

# IQAC

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

No. GGDCK/IQ6/2020

Date: 21-08-2020

## MEETING NOTIFICATION

A meeting of the IQAC, GGDC at Kalna-I is scheduled to be held on **28-08-2020** at 5:00 PM through Google Meet (Meeting link will be shared latter on) to discuss the following order of business:

- Confirmation of the minutes of the last meeting and its action taken report held on 11-02-2020.
- Reporting of emergency IQAC meeting on 17-04-2020 and its action taken report
- Consideration of the webinar proposal of the Department of Physics, Chemistry and Mathematics in association with IQAC.
- Initiation of the process for obtaining 2f & 12(b) status from UGC.
- Strategy development for online classes for the students during pandemic.
- 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 also requested to attend the meeting in order to discuss some academic issues of the College.

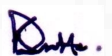


Dr. Bidyut Kumar Das

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 28-08-2020**

**Members Present:**

Sl. No.	Members
1	Dr. Bidyut Kr. Das (Ex-Officio Chairperson)
2	Neetu Chettri (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 & HOD, Department of Mathematics (Invitee)

Dr. Bidyut Kr. Das (Officer-in-Charge) took the chair and the meeting started. **Officer-in-Charge**  
**Govt. General Degree College, Kalna-I**  
**Medgachi, Purba Bardhaman-713405**  
*IQAC meeting, as notified on 21-08-2020 before, was started at 5 p.m. on 28-08-2020 via Google meet. Things that were discussed & resolved were as written below:-*

1. The resolution of the last meeting held on 11-02-2020 and its action taken report is read out by the IQAC, Coordinator and it is unanimously accepted.
2. The resolution of the emergency IQAC meeting on 17-04-2020 and its action taken report is read out by the IQAC, Coordinator and it is unanimously accepted.
3. The Department of Chemistry proposes to hold a webinar on the contemporary issue in the name of Covid\_19 pandemic: Disease vs. Society on 03.09.2020 where Dr. Subhrakanti Mondal & Prof. Arijit Goswami will suppose to act as resource person. The committee approved the proposal and entrusted Dr. Saikat Khamarui, to prepare minute to minute programme schedule, flyer, to ensure student participation and to conduct the said webinar in Google meet platform in a seamless manner.

As per the proposal of received from the jointly from the Department of Physics & Mathematics the members unanimously decided to hold the webinar on Modern Aspect of Non Linear Dynamics to expose the science graduates on trending issues of dynamical



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systems beyond their curriculum. The committee entrust Dr. Mahatsab Mondal and Dr. Manishankar Mondal to organize this webinar in a befitting manner.

4. The proposal for obtaining 2f & 12b was raised in the meeting but unfortunately the college has not yet received the permanent status from BU due to the unprecedented event of Covid-19. Also it is recorded that the a few basic documents of the college like establishment order, land accusation order etc are not lying with the college authority and thereby Prof. Sudeshna Som and Dr Subrata Das are entrusted to collect all those documents from the Department of H.E., Government of West Bengal, University of Burdwan and from the local authority.
5. For implementation of systematic online classes and to ensure proper student participation in online classes, the committee proposes to shift those classes in Google meet platform and or Microsoft team which one is suitable and comfortable for the stake holders. Dr. Mahatsab Mandal, HOD, Physics is entrusted to explore the possibilities and to hold a training programme for the faculties to access those digital platforms.
6. Under matters arising section it is resolved that the eligibility criteria for the CAS of Dr. Manisankar Mondal is at par with the latest GO and the incumbent is asked to submit API during his assessment period for further processing. It is reported that Gender Audit, Energy Audit and Green/Environment Audit successfully held for the session 2019-2020.
7. Meeting ended with vote of thanks.



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# IQAC

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

## Action Taken Report on the Minutes of the IQAC Meeting dated 11.02.2020

IQAC plan of action and action taken report		
Agenda	Resolution / Proceedings	Progress / Action Taken
Confirmation and action taken report of the last meeting	With the permission of the Chair, the Coordinator of IQAC read the minutes of previous meeting. After a brief discussion, it was accepted and confirmed unanimously.	No further action is required
Initiation of the process for obtaining 2f & 12(b) status from UGC.	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.	Due to outbreak of Covid-19 the process of getting permanent affiliation is stalled and expected to resolve after normalcy resumes.
Longtime perspective plan on infrastructural development based on student and faculty	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	Due to outbreak of Covid-19 the resolved process cannot be executed properly. The details of



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feedback analysis	<p>infrastructure within the next financial year:</p> <p>a) Procurement of PCS, UPSs and other IT Peripherals</p> <p>b) Installation of Water Purifier for safe drinking water</p> <p>c) Augmentation of number of CCTVs in the college campus for proper surveillance and the safety and security of the students</p> <p>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.</p>	which is intimated in the current IQAC meeting.
Matters arising	<p>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</p>	<p>Due to outbreak of Covid-19 the resolved process cannot be executed properly as there was nation wise lockdown.</p>



