for the improvement of canteen facilities as soon as possible and asked the committee to meet him on **8th May, 2025**, for further discussion regarding the *modus operandi* of the committee.

ITEM 9: STAFF CLUB RELATED MATTERS

The HOI asked the Joint Secretaries of the Staff Club regarding the status of collection of annual subscription from the members. Ms. Moumita Mazumder, Assistant Professor in Sociology and Joint Secretary of the Club replied that all, excepting one member, have submitted the stipulated amount.

The meeting ended with Vote of Thanks to the Chairperson and all members of the Teachers' Council.



(Dr. PRADIPTA KUMAR BASU)
Officer-In-Charge
Government General Degree
College, Mangalkote



(Dr. PINAKI ROY)
Secretary, Teachers' Council
Government General Degree
College, Mangalkote