

# IQAC

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

No. GGDCK/IQ27/23

Date: 24-08-2023

## MEETING NOTIFICATION

A meeting of the IQAC, GGDC, Kalna-I is scheduled to be held on 01<sup>st</sup> September, 2023 at 12:00 Noon at Smart Class Room to discuss the following order of business:

1. Confirmation of the minutes of the last I.Q.A.C. meeting held on 07.02.2023 and its Action Taken Report.
2. Reporting on status of the activities proposed for the academic session 2022-2023.
3. Proposed activities for the academic session 2023-- 2024.
4. Implementation of CCFUP under NEP 2020 of the University of Burdwan from the academic session 2023-24.
5. 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, HODs of all Departments & Smt Satabdi Mondal, Librarian, GGDC, Kalna-I are also requested to attend the meeting in order to record their valuable suggestions.

*Duty.*

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

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# IQAC

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

Attendance in the 4<sup>th</sup> meeting of newly formed IQAC, GGDC, Kalna-I convened on 1<sup>st</sup> September, 2023 at the Seminar Room, commencing at 12.30 PM.

### MEMBERS PRESENT

SL. NO.	NAME	Role	Signature
1	Prof. (Dr.) Krishnendu Dutta, Principal	Ex-Officio Chair Person	<i>Krishnendu Dutta</i> 1-9-23. <span style="color: blue;">Principal Government General Degree College Kalna-I</span>
2	Dr. Anindya Jyoti Pal, Controller of Examinations, The University of Burdwan	Member, Senior Administrative Personnel	<i>Anindya Jyoti Pal</i> 1/9/23
3	Dr. Rajesh Das, Assistant Professor, Department of Mass Communication & Coordinator of NSS, BU	Member, Management Representative	<i>Rajesh Das</i> 01.09.23.
4	Sri Prasun Ranjan Bhowmik, Treasury Officer, Kalna Treasury	Member, Dignified Person of the Society	<i>Prasun Ranjan Bhowmik</i> 01/09/2023
5	Dr. Parnajyoti Karmakar, Assistant Professor of Chemistry, GGDC, Kalna-I	Coordinator (Member Secretary)	<i>Parnajyoti Karmakar</i> 01/09/2023
6	Dr. Bidyut Kumar Das, Assistant Professor of Bengali, GGDC, Kalna-I	Member	<i>Bidyut Kumar Das</i> 01.09.23
7	Dr. Mani Shankar Mandal, Assistant Professor of Mathematics, GGDC, Kalna-I	Member	<i>Mani Shankar Mandal</i> 01.09.2023
8	Dr. Mahatsab Mandal, Assistant Professor of Physics, GGDC, Kalna-I	Member	<i>Mahatsab Mandal</i> 01/09/2023.
9	Dr. Dibakar Mondal, Assistant Professor of Mathematics, GGDC, Kalna-I	Member	<i>Dibakar Mondal</i> 01/09/2023
10	Sri Anirban Banerjee, Assistant Professor of English, GGDC, Kalna-I	Member	<i>Anirban Banerjee</i> 01/09/23
11	Smt Neetu Chettri, Assistant Professor of Education, GGDC, Kalna-I	Member	<i>Neetu Chettri</i>
12.	Dr Rakhi Bhattacharya, TCS & Assistant Professor of Education, GGDC, Kalna-I	Invitee	<i>Rakhi Bhattacharya</i> 1/9/23
13.	Smt Satabdi Mondal, Librarian, GGDC, Kalna-I	Invitee	<i>Satabdi Mondal</i> 01/09/23.



**Meeting on 01.09.2023 (Ref. No. GGDCK/IQ27/23 Dated 24-08-2023)**

**Minutes of the meeting**

The Chairperson welcomed all the members and invitees present in the meeting and delivered his inaugural speech to provide an insight into the aim and scope of the institution.

Discussion as per Agenda was held at length and the resolutions adopted are being recorded below:

1. Minutes the last IQAC meeting held on 07.02.2023 and its action take report are read out by the IQAC Coordinator and are confirmed by the members.

2. It is reported that the college has worked out on the proposed activities of 2022-23 on the following broad categories:

- a) Quality management
- b) Student Support System
- c) Academic Enrichment
- d) Research
- e) Infrastructure Augmentation
- f) Creating Ecosystem
- g) Best Practices

The detailed item wise achievements are mentioned in Annexure-I attached to this resolution.

3. Proposed activities for the academic session 2023-2024.

**Quality Management:**

- Observation of different programme like celebration of Independence Day, Youth Day, Netaji's Birth day, Rabindra Jayanti, College Athletics Meet, International Women's Day, Yoga Day, Electoral Day etc. with the active participation of students in such activity.
- Implementation of CCFUP in line with NEP 2020
- Continuation with the strict compliance of CIE and Student Portfolio.
- Monitoring and Supervision of student support system.
- Implementation of Outcome Based Education through CO-PO attainment
- Review, analysis and action taken against the stakeholder's feedback (students, parents, faculty, alumni) for the session 2023-24
- Assimilation of data for AISHE 2022-2023
- Ensure participation in NIRF, 2024
- Digitization of library with Web-OPAC facility
- Implementation of RFID facility with smart card in central library

  
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## 2. Student Support System:

- Arrangement of Induction Programme for the new entrants
- Information dissemination to all stakeholders through SMS gateway.
- Organization of student centric workshop
- Augmentation of departmental library with more books
- Continuing the facilities for e-books and e-journals through N-LIST
- Ensuring financial assistance in form of scholarship, student free ship for all students coming from financially and socially challenged section of society.
- Strengthening of NSS activities through village adaptation with an objective to give new ideas of development to the villagers to enhance the quality of livelihood.