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	<p>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.</p>	
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## Action Taken Report on the Minutes of the IQAC Meeting dated 17.04.2020

IQAC plan of action and action taken report		
Agenda	Resolution / Proceedings	Progress / Action Taken
Emergency meeting on fixing academic activities during nationwide lockdown due to outbreak of Covid-19 pandemic	<p>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.</p> <p>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.</p> <p>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.</p>	<p>a) All WhatsApp groups were created with the immense support of faculties and most of the students in each programme were incorporated in the said group. Study materials and other academic resources had already been shared in the group to keep academic activities alive.</p> <p>b) The departmental HODs kept informing the Officer-in-Charge regarding departmental academic discourse. They have informed that few students are still pending to include in the respective WhatsApp group due lacking of</p>



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		<p>electronic gadgets and internet connectivity of the students.</p> <p>c) Faculties were regularly interacted with the students to meet their academic needs as well as their psychological needs on case to case basis so as to encourage them to continue their studies during this unprecedented time.</p>
	<p>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.</p>	<p>All add-on courses were shifted to online mode and continued through WhatsApp chatting and mobile conferences.</p>



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# IQAC

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

No. GGDCK/IQ7/2020

Date: 08-12-2020

## MEETING NOTIFICATION

A meeting of the IQAC, GGDC at Kalna-I is scheduled to be held on **15-12-2020** at 5:00 PM through Google Meet (Meeting link will be shared latter on) to discuss the following order of business:

- Confirmation of the minutes of the last meeting and its action taken report held on 28-08-2020.
- Reporting of the process for obtaining permanent affiliation from the university and subsequent 2f & 12(b) status from UGC.
- Reporting on continuation of online classes in Google meet platform and submission of report of such activities to HE Deptt, Govt. of W.B. and Burdwan University.
- Reporting on present status of CAS of Dr. Mani Shankar Mandal.
- 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 also requested to attend the meeting in order to discuss some academic issues of the College.

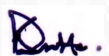


Dr. Bidyut Kumar Das

Officer-in-Charge & Ex-Officio Chairperson

IQAC, GGDC, Kalna-I

**Officer-in-Charge**  
Govt. General Degree College, Kalna-I  
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**Minutes of the meeting held on 15-12-2020**

**Members Present:**

Sl. No.	Members
1	Dr. Bidyut Kr. Das (Ex-Officio Chairperson)
2	Dr. Prabir Kumar Das, Ex-Member Secretary, West Bengal State Council of Higher Education
3	Neetu Chettri (Member)
4	Mahatsab Mandal (Member)
5	Saikat Khamarui (Member)
6	Gobinda Tarafdar (Member)
7	Sushovan Deb Barman (Member)
8	Aditi Sarkar (Member)
9	Parnajyoti Karmakar (Coordinator)
10	Dr. Mani Shankar Mandal, TCS & HOD, Department of Mathematics (Invitee)

*[Handwritten Signature]*

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

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

*IQAC meeting, as notified on 08-12-2020 before, was started at 5 p.m. on 15-12-2020 via Google meet. Things that were discussed & resolved were as written below-*

1. The resolution of the last meeting held on 28-08-2020 and its action taken report is read out by the IQAC, Coordinator and it is unanimously accepted.
2. The Officer-in-Charge reported that he has made contact to the Inspector of Colleges, The University of Burdwan regarding permanent affiliation of the institute. As per BU stipulation any academic institute under this university gets permanent affiliation from the same after successful completion of five consecutive years along with onsite university peer team visit. This college complies those norms in the year of 2021 and the IC asks the college authority to prepare for onsite campus peer team visit. The visit primarily focuses on teaching learning process, basic infrastructural facilities, student support systems and governance. The committee resolved to prepare documentation on the above criterion with the help of departments and office administration so that the



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- college can easily face the peer team and showcase its activities in a proper manner. The status of getting 2f and 12(b) from the UGC remains pending till the college receives permanent affiliation from the BU.
3. It is reported that good number of classes are held in Google meet platform, simultaneously it is also observed that online classes for BA/BSc General students are not held properly due to lack of electronic gadgets, internet connectivity and unfortunately a good number of male students started working with their parents to earn both ends meet. It is further reported that a report was send to HE Deptt and BU regarding the status of online classes along with its drawback for proper implementation as asked by the competent authority.
  4. After careful verification of API Score on revised submitted documents of Dr. Manisankar Mondal. The committee feels to proceed with this file and requested the OIC to send letter to the DPI, Govt. of W.B. and VC, BU for putting the name of the experts in Carrere Advancement Panel of Dr. Manisankar Mondal.
  5. The committee requests all faculty members to be more proactive for inclusion of maximum number of students in the online platform for better academic needs of the students. They are further requested to contact with the students on person to person basis and short out their issues for not joining online classes regularly. The TCS is entrusted to communicate with faculties regarding the modalities posed by the IQAC.
  6. Meeting ended with vote of thanks.



