

# IQAC

Government General Degree College, Kalna-I  
Muragacha, Medgachi, Purba Bardhaman – 713405

No. GGDCK/IQ1/2019


Date: 21.08.2019

## OFFICE ORDER

This is for general information that the **Internal Quality Assurance Cell (IQAC)**, an autonomous body of this college, will function from the date of its establishment for *conscious, consistent and catalytic improvement* in the performance of the institution. The undersigned is pleased to inform that the **Internal Quality Assurance Cell (IQAC)** of the college for the year 2019 with effect from 21.08.2019 has been structured with internal faculty members as follows until further notification:

| SL NO. | NAME                                       | NOMINATED AS                      |
|--------|--|-----------------------------------|
| 1      | Dr. Bidyut Kumar Das, Officer-in-Charge    | Ex-Officio Chair Person           |
| 2      | Dr. Parnajyoti Karmakar                    | Coordinator<br>(Member Secretary) |
| 3      | Dr. Tanmay Das, Physics Deptt.             | Member                            |
| 4      | Dr. Mahatsab Mandal, Physics Deptt.        | Member                            |
| 5      | Dr. Saikat Khamarui, Chem. Deptt.          | Member                            |
| 6      | Ms. Neetu Chettri, Education Deptt.        | Member                            |
| 7      | Ms. Aditi Sarkar, English Deptt.           | Member                            |
| 8      | Mr. Gobinda Tarafdar, Education Deptt.     | Member                            |
| 9      | Mr. Sushovan Deb Barman, Philosophy Deptt. | Member                            |

The modalities for induction of external members will be decided in the first meeting of IQAC.

  
Officer-in-Charge  
GGDC, Kalna-I

Officer-in-Charge  
Govt. General Degree College, Kalna-I  
Medgachi, Purba Bardhaman-713405

Copy to the:

1. Aforementioned members
2. All Departments
3. Wide circulation



  
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# IQAC

Government General Degree College, Kalna-I  
Muragacha, Medgachi, Purba Bardhaman – 713405

No. GGDCK/IQ2/2019

Date: 18-11-2019

## MEETING NOTIFICATION

A meeting of the IQAC, GGDC at Kalna-I is scheduled to be held on 26<sup>th</sup> November, 2019 at 2:00 PM to discuss the following order of business at Principal's Chamber:

- Induction of external members of IQAC complying the new guideline of NAAC.
- Reporting of Student and Faculty Feedback Analysis and fixation of follow-up action taken.
- Preparation of database of different academic activities of the college of the last academic session.
- Updation of official website and initiation of the process for obtaining permanent affiliation from the University of Burdan.
- Reporting on pending promotion and participation of faculties in different OP/RC and its action thereon
- Other matters if any,

All the members of the IQAC are hereby cordially requested to make it convenient to attend the same. Dr. Mani Shankar Mandal, TCS &HOD, Department of Mathematics and Dr. Chiranjib Bandyopadhyay, Convenor, Data Entry sub-committee are also requested to attend the meeting in order to discuss some academic issues of the College.



Dr. Bidyut Kumar Das

Officer-in-Charge & Ex-Officio Chairperson

IQAC, GGDC, Kalna-I

Officer-in-Charge  
Govt. General Degree College, Kalna-I  
Medgachi, Purba Bardhaman-713405



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


Dated: 26-11-2019

**Members Present:**

| Sl. No. | Members  | Signature   |
|---------|--|---|
| 1       | Dr. Bidyut Kr. Das<br>(Ex-Officio Chairperson) | <br>Officer-in-Charge<br>Govt. General Degree College, Kalna-I<br>Medgachi, Purba Bardhaman-713405 |
| 2       | Neetu Chettri(Member)                          |    |
| 3       | Mahatsab Mandal(Member)                        | Mahatsab Mandal   |
| 4       | Saikat Khamarui(Member)                        | Saikat Khamarui   |
| 5       | Gobinda Tarafdar(Member)                       | Gobinda Tarafdar  |
| 6       | Sushovan Deb Barman(Member)                    | SDBM  |
| 7       | Aditi Sarkar (Member)                          | Aditi Sarkar  |
| 8       | Parnajyoti Karmakar (Coordinator)              | Parnajyoti Karmakar   |
| 9       | Dr. Mani Shankar Mandal (Invitee)              | Mani Shankar Mandal   |
| 10      | Dr. Chiranjib Bandyopadhyay (Invitee)          | Chiranjib Bandyopadhyay   |



  
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Dr. Bidyut Kr. Das (Officer-in-Charge) took the chair and the meeting started.