## 3. Academic enrichment:

- Preparation of academic calendar of 2023- 2024
- Encouraging departments to impart modern teaching learning pedagogy.
- Continuation of all Value added / Add-on courses for enrichment of students
- Organization of seminar / symposium on gender equality, women empowerment, environmental sustainability and entrepreneurship development
- Procurement of books and journals for central library to enhance learning resources.
- Organization of departmental lecture series for students.
- Strengthening activities with collaborating institutes
- Continuing Google classroom as additional resource for knowledge sharing.
- Initiation of vocational courses and lifelong learning certificate courses in collaboration with NSOU
- Organization of Science Fair to promote science education in rural belt of Bengal

## 4. Research and Faculty Empowerment

- Encouraging faculties to increase the numbers of publications in SCI/SCI-E/Scopus and UGC-CARE listed journals.
- Encouraging faculty members to enroll for Ph.D. programme.
- Creation of facility for faculty recharging through OP/RC/FDP/FIP/STC etc
- On-duty leave for attending seminar/conference/workshops for enhancing research acumen

## 5. Infrastructural augmentation:

- Augmentation of PCs in central computing lab

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- Installation of 80 liter water purifier for safe drinking water for students
  - Installation of 35 KVA green DG Gen set for uninterrupted power supply
  - Installation of 3 smart classrooms to promote ICT based teaching learning
  - Augmentation of indoor sports facility
  - Creation of Gymnasium facilities for students
  - Installation of Solar Street light with poll for campus lighting with 75wp solar panel
  - Creation of outdoor sports facilities with one football ground and 6 lane grass track in 2<sup>nd</sup> campus of the college
  - Augmentation of infrastructure of college auditorium with virtual conferencing facility
  - Language lab creation
6. Creating ecosystem:
- Tree plantation and maintenance of existing trees & biological nomenclature of trees with scientific standardization
  - Green Audit of the campus.
  - Energy audit of the institution
  - Creation of medicinal plant garden
7. Best Practices:
- Promotion of scientific temper in the rural belt of Purba Bardhaman District.
  - Practicing Outcome Based Education to meet up the evolving needs of learners and society.

Completion of pending works under different major criterion of the session 2022-23 within the limited scope and resources of the institute.

4. Under the agenda of implementing the CCFUP of the University of Burdwan, starting from the 2023-24 academic session, it is resolved that:

Within the buckets of multidisciplinary courses the college will offer computer science to all BA 4 years students, environment science to all BA 3 years students and English communication to all B.Sc. 4 years and 3 years students as a part of multi disciplinary approach to adopt CCFUP. Moreover, it is decided that the college will offer compulsory minor courses to all UG students on vocational educational training within the ambit of university stipulation which primarily focuses on human resource management, medical sells

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management and retail sells associate. Moreover, the departments will prepare lesson plans, model question banks for the students so that they can easily adopt those courses easily.

- Faculty enrichment and orientation is done in college on NEP 2020 and CCFUP on 14.03.2023 and 04.04.2023.
- CCFUP structure was covered in detail through Student induction 2023, a five day long programme where sensitization of students was done on NEP 2020 & CCFUP.
- Course content and lesson plan of the entire UG programme offered by this college in line to CCFUP structure for Semester-I is updated in the college website.
- It is further resolved to offer value added course on “Health and fitness, yoga education, sports and fitness” in second semester for each UG students under CCFUP programme among several options stipulated by the BU as part of life skill development and promotion of IKS.
- It is further resolved that the college will continue preparing a database of ABC IDs in NAD Digi-locker for paperless governance and curtailing verification process.

Under matter arising section it is reported that the Academic Audit Committee, The University of Burdwan have consented to conduct an academic audit on 19.09.2023 for the session 2022-23. As per our existing framework, Dr. Bidyut Kumar Das, Dr Rakhi Bhattacharyay, Dr. Parnajyoti Karmakar will primarily face the audit team. It is also reported that the Administrative Audit will be held on 08.09.2023 and the same team will primarily face the audit team. All departments and office staff are advised to prepare all documents related to the academic audit and administrative audit to present to the audit teams.

It is reported that Gender Audit, Energy Audit and Green/Environment Audit successfully held for the session 2022-2023. It is resolved that the college will apply for Quality Audits under ISO 9001:2015 and ISO 14001:2015 Certification. Dr. Tanmay Das, Assistant Professor of Physics is entrusted to prepare documentation for Stage – I and II Quality Audits for ISO 9001:2015 and Stage – I and II Environment Audit for ISO 14001:2015.

Under this section external members have suggested a few issues to be addressed which are appended below:

- i) During the SSR preparation results of the academic session 2022-23 are to be included in the list under Criterion 2.