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# IQAC

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

## Action Taken Report on the Minutes of the IQAC Meeting dated 28.08.2020

IQAC plan of action and action taken report		
Agenda	Resolution / Proceedings	Progress / Action Taken
Confirmation and action taken report of the last meeting	With the permission of the Chair, the Coordinator of IQAC read the minutes of previous meeting and its action taken report. After a brief discussion, it was accepted and confirmed unanimously.	No further action is required
Reporting of emergency IQAC meeting on 17-04-2020 and its action taken report	With the permission of the Chair, the Coordinator of IQAC read the minutes of the emergency meeting and its action taken report. After a brief discussion, it was accepted and confirmed unanimously.	No further action is required
Consideration of the webinar proposal of the Department of Physics, Chemistry and Mathematics in association	The Department of Chemistry proposes to hold a webinar on the contemporary issue in the name of Covid_19 pandemic:	Webinar on Covid_19 pandemic: Disease vs. Society was successfully held on 03.09.2020 with the proposed

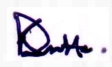


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with IQAC.	<p>Disease vs. Society on 03.09.2020 where Dr. Subhrakanti Mondal &amp; Prof. Arijit Goswami will suppose to act as resource person. The committee approved the proposal and entrusted Dr. Saikat Khamarui, to prepare minute to minute programme schedule, flyer, to ensure student participation and to conduct the said webinar in Google meet platform in a seamless manner.</p> <p>As per the proposal of received from the jointly from the Department of Physics &amp; Mathematics the members unanimously decided to hold the webinar on Modern Aspect of Non Linear Dynamics to expose the science graduates on trending issues of dynamical systems beyond their curriculum. The committee entrust Dr. Mahatsab Mondal and Dr. Manishankar Mondal to organize this webinar in a befitting manner.</p>	<p>resource persons and 61 participants have attended the webinar. Webinar on Modern Aspect of Non Linear Dynamics was held on 06.09.2020 and Dr. Mukdish Acharyya, Professor, Presidency University, and Prof. G. C. Layek, Department of Mathematics, The University of Burdwan have delivered lectures on the said topics. Where a total of 35 students and faculties have eagerly participated.</p>
Initiation of the process for	The proposal for obtaining 2f	This is under active



  
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<p>obtaining permanent affiliation and 2f &amp; 12(b) status.</p>	<p>&amp;12b was raised in the meeting but unfortunately the college has not yet received the permanent status from BU due to the unprecedented event of Covid-19. Also it is recorded that the a few basic documents of the college like establishment order, land accusation order etc are not lying with the college authority and thereby Prof. Sudeshna Som and Dr Subrata Das are entrusted to collect all those documents from the Department of H.E., Government of West Bengal, University of Burdwan and from the local authority.</p>	<p>consideration of the college authority. But, due to COVID_19 pandemic, the college authority has not yet able to collect all the documents and thereby the process is delayed.</p>
<p>Strategy development for online classes for the students during pandemic.</p>	<p>For implementation of systematic online classes and to ensure proper student participation in online classes, the committee proposes to shift those classes in Google meet platform and or Microsoft team which one is suitable and comfortable for the stake holders. Dr. Mahatsab Mandal, HOD, Physics is entrusted to explore</p>	<p>Dr. Mahatsab Mandal reported that Google Meet platform is suitable conducting online classes as most of the students and faculties have their email IDs in gmail. He has also conducted a training for the faculties for creation of Google meet link and its sharing through WhatsApp along with the techniques of screen sharing of documents,</p>



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	the possibilities and to hold a training programme for the faculties to access those digital platforms.	collection of attendance during the online classes and other related features.
Matters arising	<p>1. The impending CAS of Dr. Manisankar Mondal is discussed, mainly concerning the API of his assessment period.</p> <p>2. It is reported that Gender Audit, Energy Audit and Green/Environment Audit successfully held for the session 2019-2020.</p>	<p>1. The IQAC scrutinized his API and observes a few changes. The incumbent is requested to resubmit the file after incorporating necessary corrections.</p> <p>2. No further action is required.</p>



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Government of West Bengal  
Office of the Principal

Government General Degree College, Kalna-1  
Muragacha, Medgachi, Purba Bardhaman-713405

Website: [www.ggdekalna1.in](http://www.ggdekalna1.in); E-mail: [govt.collegekalna1@gmail.com](mailto:govt.collegekalna1@gmail.com)

No. 17/2021

Date: 19.02.2021


**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 for the year 2021 with effect from 19.02.2021 has been restructured as follows complying Govt. rules and regulations until further notification:.