Following resolutions were taken:

1. IQAC will be formed complying new guideline of NAAC.

2. Members of IQAC as proposed –

(a). Ex Officio Chairperson:

Dr. Bidyut Kr. Das, OIC

(b). Senior Administrator Officer.

Dr. Prabir Kumar Das

(Ex-Member Secretary, West Bengal State Council of Higher Education)

(c). External Expert –

Dr. Subhasis Dutta

[Principal, Maulana Azad College]

(d). Dignified Person of Society

Dr. Krishna Ch. Barai

(Super of Kalna Hospital)

(e). Teacher Representative:

Smt Neetu Chetri

Sri Mahatsab Mandal

Dr. Saikat Khamarui

Sri Gobinda Tarafdar

Sri Sushovan Deb Barman

Smt Aditi Sarkar

(f). Coordinator – Dr. Parnajyoti Karmakar

3. It is resolved that above mentioned persons will be e-mailed for their consent. Subsequent actions will be taken thereafter.

4. It is resolved that the based on the students and faculty feedback the authority will send the proposals to HE Deptt for procurement of Laboratory instruments for both the Physics and Chemistry Department and books for central library in compliance with CBCS syllabus.

5. It is resolved that Dr. Chiranjib Bandopadhyay, Assistant Professor of Sanskrit is entrusted to prepare a database of different academic activities of the college of the last academic session so that it can be used for data submission in different accreditation portal.

6. IQAC identifies the pending CAS of Dr. Mani Shankar Mondal and resolved to initiate the process of career advancement based on the recent GO of the HED.



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Government General Degree College  
Kalna-I



7. It is resolved that the official website will be upgraded very soon. The issue of permanent affiliation is discussed it is also resolved that the subsequent actions will be taken soon.

8. Under matters arising section the issue of Confirmation of Service of newly appointed seven teachers was raised and it is resolved that the individual files will be processed and send to the HE Deptt. complying all the formalities from the college end. It is reported that the institute has initiated formal collaborations with academic institutions like Kalyani Mahavidyalay, Darjeeling Government College, Memari College, Centre for Counselling Services of Jadavpur University and one neighbouring school namely Medgachi High School for academic enhancement and institutional social responsibility. It is further resolved that a greater number of collaborations with other academic institutes as well as skill enhancement centres for academic enrichment of our students. It is also reported that the department of Bengali has conducted two add-on courses namely Bengali Literature & Creative Writing and Bengali Drama & Drama Production. It is also reported that the Department of Sanskrit has conducted two add-on courses one on Spoken Sanskrit and another on Sanskrit Translation. Based on the feedback of grievance redressal cell students has demanded for more number of books in the library as well as easy access to safe drinking water in the college premises.

It is reported that under the headship of Dr. Tanmay Das, Assistant Professor in Physics the college has conducted Gender Audit, Energy Audit and Green/Environment Audit as a quality measure on various eco-systems for the session 2018-19. Those audits reports are also substantiated through the external agency for validation. The committee unanimously resolved to entrust Dr. Das to conduct such audits in subsequent years so as to portray our initiatives of Gender Sensibility and Environment Sustainability.

9. Meeting ended with vote of thanks to the chair.



*Dm.*  
**Principal**  
Government General Degree College  
Kalna-I

# IQAC

## Government General Degree College, Kalna-I Muragacha, Medgachi, Purba Bardhaman – 713405

No. GGDCK/IQ3/2019

Date: 10.12.2019

### NOTIFICATION

This is for general information that the **Internal Quality Assurance Cell (IQAC)**, an autonomous body of this college, will function from the date of its establishment as per the guidelines of the UGC for *conscious, consistent and catalytic improvement* in the performance of the institution. The undersigned is pleased to inform that the **Internal Quality Assurance Cell (IQAC)** of the college from the session 2019-20 and 2020-21 with effect from 10.12.2019 has been restructured as follows complying Govt. rules and regulations until further notification:

| SL NO. | NAME   | NOMINATED AS                               |
|--------|--|--|
| 1      | Dr. Bidyut Kumar Das, Officer-in-Charge  | Ex-Officio Chair Person                    |
| 2      | Dr. Parnajyoti Karmakar  | Coordinator<br>(Member Secretary)          |
| 3      | Dr. Prabir Kumar Das, Ex-Member Secretary,<br>West Bengal State Council of Higher<br>Education | Member, Senior Administrative<br>Personnel |
| 4      | Dr. Subhasis Dutta, Principal, Maulana Azad<br>College, Kolkata                                | Member, External Expert                    |
| 5      | Dr. Krishna Ch Barai, Super, Kalna Hospital  | Member, Dignified person of the<br>society |
| 6      | Dr. Tanmay Das, Physics Deptt. GGDC, Kalna I   | Member                                     |
| 7      | Dr. Mahatsab Mandal, Physics<br>Deptt. GGDC, Kalna I   | Member                                     |
| 8      | Dr. Saikat Khamarui, Chem.<br>Deptt. GGDC, Kalna I   | Member                                     |
| 9      | Ms. Neetu Chettri, Education<br>Deptt. GGDC, Kalna I   | Member                                     |
| 10     | Ms. Aditi Sarkar, English<br>Deptt. GGDC, Kalna I  | Member                                     |
| 11     | Mr. Gobinda Tarafdar,<br>Education Deptt. GGDC, Kalna I  | Member                                     |
| 12     | Mr. Sushovan Deb Barman<br>GGDC, Kalna I   | Member                                     |


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Officer-in-Charge  
GGDC, Kalna I

Officer-in-Charge  
Govt. General Degree College, Kalna-I  
Medgachi, Purba Bardhaman-713405



  
Principal  
Government General Degree College  
Kalna-I



# IQAC

Government General Degree College at Kalna-I  
Muragacha, Medgachi, Purba Bardhaman – 713405

No. GGDCK/IQ4/2020

Date: 04-02-2020

## MEETING NOTIFICATION

A meeting of the IQAC, GGDC at Kalna-I is scheduled to be held on 11.02.2020 at 2:00 PM at Principal's Chamber to discuss the following order of business:

- Confirmation of the minutes of the last meeting and its action taken report.
- Initiation of the process for obtaining 2f& 12(b) status from UGC.
- Longtime perspective plan on infrastructural development based on student and faculty feedback analysis
- Other matters if any,

All the members of the IQAC are hereby cordially requested to make it convenient to attend the same. Dr. Mani Shankar Mandal, TCS &HOD, Department of Mathematics, is requested to attend the meeting in order to discuss some academic issues of the College.



Dr. Bidyut Kumar Das

Officer-in-Charge & Ex-Officio Chairperson

IQAC, GGDC, Kalna-I

Officer-in-Charge  
Govt. General Degree College, Kalna-I  
Medgachi, Purba Bardhaman-713405



Principal  
Government General Degree College  
Kalna-I

Minutes of the meeting held on 11.02.2020

Members Present:

| Sl. No. | Members  | Signature   |
|---------|--|---|
| 1       | Dr. Bidyut Kr. Das<br>(Officer-in-Charge & Ex-Officio<br>Chairperson)                          | <i>BK Das</i><br>11.02.2020<br>Officer-in-Charge<br>Govt. General Degree College, Kalna-I<br>Medgachi, Purba Bardhaman-713405 |
| 2       | Dr. Prabir Kumar Das, Ex-Member<br>Secretary, West Bengal State Council of<br>Higher Education | <i>P. K. Das</i><br>11/2/2020   |
| 3       | Dr. Subhasis Dutta, Principal, Maulana<br>Azad College   | ABSENT  |
| 4       | Dr. Krishna Ch Barai, Super, Kalna<br>Hospital   | <i>K. Ch. Barai</i><br>11/2/2020  |
| 5       | Smt Neetu Chettri (Member)   | <i>Neetu Chettri</i>  |
| 6       | Dr. Mahatsab Mandal (Member)   | <i>Mahatsab Mandal</i>  |
| 7       | Dr. Saikat Khamarui (Member)   | <i>Saikat Khamarui</i>  |
| 8       | Sri Gobinda Tarafdar (Member)  | <i>Gobinda Tarafdar</i>   |
| 9       | Sri Sushabhan Deb Barman (Member)  | <i>SDB</i>  |
| 10      | Smt Aditi Sarkar (Member)  | <i>Aditi Sarkar</i>   |
| 11      | Dr. Parnajyoti Karmakar (Coordinator)  | <i>P. Karmakar</i>  |
| 12      | Dr. Mani Shankar Mandal, TCS &<br>HOD, Department of Mathematics<br>(Invitee)                  | <i>Mani Shankar Mandal</i><br>11.02.2020  |

13. Dr. Tanmay Das (Member),

Tanmay Das, 11/2/2020.



*D. M.*  
Principal  
Government General Degree College  
Kalna-I



Dr. Bidyut Kr. Das (Officer-in-Charge) took the chair and the meeting started.