  
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- ii) Student feedback analysis and subsequent action taken are to be prepared academically session wise under criterion I.
  - iii) The college will be more proactive for disseminating information regarding employability opportunities of students and may conduct workshops on biodata writing mock interview etc.
  - iv) The faculties are proactive to publish research papers in Scopus and UGC-CARE listed journals.
  - v) The NSS camps are to be held at least twice a year. The college may conduct seminar and workshops on cyber security and cyber fraud and may contact with district police head quarter for the conduction of same.
- The meeting concluded with a vote of thanks to the chair.

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### ANNEXURE-I

#### REPORTING ON STATUS OF THE ACTIVITIES PROPOSED FOR THE ACADEMIC SESSION 2022-2023

##### **Quality management**

- Documentation and Geo-tagged photography of all co-curricular and extra - curricular activity.  
→ We have documented Geo-tagged photography for all co-curricular and extra - curricular activities and we have also documented it in our college website.
- Observation of different programme like celebration of Independence Day, Youth Day, Netaji's Birth day, Rabindra Jayanti, College Athletics Meet, International Women's Day, Electoral Day etc. with the active participation of students in such activity.  
→ We have observed commemorates days and organized different cultural programmes, with the active participation of students in those activities.
- Strengthening of student counseling and placement cell.  
→ We have formed an Awareness Cell for competitive Examination for both passed out and existing students to build awareness, provide guidance, necessary literature, brochure and other information about various competitive examinations.
- Strengthening of student mentoring process.  
→ Mentoring programme is still continuing successfully by incorporating the support of faculty members as "Mentors" to render support to all students of the college i.e. "Mentee".
- Strict compliance of CIE and Student Portfolio.  
→ We have complied with the CIE policy of the institute and execute the same in judicious manner for incremental development of student performance. As a result Sayan Mondal of B.Sc. Physics Hons stood second in the final year of university examination of the year 2022-23.


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- Monitoring and Supervision of student support system.
  - The Student Welfare, Scholarships and Student Affair Sub-Committee under Teachers' Council is actively working to ensure the optimum availability of student scholarship and freeship among meritorious and needy students. They have conducted several awareness programme on Student Credit Card and helped them to avail this opportunity.
- Implementation of Outcome Based Education in line of NEP-2020
  - The department have prepared CO-PO attainment across all programmes as part of implementing OBE under NEP, 2020. As per guidelines of University of Burdwan, the college has started offering CCFUP programmes under NEP-2020 from the academic session 2023-24.
- Review, analysis and action taken against the stakeholder's feedback (students, parents, faculty, alumni).
  - IQAC has collected feedbacks from different stakeholderson various aspects related to curriculum, teaching, learning for the session 2022-23, has analyzed and taken suitable action to improve the overall excellence of the institution. The proposed activities of for the session 2023-24 will primarily be based on those feedback analyses.
- Assimilation of data for AISHE 2021-2022
  - We have submitted the data for AISHE 2021-2022 on 11.01.2023.
- Ensure participation in NIRF, 2022
  - We have submitted the data for NIRF-2022 on 03.01.2023.
- Digitization of library with OPAC
  - Digitization through ILMS, KOHA has already implemented with Web-OPAC facility. We have already submitted the proposal of RFID to the H.E. Deptt. and the proposal still lying the H.E. Deptt. for their financial approval.

#### **Student Support System**

- Arrangement of Induction Programme for the new entrants.
  - We have arranged a week-long Induction Programme (19.09.22- 24.09.22) for the new entrants.
- Information dissemination to all stakeholders through SMS gateway.
  - For the purpose of providing information to all stakeholders, we are continuingto disseminate information through dedicated SMS gateway.

  
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- Organization of student centric workshop
  - Several student centric workshops were organized throughout the year for Skill Developments as well as knowledge acquisition.
- Creation of departmental library for all the Departments
  - Departmental libraries are functional and ready to access to the students for all Departments from the even semester of 2022-23.
- Continuing the facilities for e-books and e-journals through N-LIST
  - Through N-LIST, our faculty members and students have access to the chosen electronic resources, such as e-books and e-journals. A dedicated e-corner was created beside the reading room of the central library where a login ID and password for accessing e-books and e-journals through NLIST was displayed for the students.
- Ensuring financial assistance in form of scholarship, student free ship for all students coming from financially and socially challenged section of society.
  - Maximum number of our students gets various Government scholarships like OASIS, AYKYASHREE, KANYASHREE, NABANNA, SVMCM. Apart from this, the eligible students get freeships. This is ensured by the Student Welfare, Scholarships and Student Affair Sub-Committee headed by the Secretary, Teachers' Council.
- Strengthening of NSS activities through village adaptation with an objective to give new ideas of development to the villagers to enhance the quality of livelihood.
  - We have already adopted one village named Uttarpara, Muragacha and arranged a weeklong camp to give new ideas of development to the villagers which would improve their living conditions during 27.08.2022 to 03.09.2022.

#### **Academic Enrichment**

- Preparation of academic calendar of 2022- 2023
  - Academic calendar is prepared in the beginning of academic year and it is circulated to the students through our college website.
- Encouraging departments to impart experiential learning through project-based teaching - learning.
  - The departments are practicing experiential learning through project works, laboratory experimentations, case studies under strict guidance of IQAC.