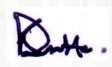
SL NO.	NAME		NOMINATED AS
1	Prof. (Dr.) Krishnendu Dutta, Principal		Ex-Officio Chair Person
2	Dr. Parnajyoti Karmakar		Coordinator (Member Secretary)
3	Dr. Prabir Kumar Das, Ex-Member Secretary, West Bengal State Council of Higher Education		Member, Senior Administrative Personnel
4	Dr. Subhasis Dutta, Principal, Maulana Azad College		Member, External Expert
5	Dr. Krishna Ch Barai, Super, Kalna Hospital		Member, Dignified person of the society
6	Dr. Bidyut Kr Das (Member)	GGDC, Kalna-I	Member
7	Dr. Subrata Das (Member)	GGDC, Kalna-I	Member
8	Dr. Mani Shankar Mandal (Member)	GGDC, Kalna-I	Member
9	Dr. Mahatsab Mandal (Member)	GGDC, Kalna-I	Member
10	Mr. Anirban Banerjee (Member)	GGDC, Kalna-I	Member
11	Mrs. Neetu Chettri (Member)	GGDC, Kalna-I	Member

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/IQ8/2021**

**Date: 05-03-2021**

## **MEETING NOTIFICATION**

A meeting of the IQAC, GGDC, Kalna-I is scheduled to be held on 12<sup>th</sup> March, 2021 at 7:30 PM on Google Meet (Meeting link will be shared prior to the meeting) to discuss the following order of business:

- Confirmation of the minutes of the last meeting and its action taken report.
- CAS related issues.
- Preparation of data similar to AQAR format for different academic years.
- Initiation of different stakeholders' feedback including SSS and its report compilation.
- Feedback analysis and its action taken
- Preparation of course outcomes & lesson plans for ongoing even and ensuing odd semesters of all departments.
- Preparation of documents for obtaining permanent affiliation and 2f & 12(b) status.
- Establishment of SWAYAM-NPTEL Local Chapter
- Other matters if any,

All the members of the IQAC are hereby cordially requested to make it convenient to attend the same. Dr. Rakhi Bhattacharyay, Secretary, Teachers' Council, GGDC, Kalna I, Convenor, Journal & Publication sub-committee, Convenor, Admission sub-committee and Convenor, Website sub-committee are also requested to attend the meeting in order to discuss some academic issues of the College.

Prof. (Dr.) Krishnendu Dutta  
Principal & Ex-Officio Chairperson  
IQAC, GGDC, Kalna-I

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**Kalna-I**

Meeting on 12.03.2021

Ref. No. GGDCK/IQ8/2021 Dated: 05-03-2021

Members present:

Sl. No.	Members
1	Prof. (Dr.) Krishnendu Dutta (Ex-Officio Chairperson)
2	Dr. Prabir Kumar Das, Ex-Member Secretary, West Bengal State Council of Higher Education
3	Dr. Subhasis Dutta, Principal, Maulana Azad College
4	Parnajyoti Karmakar (Coordinator)
5	Bidyut Kr Das (Member)
6	Subrata Das (Member)
7	Mani Shankar Mandal (Member)
8	Mahatsab Mandal (Member)
9	Anirban Banerjee (Member)
10	Neetu Chettri (Member)
11	Rakhi Bhattacharyay (Invitee)
12	Tanmay Das (Invitee)
13	Sushovan Lala (Invitee)

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**Dated: 12/03/2021**

**Minutes of the meeting:**

**Resolutions taken:**

1. With the permission of the Chair, the Coordinator of IQAC read the minutes of previous meeting. After a brief discussion, it was accepted and confirmed unanimously.
2. IQAC requests all the teachers of this college whose promotion under CAS to the next higher Scale or AGP has already been due / will be due on or before 30/06/2021, to prepare their CAS files as per the new regulations of the CAS of the Higher Education Department or Education Directorate (as the case may be), Govt. of West Bengal (vide G.O. No. 1196-Edn(A)/5P90/12, 31.12.2012, Memo No. ED-104/2013, 18.03.2013, Memo No. Ed293/2013, 07.05.2013, Memo No. ED-962/2014, 02.02.2014 & G.O. No. 198-EH (CG), 07.12.2017). It is further informed that the teachers whose promotion under CAS to the next higher Scale or AGP has already been due / will be due within 90 days from the date of issuance of the notice, may apply to the Principal by 30/06/2021. Soft copies of relevant documents are to be submitted to IQAC.
  - Each and every faculty is requested to submit API score (Category 1 & 2) for fulfillment of the requirement of promotion under CAS after the completion of each academic year. A separate notification will be issued in this regard.
3. Keeping in mind the upcoming new outline of online AQAR format, it is resolved documentation in the line of AQAR has to be prepared and published in the college website latest by 30.07.2021 under the overall supervision of Dr. Rakhi Bhattacharyay, Assistant Professor of Education & Secretary, Teachers' Council, GGDC, Kalna-I. Other members of the IQAC will assist her to execute the process in the following way:

Sl. No.	Name of the assigned person	Assigned criterion
1	Sri Anirban Banerjee	Curricular Aspects
2	Dr. Mahatsab Mandal	Teaching, Learning and Evaluation
3	Dr. Bidyut Kr Das	Research, Innovations and Extension
4	Dr. Mani Shankar Mandal	Infrastructure and Learning Resources
5	Dr. Subrata Das	Student Support and Progression
6	Dr. Parnajyoti Karmakar	Governance, Leadership and Management



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7	Smt. Neetu Chettri	Institutional Values and Best Practices
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The aforementioned work is essential to speed up the process of data preparation in the line of AQAR for the period 2019-2020. Teachers of all the departments are hereby requested to extend their wholehearted cooperation to the respective Head of the Department in this regard. Review meeting is scheduled to be arranged on 20.06.2021.