*Things that were discussed & resolved were as written below-*

1. The resolution of the last meeting held on 26.11.2019 and its action taken report is read out by the IQAC, Coordinator and it is unanimously accepted.
2. The proposal for obtaining 2f & 12b was raised in the meeting but unfortunately the application of permanent status from BU is lying with the university and therefore it is resolved that the college will prepare all documentation for the application for 2f and 12b and will be send to UGC after receiving permanent affiliation from the University of Burdwan.
3. It is resolved based on the feedbacks of students and faculties and with the suggestions of the valued members the college needs to upgrade following infrastructure within the next financial year:
  - a) Procurement of PCS, UPSs and other IT Peripherals
  - b) Installation of Water Purifier for safe drinking water
  - c) Augmentation of number of CCTVs in the college campus for proper surveillance and the safety and security of the students
  - d) Based on the grievances and student feedbacks the OIC is reported that he has completed the formalities of inducting a contractual sweeper for general cleanliness of classrooms and toilets.
4. Under matters arising section it is reported that there is a dearth of academic classrooms in the college to accommodate all types of classes under CBCS syllabus. Therefore, it is resolved that the college will initiate the process of augmenting the number of classrooms by giving proper partitions to large classrooms so that all classes of CC, DSE, SEC and AECC can be accommodate in the routine by assigning proper classrooms in each course. It is reported that Dr. Mani Shankar Mondal has submitted the revised CAS file to IQAC and it is resolved that after verification all the documents the file will be send to university and University and Higher Education Deptt for proposing the name of the Experts.
5. Meeting ended with vote of thanks.



*D. K.*  
**Principal**  
Government General Degree College  
Kalna-I

# IQAC

Government General Degree College, Kalna-I  
Muragacha, Medgachi, Purba Bardhaman – 713405

## Action Taken Report on the Minutes of the IQAC Meeting dated 26-11-2019

| IQAC plan of action and action taken report   |  |  |
|---|--|--|
| Agenda  | Resolution / Proceedings   | Progress / Action Taken  |
| Formation of IQAC complying the new guideline of NAAC.  | IQAC will be formed complying new guideline of NAAC  | IQAC was formed complying the new guideline of NAAC and Office Order was released on 10.12.2019                |
| Reporting of Student and Faculty Feedback Analysis and fixation of follow-up action taken.            | It is resolved that the based on the students and faculty feedback the authority will send the proposals to HE Deptt for procurement of Laboratory instruments for both the Physics and Chemistry Department and books for central library in compliance with CBCS syllabus. | Instrument to amount of Rs. 405600/- and books amounting Rs. 267960/- was procured based on the CBCS syllabus. |
| Preparation of database of different academic activities of the college of the last academic session. | It is resolved that Dr. Chiranjib Bandopadhyay, Assistant Professor of Sanskrit is entrusted to prepare a database of different academic activities of the college of the last academic session so that it can be used for data  | Work is under progress.  |



*Dm.*  
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Government General Degree College  
Kalna-I



|   |   |   |
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|   | submission in different accreditation portal.   |   |
| Upgradation of official website and initiation of the process for obtaining permanent affiliation from the University of Burdwan. | It is resolved that the official website will be upgraded very soon. The issue of permanent affiliation is discussed it is also resolved that the subsequent actions will be taken soon.  | This is under active consideration of the college authority. Official website was shifted to new domain and the up-gradation process is going on to make this website more dynamic.   |
| Reporting on pending promotion and participation of faculties in different OP/RC and its action thereon                           | IQAC identifies the pending CAS of Dr. Mani Shankar Mondal and resolved to initiate the process of career advancement based on the recent GO of the HED.  | Date of CAS of Dr. Mani Shankar Mondal was fixed and the file was sent back to Dr. Mani Shankar Mondal for submission afresh.   |
| Matters arising   | Under matters arising section the issue of Confirmation of Service of newly appointed seven teachers was raised and it is resolved that the individual files will be processed and send to the HE Deptt complying all the formalities from the college end. It is reported that the institute has initiated formal collaborations with academic institutions like Kalyani Mahavidyalay, Darjeeling Government College, Memari College, Centre for Counselling Services of Jadavpur University and one | The individual file of confirmation of service of faculties was processed and sends to HED for further action.<br>The reported MoUs are in active consideration for execution of item specific activities as specified within the scope of the MoU.<br>The courses are running successfully with a frequency of once in a semester.<br>Books were procured as listed in item no. 2.<br>The Gender Audit, Energy Audit and Green/Environment Audit |



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Kalna-I

neighbouring school namely Medgachi High School for academic enhancement and institutional social responsibility. It is further resolved that a greater number of collaborations with other academic institutes as well as skill enhancement centres for academic enrichment of our students. It is also reported that the department of Bengali has conducted two add-on courses namely Bengali Literature & Creative Writing and Bengali Drama & Drama Production. It is also reported that the Department of Sanskrit has conducted two add-on courses one on Spoken Sanskrit and another on Sanskrit Translation. Based on the feedback of grievance redressal cell students has demanded for a greater number of books in the library as well as easy access to safe drinking water in the college premises.