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- Initiation of Add-on course on “Values and Ethics” to impart values among our graduates.
- Value added course / Add-on course on “Values Education” of 30 hrs duration was successfully started in the even semester from the session 2022-23.
- Organization of seminar / symposium on gender equality, women empowerment, environmental sustainability and entrepreneurship development.
- We have arranged a lecture on gender equity during the Induction Programme-2023 with Mrs. Malini Mukhrejee, Department of Women’s Studies, Lady Brabourne College, Kolakata as resource person. We have conducted 12 seminars on different contemporary issues including entrepreneurship development programme on 24.11.2022 and 25.11.2022. These lists also include seminar on International Women’s Day on Wed, Mar 8, 2023 and seminar on World Environment Day on 05.06.2023.
- Procurement of books and journals for central library to enhance learning resources.
- We have proccured books of Rs 4,94,664/- for 9 departments and for competitive examinations as well as for Ad on course on Basic Computing in this academic session.
- Organization of departmental lecture series for students.
- Different lecture series are being organized by several departments in their own unique ways.
- Setting up of collaboration with other academic institute of higher learning for resource sharing.
- We have signed eight numbered of MoUs with different organizations of Higher Learning for academic enrichment, High Schools for promotion of scientific temper, Kalna Hospital for social outreach activities and NSOU for promotion of lifelong learning.
- Continuing Google classroom as additional resource for knowledge sharing.
- We are continuing to use Google classroom as additional resource for knowledge sharing and academic repository.

#### **Research and Faculty Empowerment**

- Encouraging faculties to increase the numbers of publications in SCI/SCI-E/Seopus and UGC-CARE listed journals.
- Number of publications in SCI/SCI-E/Scopus and UGC-CARE listed journals by the faculties of our institution has been increased significantly.

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- Encouraging faculty members to enroll for Ph.D. programme.  
→ Dr. Priyanka Das Maity, Assistant Professor of Philosophy, Dr. Susobhan Deb Barman, Assistant Professor of Philosophy, Sri Kartik Mete, Assistant Professor of Sanskrit and Dr. Sohini Bhattacharya, Assistant Professor in Bengali have been awarded with Ph.D. degree in this academic session. Moreover, Sri Anirban Banerjee, Assistant Professor of English has submitted his Ph.D. thesis and awaiting for degree and Smt Sudeshna Som, Assistant Professor of English and are at the verge of submission of her Ph.D. thesis.
- Creation of facility for faculty recharging through OP/RC/FDP/FIP/STC etc  
→ Eight (08) faculties are allowed to attend different faculty recharging programmes for academic enrichment with partial financial assistance and full duty leave during the session 2022-23.
- On-duty leave for attending seminar/conference/workshops for enhancing research acumen  
→ Eight (08) faculties are allowed to attend different seminar/conference/workshops to enhance research acumen.

#### **Infrastructure Augmentation**

- Student Management Information System (MIS) for smart database creation.  
→ We have already submitted the proposal to the H.E. Deptt. and it is lying with the H.E. Deptt. till date.
  - Creation of Girls' Common Room  
→ The IQAC has taken significant initiative to build a Girls' Common Room to give girl students a place to take rest, study, have informal discussions in free time available.
- Central computing lab comprising 30 PCs with LAN and internet facility.  
→ We have created a Central computing lab for our students and faculties and 18 PCs are already installed with proper LAN connectivity. Moreover, we have submitted a proposal to the H.E. Deptt. through GeM for additional 10 PCs and that has been lying with the H.E. Deptt. till date.
- Installation of energy efficient and environment friendly LED luminaries for campus lightening to ensure environment sustainability.
- Installation of 5 KWP off-grid solar inverter for uninterrupted power supply.  
→ We have communicated with the PWD, Electrical, Burdwan Division for such works and they informed us verbally that the tendering process is underway.

  
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- Installation of 3 FTTH connection through Bharat Air Fiber with Wi-Fi facility within the academic complex.
- We have already installed 3 FTTH connection through Bharat Fiber with Wi-Fi facility within the entire academic complex.
- LPG connection for chemistry laboratory for facilitating experimental learning.
- We have received the sanction for installing LPG connection for chemistry laboratory to the H.E. Deptt. and the work is under progress.
- Strengthening of laboratories with sophisticated instrument for the Dept. of Chemistry and Physics for instilling research acumen among the students.
- We are able to purchase to one UV/Vis Spectrophotometer for the Dept. of Chemistry amounting Rs. 4,35,750/-. Additionally, we have procured Instrument/Equipment for the Department of Physics amounting to Rs. 97,708/- during this session.

#### **Creating Ecosystem**

- Drinking water quality monitoring through testing of physical, chemical and biological characteristics of water.
- We have communicated with the PHE Department, Burdwan Division to test the drinking water quality of this institution and it will be assessed within this academic session.
- Tree plantation and maintenance of existing trees & biological nomenclature of trees.
- All trees of this institution are named according to their respective botanical nomenclature systems and it will be pasted on the respective trees very soon by the NSS Unit. Furthermore, on June 5, 2023, the Environment Day, many more trees were planted.
- SBI, Dhatrigram Branch has donated Rs. 10,000/- to build a Rose Garden in our academic premises as a part of its Corporate Social Responsibility Scheme.
- Green Audit of the campus.
- We have framed one Green Audit Committee and they are preparing a report for the same with the help of external auditors.