**4.** Student satisfaction survey (SSS) process should be web based online, keeping in mind the upcoming new outline of online AQAR submission process. It will be based on selective questionnaire on 'teaching, learning & evaluation', prepared by the IQAC. In this regard Dr. Sushovan Lala, Asst. Professor in Physics will be entrusted to execute the entire process including compilation of result. IQAC recommend continuing to collect feedback from the other stakeholders like parents and alumni from the current academic session. IQAC also recommended to continue course end survey, evaluation of teachers by students and faculty feedback which was initiated from the academic session 2018-2019 so as to ensure the learning outcome.

**5.** Based on the feedback received from the faculty and students the institute augment laboratory infrastructure in Physics and Chemistry Laboratory, ICT infrastructure in terms of purchasing desktop PCs, laptops and other IT peripherals, CCTV surveillance by installing more numbered of CCTVs in different strategic points to ensure safety and security, purified drinking water facility. The college authority also ensures regular cleaning of classrooms and toilets by inducting temporary cleaning staff on approval of the HE Deptt, Govt. of W.B.

**6.** IQAC endorses the proposal of preparation of course outcomes & lesson plans for ongoing even and ensuing odd semesters of all departments. The Heads of all the departments will be requested to prepare well-defined course outcomes & lesson plans for all the core courses and generic elective courses offered by BU. The steps to be followed by departments are:

- (a) All the course outcomes are to be mapped with the programme specific outcomes.
- (b) Affiliating University has prescribed the syllabus which specifies the number of lectures per week, list of recommended books and assessment scheme of internal and external marks. Every faculty member will prepare the teaching plan, lab plan of entire semester in-line with the syllabus, department's academic calendar and class



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time table. Detailed unit-wise and date-wise plan for theory as well as lab will be prepared as per format.

Course outcomes & lesson plans for ongoing even and ensuing odd semesters of all departments will be prepared by 30.06.2021 and ventilated through the website of this College.

7. As we have collected all the documents regarding establishment of this institution from H.E. Dept. as well from the affiliating university, we will request the university to initiate the peer team inspection for obtaining permanent affiliation from the University of Burdwan at the earliest.

8. IQAC approves the establishment of SWAYAM-NPTEL Local Chapter and proposes Dr. Tanmay Das, Asst. Professor in Physics, to act as SPOC of the said local chapter.

9. It is resolved that the cell should submit a proposal to the Principal in relation to subscription of journals and magazines department wise.

10. Student mentoring system must be implemented at the earliest by Students Counselling and Placement Cell.

11. IQAC reformation would be taken into consideration following NAAC guidelines.

12. Under matter arising section it is reported that the college will submit academic audit documents for the session 2017-18 and 2018-19 after compiling all the departmental activities and student issues to the Office of Inspector of Colleges, BU for verification and certification.

The committee resolved to send a request to the concerned authority of the University to frame an audit committee for academic audit of the 2019-20 and the ensuing years.

13. The meeting ended with vote of thanks to the chair.



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# IQAC

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

## Action Taken Report on the Minutes of the IQAC Meeting dated 15-12-2020

IQAC plan of action and action taken report		
Agenda	Resolution / Proceedings	Progress / Action Taken
Confirmation of the minutes of the last meeting and its action taken report held on 28-08-2020.	With the permission of the Chair, the Coordinator of IQAC read the minutes of previous meeting and its action taken report. After a brief discussion, it was accepted and confirmed unanimously.	No further action is required
Reporting of the process for obtaining permanent affiliation from the university and subsequent 2f & 12(b) status from UGC.	The Officer-in-Charge reported that he has made contact to the Inspector of Colleges, The University of Burdwan regarding permanent affiliation of the institute. As per BU stipulation any academic institute under this university gets permanent affiliation from the same after successful completion of five consecutive years along with	Based on the request of OIC, all departments have prepared documentation regarding the teaching learning activities of their departments. The scholarship sub-committee have jot down the list of beneficiaries under different scholarship schemes. As the college is closed for a long time due to Covid-19 pandemic there is an urgent

