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	n-Charge	Ex-Officio Chair Person
2	Dr. Parnajyoti Karmakar		Coordinator (Member Secretary)
3	Dr. Tanmay Das, Physics Deptt.	GGDC, Kalna-I	Member
4	Dr. Mahatsab Mandal, Physics GGDC, Kalna-I Deptt.		Member
5	Dr. Saikat Khamarui, Chem. GGDC, Kalna-l Deptt.		Member
6	Ms. Neetu Chettri, Education GGDC, Kalna I Deptt.		Member
7	Ms. Aditi Sarkar, English Deptt. GGDC, Kalna-		Member
8	Mr. Gobinda Tarafdar, Education Deptt.	GGDC, Kalna-I	Member
9	Mr. Sushovan Deb Barman Philosophy Deptt.	GGDC, Kalna-l	Member

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

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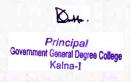
1. Aforementioned members

2. All Departments

3. Wide circulation

Officer-in-Charge GGDC, Kalna-I





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

No. GGDCK/IQ2/2019

Date: 18-11-2019

MEETING NOTIFICATION

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

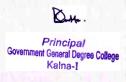
- Induction of external members of IQAC complying the new guideline of NAAC.
- Reporting of Student and Faculty Feedback Analysis and fixation of follow-up action taken.
- Preparation of database of different academic activities of the college of the last academic session.
- Updation of official website 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



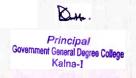


Dated: 26-11-2019

Members Present:

Sl. No.	Members	Signature
1	Dr. Bidyut Kr. Das (Ex-Officio Chairperson)	Officer-in-Charge Govt. General Degree College, Kalna-I Medgachi, Purba Bardhaman-713405
2	Neetu Chettri(Member)	Medgaciii, Purba Bardinama
3	Mahatsab Mandal(Member)	Mahatsab Mandal
4	Saikat Khamarui(Member)	Saikat Khamerri
5	Gobinda Tarafdar(Member)	Gootula Tarafdan
6	Sushovan Deb Barman(Member)	Som
7	Aditi Sarkar (Member)	Aditi Sarkar
8	Parnajyoti Karmakar (Coordinator)	Aditi Sarkar Rehmance.
9	Dr. Mani Shankar Mandal (Invitee)	Unished W/
10	Dr. Chiranjib Bandyopadhyay (Invitee)	Chiramore Bundyo Prolly.





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

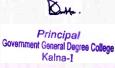
Sri Gobinda Tarafdar

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.



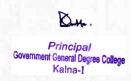


- 7. It is resolved that the official website will be upgraded very soon. The issue of permanent affiliation is discussed it is also resolved that the subsequent actions will be taken soon.
- 8. Under matters arising section the issue of Confirmation of Service of newly appointed seven teachers was raised 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

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

initiatives of Gender Sensibility and Environment Sustainability.





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:

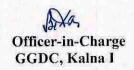
SL NO.	NAME		NOMINATED AS
1	Dr. Bidyut Kumar Das, Officer-in-Charge		Ex-Officio Chair Person
2	Dr. Parnajyoti Karmakar		Coordinator (Member Secretary)
3	Dr. Prabir Kumar Das, Ex-Member Secretary, West Bengal State Council of Higher Education		Member, Senior Administrative Personnel
4	Dr. Subhasis Dutta,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

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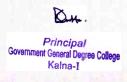
1. Aforementioned members

2. All Departments

3. Wide circulation







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

No. GGDCK/IQ4/2020

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.

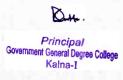
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Dr. Bidyut Kumar Das Officer-in-Charge & Ex-Officio Chairperson

IQAC, GGDC, Kalna-I

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





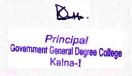
Date: 04-02-2020

Minutes of the meeting held on 11.02.2020

Members Present:

Sl. No.	Members	Signature
1	Dr. Bidyut Kr. Das (Officer-in-Charge & Ex-Officio Chairperson)	BXa8 11.62.2020 Officer-in-Charge Govt. General Degree College. F Medgachi, Purba Bardhaman-7
2	Dr. Prabir Kumar Das, Ex-Member Secretary, West Bengal State Council of Higher Education	E Martrora
3	Dr. Subhasis Dutta, Principal, Maulana Azad College	ABSENT
4	Dr. Krishna Ch Barai, Super, Kalna Hospital	Cal 11/2/1020
5	Smt Neetu Chettri (Member)	Note Chelleri Molatset Mandel
6	Dr. Mahatsab Mandal (Member)	Molatson Mandal
7	Dr. Saikat Khamarui (Member)	Saikat Khamani
8	Sri Gobinda Tarafdar (Member)	Gobinde Tostdar
9	Sri Sushabhan Deb Barman (Manher)	Som
10	Smt Aditi Sarkar (Member)	Aditi Serler
11	Dr. Parnajyoti Karmakar (Coordinator)	Bloogyon warner
12	Dr. Mani Shankar Mandal, TCS & HOD, Department of Mathematics (Invitee)	Mmi Sheler WM 11.02.2020



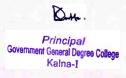


Dr. Bidyut Kr. Das (Officer-in-Charge) took the chair and the meeting started.

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 wasraised 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 AECCcan 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.





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

complying the new guideline of NAAC. Reporting of Student and FacultyFeedback Analysis and fixation of follow-up action taken. Deptt for procurement of Laboratory instruments for both the Physics and Chemistry Department and books for central library in compliance with CBCS syllabus. Preparation of database of different academic activities of the college of the last academic session. Complying new guideline of the new guideline of new guide	Agenda F	Resolution / Proceedings	Progress / Action Taken
FacultyFeedback Analysis on the students and faculty and fixation of follow-up action taken. 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. Preparation of database of It is resolved that Dr. different academic activities of the college of the last academic session. Sanskrit is entrusted to prepare a database of	mplying the new guideline c	complying new guideline of	IQAC was formed complying the new guideline of NAAC and Office Order was released on 10.12.2019
different academic activities of the college of the last academic session. Chiranjib Bandopadhyay, Assistant Professor of Sanskrit is entrusted to prepare a database of	cultyFeedback Analysis of fixation of follow-up from taken.	con 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	amounting Rs. 267960/- was procured based on the CBCS
of the college of the last academic session so that it can be used for data	ferent academic activities the college of the last ademic session. p d	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	Work is under progress.

	submission in different	
Upgradation of official website and initiation of the process for obtaining permanent affiliation from the University of Burdwan.	accreditation portal. 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	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
	will be taken soon.	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 resolvedto initiate the process of career advancementbased 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	The courses are running successfully with a frequency of once in a semester. Books were procured as listed in item no. 2. The Gender Audit, Energy

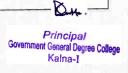
Principal
Government General Degree College
Kalna-I

neighbouring school namely Medgachi High School for academic enhancement and institutional responsibility. It is further resolved that a greater collaborations number of with other academic institutes as well as skill enhancement centres for academic enrichment of our students. It is also reported department that the Bengali has conducted two add-on courses namely Literature Bengali Creative Writing and Bengali Drama & Drama Production. It is also reported that the Department of Sanskrit has add-on conducted two Spoken courses one on and another on Sanskrit 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,

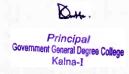
was successfully completed with due authentications from recognised auditing agency.





Professor Assistant Physics the college has conducted Gender Audit, Audit Energy 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 entrust Dr. Das to conduct such audits in subsequent years so as to portray our initiatives of Gender Sensibility and Environment Sustainability.





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

No. GGDCK/IQ5/2020

Date: 16-04-2020

MEETING NOTIFICATION

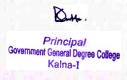
An emergency meeting of the IQAC, GGDC, Kalna-I is scheduled to be held on 17-04-2020 at 5:00 PM through Google Meet (Meeting link will be shared latter on) to discuss the continuation of teaching learning process during nation wise lockdown due outbreak of Covid-19 pandemic.

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.

Bixa

Dr. Bidyut Kumar Das
Officer-in-Charge & Ex-Officio Chairperson
IQAC, GGDC, Kalna-I





Minutes of the meeting held on 17-04-2020

Members Present:

Sl. No.	Members	
1	Dr. Bidyut Kr. Das (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, GGDC, Kalna-I (Invitee)	
10	All Departmental Heads	

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

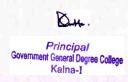
Dr. Bidyut Kr. Das (Officer-In-Charge) took the chair and the meeting started. Medgachi, Purba Bardhaman-713405

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-

- 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.





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.