#### **Best Practices**

- Promotion of scientific temper in the rural belt of Purba Bardhaman District.
- We have organized a Science Fair on 2<sup>nd</sup> August, 2022 to commemorate Acharya Prafulla Chandra Ray's birth anniversary with the nearby schools for promotion of science education and scientific temper in the rural belt of Purba-Bardhaman.

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Practicing Outcome Based Education to meet up the evolving needs of learners and society.

→ We have prepared student attainment against our defined CO, PO and PSO in line of standard attainment format of AICTE and NBA guidelines for the session 2022-23 and record corrective measures to reach higher attainment levels in the next academic session.

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## IQAC

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Action Taken Report on the Minutes of the IQAC Meeting dated 07.02.2023  
(Ref. No. GGDCK/IQAC/23/2023 dated 31/01/2023)

IQAC plan of action and action taken report		
Agenda	Resolution / Proceedings	Progress / Action Taken
Confirmation of the minutes of the last I.Q.A.C. meeting held on 17.08.2022 and its Action Taken Report.	With the permission of the Chair, the Coordinator of IQAC readout the minutes the last IQAC meeting held on 17.08.2022 and its action take report are read out by the IQAC Coordinator and are confirmed by the members.	No further action required.
Confirmation of the minutes of the internal I.Q.A.C. meeting held on 07.11.2022 and it's Action Taken Report.	Minutes and action taken report of the internal IQAC meeting held on 07.11.2022 are read out by the IQAC Coordinator and it is unanimously confirmed by the members.	No further action required.
Confirmation of the minutes of the internal review I.Q.A.C. meeting held on 20.01.2023 and it's Action Taken Report.	The minutes and actions taken report from the internal review IQAC meeting held on January 20, 2023, were read aloud by the IQAC Coordinator and unanimously confirmed by the members.	No further action required.
Midterm review of the activities proposed for the academic session	On reviewing the proposed activities it is observed that few activities are still	Majority of the activities were executed by the end of the

  
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2022-2023	pending for implementation. The house requests the college authority as well as IQAC coordinator to expedite the process so as to meet the deadline of the academic session for completion of the pending activities.	academic session 2022-23, detail of which will be discussed under item no 3 of today's meeting.
Examine the preparedness of the institution towards NAAC Accreditation	It is resolved that the IQAC members will exercise the SSR preparation complying SOP published by NAAC and report to the Principal about the probable ranking considering the academic session 2018-19 to academic session 2022-23.	The internal members of IQAC have worked out in detail the different components of SSR. Due to the lack of resources and database for the session 2017-2018 and/or before, members proposed to include the last completed academic session 2022-2023 within the purview of SSR preparation. Therefore the faculties are working out on it regarding the fulfillment of the criteria of SSR.
Matters arising	<p>a. OBE implementation through CO-PO attainment is proposed and unanimously accepted. It was decided to prepare CO-PO attainment calculation for the session 2022-23 in a step wise manner for Hons. Students in different semesters of the programmes offered by the institute.</p> <p>A detailed hand-on workshop may be organised to empower faculties regarding the attainment calculations</p>	<ul style="list-style-type: none"> <li>• PO-PSO-CO of all courses across all UG programmes are already identified based on Blooms taxonomy as a standard protocol and uploaded in the college website for dissemination of information to all its stakeholders.</li> <li>• A hands-on workshop was convened by the Principal of</li> </ul>

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	<p>and actions taken thereof.</p> <p>b. Reporting on the collaborations and linkages with academic institution, professional bodies and district administrations: The college has signed 9 numbered of MoUs in the calendar year 2022 with</p>	<p>this institution on 04.04.2023 where detailed modalities were discussed and the benchmark for standard achievements in continuous internal evaluations, internal examinations and end semester university examinations was fixed. The detailed evaluation sheet was supplied to the respective departments for calculation of attainment. The corrective measures on different CO and PO where the achievements are less, were discussed in a detail.</p> <ul style="list-style-type: none"><li>• Internal assessment questions are mapped with relevant COs and faculties have prepared CO attainment for the odd semester students of the session 2022-23.</li></ul> <p>The college has explored all possibilities to enhance the co-curricular and extra-curricular activities with the agencies within the scope of collaborations.</p>
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	<p>academic institutions of higher learning for enrichment of academics and research, schools for promotion of scientific temper, professional organizations for promotion of capacity building initiatives, local Panchayet for waste management and outreach activities and hospitals for health check-up camps, blood donation camps through NSS.</p> <p>c. Based on the suggestion by external members of IQAC as a preparatory measure for NAAC accreditation the following issues are recorded here:</p> <ul style="list-style-type: none"> <li>• Regular updating of college website</li>   <li>• Action taken report on different stakeholders feedback</li>   <li>• Inclusion of employer's feedback</li>   <li>• Energy audit &amp; green audit of the campus by appropriate authority</li> </ul>	<p>Action taken on suggestion :</p> <ul style="list-style-type: none"> <li>• College website is regularly updated and made sure to reflect all the activities on yearly basis and relevancy. Archive is also maintained properly.</li> <li>• It was decided that after analyzing feedbacks collected from students, teachers parents, and alumni relevant action taken on the basis of feedback analysis will be recorded.</li> <li>• Another suggestion on employer feedback is yet to be implemented due to lack of relevant agency.</li> </ul>
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	<p>along with ISO certification</p> <ul style="list-style-type: none"> <li>• Inclusion of woman lawyer in ICC</li> <li>• Seminar on Research Methodology</li> </ul>	<ul style="list-style-type: none"> <li>• The college has already received inventory list and assessment of electrical load in the college premises from PWD electrical and in a process to execute energy audit within the current academic session.</li> <li>• Regarding green audit and ISO certification, the college authority has approached different agencies and it would be executed in due course subject to the viability of the process and availability of fund from HE department.</li> <li>• College has inducted Smt. Soma Chowdhury, Advocate, Calcutta High Court as an valued member of ICC and several meeting of ICC was held with her able guidance</li> <li>• The seminar is proposed to be held within the academic session 2023-24 with the consent of relevant resource persons.</li> </ul>
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No. : 123/2023