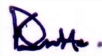


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	<p>onsite university peer team visit. This college complies those norms in the year of 2021 and the IC asks the college authority to prepare for onsite campus peer team visit. The visit primarily focuses on teaching learning process, basic infrastructural facilities, student support systems and governance. The committee resolved to prepare documentation on the above criterion with the help of departments and office administration so that the college can easily face the peer team and showcase its activities in a proper manner. The status of getting 2f and 12(b) from the UGC remains pending till the college receives permanent affiliation from the BU.</p>	<p>need for rejuvenate of students amenities in the campus. The OIC requests the PWD (Social Sector) and PWD (Electrical) to maintain the basic infrastructure for the forthcoming university peer team visit.</p>
<p>Reporting on continuation of online classes in Google meet platform and submission of report of such activities to HE Deptt, Govt. of W.B. and Burdwan University</p>	<p>It is reported that good number of classes are held in Google meet platform, simultaneously it is also observed that online classes for BA/BSc General students are not held properly due to</p>	<p>The consolidated report on online classes, the problems encountered and the suggestions for improvements of online activities was compiled and submitted to the HE Deptt, Govt. of W.B. and</p>



  
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	lack of electronic gadgets, internet connectivity and unfortunately a good number of male students started working with their parents to earn both ends meet. It is further reported that a report was send to HE Deptt and BU regarding the status of online classes along with its drawback for proper implementation as asked by the competent authority.	BU.
Reporting on present status of CAS of Dr. Mani Shankar Mandal.	After careful verification of API Score on revised submitted documents of Dr. Mani Shankar Mandal. The committee feels to proceed with this file and requested the OIC to send letter to the DPI, Govt. of W.B. and VC, BU for putting the name of the experts in Carrere Advancement Panel of Dr. Mani Shankar Mandal.	The request letter for putting DPI nominee and University expert in the Carrere Advancement Panel of Dr. Mani Shankar Mandal has already been sent to the respective authority and till date no communication is received by the college authority.
Other matters if any,	The committee requests all faculty members to be more proactive for inclusion of maximum number of students in the online platform for better academic needs of the	The faculties have taken proactive initiation on case to case basis and a few faculties helped the students financially for getting internet connectivity.



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	<p>students. They are further requested to contact with the students on person to person basis and short out their issues for not joining online classes regularly. The TCS is entrusted to communicate with faculties regarding the modalities posed by the IQAC.</p>	
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*Date.*

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# IQAC

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

**No. GGDCK/IQ9/2021**

**Date: 30-05-2021**

## **MEETING NOTIFICATION**

A meeting of the IQAC, GGDC, Kalna-I is scheduled to be held on 07<sup>th</sup> June, 2021 at 7:30 PM on Google Meet (Meeting link will be shared prior to the meeting) to discuss the following order of business:

- Confirmation and action taken report of the last meeting
- Plan of action of the newly formed cell for the ensuing academic year 2021-2022 based on stakeholders feedback and other necessities.
- Preparation of annual report for the session 2020-2021.
- Review of the process of obtaining permanent affiliation
- Membership in N-LIST programme
- Fixing the date of academic audit for the session 2019-2020
- Other matters if any,

All the members of the IQAC are hereby cordially requested to make it convenient to attend the same. Dr. Rakhi Bhattacharyay, Secretary, Teachers' Council, GGDC, Kalna I, Convenor, Journal & Publication sub-committee, Convenor, Admission sub-committee and Convenor, Website sub-committee are also requested to attend the meeting in order to discuss some academic issues of the College.

*Dutta.*

Prof. (Dr.) Krishnendu Dutta  
Principal & Ex-Officio Chairperson  
IQAC, GGDC, Kalna-I

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*Dutta.*

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**Kalna-I**



Meeting on 07.06.2021

Ref. No. GGDCK/IQ9/2021 Dated: 30-05-2021

Members present:

Sl. No.	Members
1	Prof. (Dr.) Krishnendu Dutta (Ex-Officio Chairperson)
2	Dr. Prabir Kumar Das, Ex-Member Secretary, West Bengal State Council of Higher Education
3	Dr. Subhasis Dutta, Principal, Maulana Azad College
4	Parnajyoti Karmakar (Coordinator)
5	Bidyut Kr Das (Member)
6	Subrata Das (Member)
7	Mani Shankar Mandal (Member)
8	Mahatsab Mandal (Member)
9	Anirban Banerjee (Member)
10	Neetu Chettri (Member)
11	Rakhi Bhattacharyay (Invitee)
12	Tanmay Das (Invitee)
13	Sushovan Lala (Invitee)

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**Dated: 07/06/2021**

**Minutes of the meeting:**

**Resolutions taken:**

1. With the permission of the Chair, the Coordinator of IQAC readout the minutes of previous meeting held on 12.03.2021 and the action that has been taken against its each resolution. After a brief discussion, it was accepted and confirmed unanimously.

**2. Plan of action for the year 2021-2022**

A few plan of action is prepared by IQAC for giving thrust to quality enhancement of the Institution. Due attention has given to the expectation of all stakeholders. Programs are chalked out to address their demands as well as to improve their performance.