It is reported that under the headship of Dr. Tanmay Das,

was successfully completed with due authentications from recognised auditing agency.



*Dr.*  
**Principal**  
Government General Degree College  
Kalna-I



|  |   |  |
|--|---|--|
|  | <p>Assistant Professor in Physics the college has conducted Gender Audit, Energy Audit and Green/Environment Audit as a quality measure on various eco-systems for the session 2018-19. Those audits reports are also substantiated through the external agency for validation. The committee unanimously resolved to entrust Dr. Das to conduct such audits in subsequent years so as to portray our initiatives of Gender Sensibility and Environment Sustainability.</p> |  |
|--|---|--|



*Das.*

**Principal**  
Government General Degree College  
Kalna-I

**IQAC**

**Government General Degree College, Kalna-I  
Muragacha, Medgachi, Purba Bardhaman – 713405**

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**No. GGDCK/IQ5/2020**

**Date: 16-04-2020**

**MEETING NOTIFICATION**

An emergency meeting of the IQAC, GGDC, Kalna-I is scheduled to be held on 17-04-2020 at 5:00 PM through Google Meet (Meeting link will be shared latter on) to discuss the continuation of teaching learning process during nation wise lockdown due outbreak of Covid-19 pandemic.

All the members of the IQAC are hereby cordially requested to make it convenient to attend the same. Dr. Mani Shankar Mandal, TCS, GGDC, Kalna-I and all HODs are also requested to attend the meeting in order to discuss some academic issues of the College.




Dr. Bidyut Kumar Das

Officer-in-Charge & Ex-Officio Chairperson

IQAC, GGDC, Kalna-I

*Officer-in-Charge  
Govt. General Degree College, Kalna-I  
Medgachi, Purba Bardhaman-713405*




  
**Principal  
Government General Degree College  
Kalna-I**



**Minutes of the meeting held on 17-04-2020**

**Members Present:**

| Sl. No. | Members  |
|---------|--|
| 1       | Dr. Bidyut Kr. Das<br>(Ex-Officio Chairperson)           |
| 2       | Neetu Chetri (Member)                                    |
| 3       | Mahatsab Mandal (Member)                                 |
| 4       | Saikat Khamarui (Member)                                 |
| 5       | Gobinda Tarafdar (Member)                                |
| 6       | Sushovan Deb Barman (Member)                             |
| 7       | Aditi Sarkar (Member)                                    |
| 8       | Parnajyoti Karmakar (Coordinator)                        |
| 9       | Dr. Mani Shankar Mandal, TCS,<br>GGDC, Kalna-I (Invitee) |
| 10      | All Departmental Heads                                   |


  
Officer-in-Charge  
Govt. General Degree College, Kalna-I  
Medgachi, Purba Bardhaman-713405

Dr. Bidyut Kr. Das (Officer-In-Charge) took the chair and the meeting started.

*IQAC meeting, as notified on 16.04.20 before, was started at 5 p.m. on 17.04.2020 via Google meet. Things that were discussed & resolved were as written below-*

1. Due to the unprecedented situation arises nationwide, the college promises to continue its teaching learning activities to meet up the academic needs of its students and therefore the following resolutions was adopted and requested the TCS to communicate it among the all-faculty members:
  - a) Each department will create its WhatsApp group for different years of their respective programmes and it is suggested all study materials are to be disseminated through that WhatsApp group.
  - b) Departmental HODs will monitor the activities of the departmental faculties with their interactions with the students and report the same to the Officer-in-Charge time to time.
  - c) Faculties are further requested to make close interactions with the students for doubt clearing on any topic of their study via telephone or WhatsApp.




  
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It is further resolved that all existing add-on courses will be shifted to online mode and will be executed as per the convenience of Programme Coordinator on proper discussion with the students.

2. Meeting ended with vote of thanks.



  
**Principal**  
Government General Degree College  
Kalna-I