Date : 19/12/2023

The Internal Quality Assurance Cell (IQAC) of GGDC Kalna -I is reconstituted with the induction and deletion of few internal members.

The revised structure of IQAC of GGDC Kalna-I with effect from 19/12/2023 is hereunder :

SL. NO.	NAME	NOMINATED AS
1	Prof. (Dr.) Krishnendu Dutta, Principal	Ex-Officio Chair Person
2	Dr. Rakhi Bhattacharya, Assistant Professor of Education, GGDC, Kalna-I	Coordinator (Member Secretary)
3	Dr. Anindya Jyoti Pal, Controller of Examinations, The University of Burdwan	Member, Senior Administrative Personnel
4	Dr. Rajesh Das, Assistant Professor, Department of Mass Communication & Coordinator of NSS, BU	Member, Management Representative
5	Sri Prasun Ranjan Bhowmik, Treasury Officer, Kalna Treasury	Member, Dignified Person of the Society
6	Dr. Parnajyoti Karmakar, Assistant Professor of Chemistry, GGDC, Kalna-I	Member
7	Dr. Bidyut Kumar Das, Assistant Professor of Bengali, GGDC, Kalna-I	Member
8	Dr. Mani Shankar Mandal, Assistant Professor of Mathematics, GGDC, Kalna-I	Member
9	Dr. Mahatsab Mandal, Assistant Professor of Physics, GGDC, Kalna-I	Member
10	Dr. Saikat Khamarui, Assistant Professor of Chemistry, GGDC, Kalna-I	Member
11	Dr. Dibakar Mondal, Assistant Professor of Mathematics, GGDC, Kalna-I	Member
12	Sri Anirban Banerjee, Assistant Professor of English, GGDC, Kalna-I	Member

  
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## IQAC

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

No. GGDCK/IQ29/24

Date: 02-02-2024

### MEETING NOTIFICATION

A meeting of the IQAC, GGDC, Kalna-I is scheduled to be held on 09<sup>th</sup> February, 2024 at 12:00 Noon at Smart Class Room to discuss the following order of business:

1. Confirmation of the minutes of the last I.Q.A.C. meeting held on 01.09.2023 and it's Action Taken Report.
2. Midterm review on status of the proposed activities for the academic session 2023-2024.
3. Reporting on documentary preparation (Criterion wise and Key Indicator wise) for NAAC-SSR.
4. Reporting on feedback collections and fixing the modalities of the feedback analysis from the different stakeholders.
5. Other matters if any,

All the members of the IQAC are hereby cordially requested to make it convenient to attend the same. Dr. Priyanka Maity (Das), Secretary, Teachers' Council, GGDC, Kalna-I and HODs of all Departments are also requested to attend the meeting in order to record their valuable suggestions.

  
Prof. (Dr.) Krishnendu Dutta

Principal & Ex-Officio Chairperson

IQAC, GGDC, Kalna-I


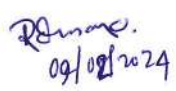
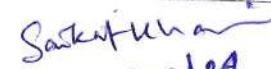

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Ref. No. GGDCK/IQ29/24 dated 02-02-2024

Draft Minutes of the meeting of newly formed IQAC on 09.02.2024 at the Smart Class Room of the College at 12.00 Noon.

**MEMBERS PRESENT**

SL. NO.	NAME	NOMINATED AS	
1	Prof. (Dr.)Krishnendu Dutta, Principal	Ex-Officio Chairperson	<u>Dutta</u> 9/2/24 Principal Government General Degree College Kalna-I
2	Dr Rakhi Bhattacharya, Assistant Professor of Education, GGDC, Kalna-I	Coordinator (Member Secretary)	<u>RB</u> 9/2/24
3	Dr. Anindya Jyoti Pal, Controller of Examinations, The University of Burdwan	Member, Senior Administrative Personnel	<u>AJP</u> 9/2/24
4	Dr. Rajesh Das. Assistant Professor, Department of Mass Communication & Coordinator of NSS, BU	Member, Management Representative	<u>Rajesh Das</u> 9/2/24
5	Sri Prasun Ranjan Bhowmik, Treasury Officer, Kalna Treasury	Member, Dignified Person of the Society	<u>S</u>
6	Dr. Bidyut Kumar Das, Assistant Professor of Bengali, GGDC, Kalna-I	Member	<u>BK/03</u> 09.02.24
7	Dr. Mani Shankar Mandal, Assistant Professor of Mathematics. GGDC, Kalna-I	Member	<u>Mani Shankar Mandal</u>
8	Dr. Mahatsab Mandal, Assistant Professor of Physics, GGDC, Kalna-I	Member	<u>Mahatsab Mandal</u> 09/02/24
9	Dr. Dibakar Mondal, Assistant Professor of	Member	<u>Dibakar Mondal</u> 09/2/24