**Quality enhancement**

- Preparation of documentation in line with AQAR format for the year 2019-2020.
- Preparation of academic calendar for the session 2021-2022 (including previous Odd Sem) in consonance of the affiliating university (The University of Burdwan).
- Updating relevant documents of the Departmental activities.
- Organization of different programmes like celebration of Independence Day, Basanta Utsav, Rabindra Jayanti, Annual College athletic meet, Environment Day with involvement of students in such activities.
- Strengthening the Students Counselling & Placement Cell.
- Organization of special NSS camp.
- Various programmes under the Red Ribbon Club.
- Participation in NIRF, 2021.
- Preparation and submission of data to AISHE.
- Achieve permanent affiliation under The University of Burdwan
- Inclusion of the institution under section 2f and 12(b) of the UGC Act, 1956.
- Development of student database management software.
- Offering add on courses (Certificate courses of 30 contact hrs. duration as per NAAC guidelines) on Working & Functional English



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- Implementation of students' mentoring system in all the departments of the college keeping in mind the requirements of the AQAR criterion

#### **Research**

- Encouraging the teachers and students for publications in UGC-CARE listed journals and Conferences/Symposia/Seminars.
- Ph.D. enrolment/registration of faculties (within six months, faculties should look to enroll themselves in doctoral programme). Progress Report should be submitted to IQAC from time to time.
- Creating SOP for enhancing the quality of research in various departments
- Organization of webinars, invited talks and lecture series to instill research acumen among faculties and students amidst the pandemic situation.

#### **Classes & Examinations reforms**

- Online classes through Google classroom
- Online uploading of attendance and internal marks
- Digitalization of examination process
- Calculation of student attainment
- Mapping student outcome with course curriculum and graduate activities

#### **Infrastructural reforms**

- Laboratories are to be well equipped with new equipments to cater the need of CBCS course structure.
- Automation of library
- Central computing lab with high speed internet
- Website registration in Govt. portal.
- ERP software for Office management.
- Separate room for IQAC Cell.
- Installation of LPG cylinders for Chemistry Lab
- Setting up fire fighting system
- Provide special facilities for differently abled (Divyangjan) students in campus

#### **Creating Eco system**

- Install LED lights & solar panels for campus lighting
- Ban of plastics within the campus
- Creating paperless office



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- Regular sapling plantation drives
  - Creating Awareness among students about eco-friendly environment
  - Initiation of rain water harvesting project
  - Creating garbage disposal system/ waste management
  - Installing facility for e-waste management
3. IQAC ratifies the preparation of annual report for the session 2020-2021 headed by the Convener, Journal and Publication Sub – Committee.
  4. In reference to our proposal an inspection team constituted by the Hon'ble Vice Chancellor, BU, visited our college on 07.04.2021 and interacts with all stakeholders of this institution in order to assess the viability of granting permanent affiliation.
  5. IQAC approves the proposal of enlistment under N-LIST programme.
  6. Based on the availability of external experts and the preparation of documentation for the session 2019-2020 it is decided that the academic audit committee meeting will be held 15.06.2021. It is also resolved that the following faculties namely, Dr Bidyut Kumar Das, Asst. Prof. Bengali, Dr. Rakhi Bhattacharya, Asst. Prof. in Education and Dr. Parnajyoti Karmakar, Coordinator, IQAC will primarily face the audit team along with the Principal. It further resolved that all faculties are to be present in person on 15.06.2021 and will be ready with their documentation show that they can showcase it to the audit team as and when required.
  7. As we have collected all the documents regarding establishment of this institution from H.E. Dept. as well from the affiliating university, we will apply for 2f and 12(b) under UGC through the affiliating university very soon.
  8. It is resolved that an online parent-teacher meeting will be conducted on 20.06.2021 to sensitize our guardians about the teaching learning process during this pandemic. It is also resolved that feedback may be collected and analyzed for betterment of the academic environment of the institute.
  9. The meeting ended with vote of thanks to the chair.



*Dutta*  
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# IQAC

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

## **Action Taken Report on the Minutes of the IQAC Meeting dated 12.03.2021**

<b>IQAC plan of action and action taken report</b>		
<b>Agenda</b>	<b>Resolution / Proceedings</b>	<b>Progress / Action Taken</b>
Confirmation of the minutes of the last meeting and its action taken report	With the permission of the Chair, the Coordinator of IQAC read the minutes of previous meeting. After a brief discussion, it was accepted and confirmed unanimously.	No further action is required
<b>CAS related issues</b>	IQAC requested all the teachers of this college whose promotion under CAS to the next higher Scale or AGP has already been due / will be due on or before 30/06/2021, to prepare their CAS files.	(a) Screening committee meeting for Career Advancement of Dr. Mani Shankar Mondal was held and recommendation was submitted to HE Dept for issuance of necessary orders. (b) All teachers applying for OP-RC are being recommended and forwarded by the IQAC. (c) Faculties are submitting their API and the process of verification is going on for CAS.
<b>Preparation of AQAR for different academic years</b>	Keeping in mind the upcoming new outline of online AQAR format, it is resolved documentation in the line of	Documentation in line of AQAR for the academic year 2019-2020 is about to complete and it will be published in college website latest by 07.09.2021.



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	<p>AQAR has to be prepared and published in the college website latest by 30.07.2021 under the overall supervision of Dr. Rakhi Bhattacharyay, Assistant Professor of Education &amp; Secretary, Teachers' Council, GGDC, Kalna-I.</p>	
<p><b>Initiation of SSS &amp; its feedback report compilation</b></p>	<p>Student satisfaction survey (SSS) process should be web based online, keeping in mind the upcoming new outline of online AQAR submission process. It will be based on selective questionnaire on 'teaching, learning &amp; evaluation', prepared by the IQAC. In this regard Dr. Sushovan Lala, Asst. Professor in Physics will be entrusted to execute the entire process including compilation of result. IQAC recommend continuing to collect feedback from the other stakeholders like parents and alumni from the current academic session. IQAC also recommended to continue course end survey, evaluation of teachers by students and faculty feedback which was initiated from the academic session 2018-2019 so as to ensure the</p>	<ul style="list-style-type: none"> <li>• Stakeholders' feedback report has been published for the academic session 2019-20.</li> <li>• SSS &amp; its feedback report have been collected from different stakeholders for the academic session 2020-21.</li> <li>• Course end survey and student evaluation of teachers was collected for the session 2019-2020 and 2020-21.</li> <li>• Faculty feedback, parent feedback collection processes are in progress.</li> </ul>



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	learning outcome.	
<b>Feedback analysis and its action taken</b>	Based on the feedback received from the faculty and students the institute augment laboratory infrastructure in Physics and Chemistry Laboratory, ICT infrastructure in terms of purchasing desktop PCs, laptops and other IT peripherals, CCTV surveillance by installing more numbered of CCTVs in different strategic points to ensure safety and security, purified drinking water facility. The college authority also ensures regular cleaning of classrooms and toilets by inducting temporary cleaning staff on approval of the HE Deptt, Govt. of W.B.	Most of the demands received in the feedbacks are complied within the limited scope of the college authority during the pandemic. A few proposals are still lying with HE Deptt, Govt. of W.B. for final approval.
<b>Preparation of course outcomes &amp; lesson plans for ongoing even and ensuing odd semesters of all departments</b>	IQAC endorsed the proposal of preparation of course outcomes & lesson plans for ongoing even and ensuing odd semesters of all departments.	IQAC has already received the course outcomes & lesson plans for ongoing even and ensuing odd semesters from all departments and it will be published in college website after compilation.
<b>Preparation of documents for obtaining</b>	As we have collected all the documents regarding establishment of this institution from H.E. Dept.	We have sent a proposal to the University of Burdwan and subsequently an inspection team

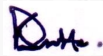


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<p><b>permanent affiliation and 2f &amp; 12(b) status.</b></p>	<p>as well from the affiliating university, we will apply for permanent affiliation from the University of Burdwan shortly.</p>	<p>constituted by the Hon'ble Vice Chancellor, BU, visited our college on 07.04.2021 and interacts with all stakeholders of this institution in order to assess the viability of granting permanent affiliation.</p> <p>The final letter of granting permanent affiliation is waiting.</p>
<p><b>Establishment of SWAYAM-NPTEL Local Chapter</b></p>	<p>IQAC approved the establishment of SWAYAM-NPTEL Local Chapter and proposes Dr. Tanmay Das, Asst. Professor in Physics, to act as SPOC of the said local chapter.</p>	<p>SWAYAM-NPTEL Local Chapter has been established.</p>
<p>Other matters</p>	<p>It is reported that the college will submit academic audit documents for the session 2017-18 and 2018-19 after compiling all the departmental activities and student issues to the Office of Inspector of Colleges, BU for verification and certification.</p> <p>The committee resolved to send a request to the concerned authority of the University to frame an audit committee for academic audit of the 2019-20 and the ensuing years.</p>	<p>The Academic Audit documents in the standard format were submitted to Inspector of Colleges, BU on 13.03.2021 and appreciation certificate was received from the university on 19.03.2021.</p> <p>The university also suggest the name of three external experts for conduction academic audit from the academic session 2019-2020 onwards:</p> <p>1. Dr. Sumanta Bhattacharya Professor, Department of Chemistry The University of Burdwan Golapbag, Burdwan - 713104, W.B.</p> <p>2. Dr. Khagendranath Chattopadhyay Professor, Department of Education The University of Burdwan</p>



  
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		Golapbag, Burdwan - 713104, W.B. 3. Dr . Sukanta Bhattacharyya Principal Mankar College, Mankar, Burdwan- 713144, West Bengal
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