	Mathematics, GGDC, Kalna-I		
10	Sri Anirban Banerjee, Assistant Professor of English, GGDC, Kalna-I	Member	
11	Dr. Parnajyoti Karmakar, Assistant Professor of Chemistry, GGDC, Kalna-I	Member	 09/02/24
12	Saikat Khamarui Assistant Prof ssor of Chemistry, GGDC, Kalna-I	Member	 09/02/24
13	Priyanka Maity (Das), Secretary, Teachers' Council, GGDC, Kalna-I	Invitee	 09/2/24



Meeting on 09.02.2024 (Ref. No. GGDCK/IQ29/24 Dated 02-02-2024)

**Minutes of the meeting**

The Chairperson welcomed all the members and invitees present in the meeting and delivered his inaugural speech to provide an insight into the aim and scope of the institution.

Discussion as per Agenda was held at length and the resolutions adopted are being recorded below:

1. Minutes the last IQAC meeting held on 01.09.2023 and its action take report are read out by the IQAC Coordinator and are confirmed by the members.
2. The IQAC Coordinator elaborated the status of activities that are completed within 31<sup>st</sup> January, 2024 and thanks to the HE Deptt. and the college authority for extending their continual support for uplifting the quality measurement of the institute. She has also reported that a few activities are pending and the IQAC is in constant touch with the competent authority for completion within the time frame of the session 2023-24. The list of completed activities is annexed with this resolution.
3. As per the instruction of the HE Deptt. the college is bound to submit IQA by April, 2024 which restrict the institute to showcase the assessment period from 2018-19 to 2022-2023.

The house unanimously decided to collect the data for the session 2018-2019 from the respective faculties including the HoI who have been transferred from this institution at that time in terms of their academic credentials, research activities etc. The house requested the coordinator to prepare the criterion wise and key indicator wise questionnaires from the latest form of SSR available in the NAAC portal and marking of quantitative questionnaire complying the SOP of NAAC. The house requested the HoI to coordinate with AG, West Bengal for conduction of financial audit. The house entrusted Dr. Mani Shankar Mondal and Dr. Parnajyoti Karmakar to prepare financial documents from 2018-19 to 2022-23 for its audit through government register auditor before submission of NAAC SSR, if AG, West Bengal fails to conduct audit before NAAC assessment.

The external member Sri Prasun Ranjan Bhowmik, TO, Kalna Treasury, agreed to assist the institute for financial document preparation as the college doesn't have any permanent accountant since its inception.

  
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The external member Dr. Anindya Jyoti Pal, CoE, BU suggested to collect documents related to indexing in UGC CARE, SCOPUS, SCI etc against each publications that the college wants showcase in its NAAC-SSR.

It is reported the college has successfully obtained the ISO certification in quality and environment management which will benefit the institute in NAAC-SSR preparation. Sri Manik Kisku is entrusted to contact with the competent authority of various scholarship schemes to authenticate the scholarship data of our college through their office. Dr. Mahatsab Mandal is entrusted to contact with the BU to authenticate the student enrollment date and final year result data from the session 2018-19 to 2022-23 for it's onwards submission to NAAC-SSR. The house unanimously proposed to conduct a review meeting in the month of May'24 to assess the preparedness of the institute for submission of NAAC-SSR. The house decided to apply for financial approval from the HE Deptt. for NAAC assessment fees amounting to Rs. 5.01,500/-. The house finally resolved to submit the IQA latest by the month of April'24 by preparing skeleton data of the institutional academic and administrative activities.

4. The IQAC coordinator reported that the college has already collected the course end survey and students' feedback on faculty for the odd semesters 2023-24 and the analysis was made based on those documents the other feedbacks on even semester, faculty, parent and alumni will be collected in due course and it is resolved that the final analysis of all feedbacks must be reported to the IQAC for preparation of proposed activities for the session 2024-25 and this report must be included in the academic audit of 2023-24.

5. Under matter arising section

a. The house requested the Hol to get estimates on minor repair and renovation and painting works that are essentials before NAAC Peer Team Visit from the PWDtc (Social Sector) and PWD (Electrical Division). The house further requested the Hol to get in touch with the HE Deptt for the approval of the same.

b. The house entrusted Dr. Mani Shankar Mandal and Dr. Dibakar Mondal for maintenance of medicinal plants garden and flower garden and to ensure the display of nomenclature board against the each plant in the medicinal plant garden.

Meeting ended with vote of thanks to the chair.

  
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**ANNEXURE-I**

**MIDTERM REVIEW OF THE STATUS OF THE ACTIVITIES PROPOSED FOR THE  
ACADEMIC SESSION 2023-2024**

Major Head of activities	Action Taken till date
Quality management	<p>a) We have observed several commemorate days in a befitting manner.</p> <p>b) CCFUP was successfully implemented and semester-I programme is running under CCFUP and the college is proactive of preparing lesson plan, model question bank of semester-I courses and is uploaded in the college website.</p> <p>c) The College has prepared a CIE policy keeping pace with existing CIE policy under CBCS and its strictly complied by the departments.</p> <p>d) The student support system is continued like previous years in terms of scholarships, free-ships and other students supports.</p> <p>e) The college has prepared CO-PO attainment of all odd semester courses under CBCS and framed CO-PO on semester-I programme under CCFUP.</p> <p>f) The college has already collected course end survey and student feedbacks on faculty on odd semester courses.</p> <p>g) The college has already assimilated the data for the session 2022-23 and will be submitted in AISHE and NIRF portal in due time.</p>
Student Support System	<p>a) The college has continued the subscription for e-books and e-journals through N-LIST.</p>



	<p>b) The college has organized nine number of student centric workshops till date which includes stress management, Yoga, entrepreneurship development etc.</p>
Academic enrichment	<p>a) Academic calendar was successfully prepared and departments were using modern teaching aids to make teaching learning more student centric.</p> <p>b) Entrepreneurship development seminar was organized on 19.01.2023 on Agriculture and Horticulture.</p> <p>c) Value added course on Computer, English, Bengali, Sanskrit are continuing.</p> <p>d) Google classrooms were continued as a parallel academic repository.</p> <p>e) Five new collaborations were established with different academic institutions and professional bodies and the college is proactive in continuing academic linkage, knowledge sharing, and professional training of students with the existing collaborators.</p> <p>f) Science fair was organized on 22.12.2023 to promote the science education in the rural belt in association with the neighboring schools.</p>
Research and Faculty Empowerment	<p>a) Sri Manik Kisku was enrolled for PhD programme in the University of Burdwan.</p> <p>b) Till dated five number faculties were allowed to participate in OP/RC/FDP/FIP/STC for their academic enrichment with on-duty leaves.</p>
Infrastructural augmentation	<p>a) Central computing laboratory is augmented</p>

	<p>by 6 number of PCs.</p> <p>b) A 80 ltr water purifier with cooling facility was installed.</p> <p>c) 35 KVA DG Gen Set was installed.</p>
Creating ecosystem	<p>a) Tree plantation programmes are regularly held with active participation from NSS.</p> <p>b) Medicinal plant garden was established with biological nomenclature of each tree.</p>
Best Practices	<p>a) As a part of institutional best practice SMTH-2023 was organized on 22.12.2023.</p> <p>b) Science laboratory visit for the neighboring school children was held during student week from 02.01.2024 to 07.01.2024.</p> <p>c) The college is exercising innovative evaluating policies through CIE and CO-PO attainment for all its UG programmes.</p>

  
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# IQAC

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Muragacha, Medgachi, Purba Bardhaman - 713405

Action Taken Report on the Minutes of the IQAC Meeting dated 01.09.2023  
(Ref. No. GGDCCK/IQ27/22 dated 24-08-2023)

## IQAC plan of action and action taken report

Agenda	Resolution / Proceedings	Progress / Action Taken
Confirmation of the minutes of the last I.Q.A.C. meeting held on 07.02.2023 and its Action Taken Report	With the permission of the Chair, the Coordinator of IQAC readout the minutes the last IQAC meeting held on 07.02.2023 and its action take report are read out by the IQAC Coordinator and are confirmed by the members.	No further action required.
Reporting on status of the activities proposed for the academic session 2022-2023.	It is reported that the college has worked out on the proposed activities of 2022-23 on the following broad categories: a) Quality management b) Student Support System c) Academic Enrichment d) Research and Faculty Empowerment e) Infrastructure Augmentation f) Creating Ecosystem g) Best Practices The detailed item wise achievements are mentioned in Annexure-I attached	No further action required.

  
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	to this resolution.	
Proposed activities for the academic session 2023-2024.	<p>Proposed activities for academic session 2023-2024 on</p> <ul style="list-style-type: none"> <li>a) Quality management</li> <li>b) Student Support System</li> <li>c) Academic Enrichment</li> <li>d) Research and Faculty Empowerment</li> <li>e) Infrastructure Augmentation</li> <li>f) Creating Ecosystem</li> <li>g) Best Practices</li> </ul> <p>The detailed activities were elaborated in the resolution of the last meeting.</p>	The activities that were proposed for the session 2023-24 in the meeting held on 01.09.2024 will be reported under agenda No. 2 of today's meeting as midterm review.
Implementation of CCFUP of the University of Burdwan from the academic session 2023-24.	<p>Under the agenda of implementing the CCFUP of the University of Burdwan, starting from the 2023-24 academic session, it is resolved that:</p> <p>Within the buckets of multidisciplinary courses the college will offer computer science to all BA 4 years students, environment science to all BA 3 years students and English communication to all B.Sc. 4 years and 3 years students as a part of multi disciplinary approach to adopt CCFUP. Moreover, it is decided that the college will offer compulsory minor courses to all UG students on vocational educational training within the ambit of university stipulation which primarily focuses on human</p>	<p>1) The college has successfully offered computer science and environmental science to all BA UG students and English communications to all UG BSc students from the session 2023-24 with the help of faculties of Science and English Departments as per the resolution adopted.</p> <p>2) The college has started offering vocation education and training as mandatory minor course in Semester-III to all UG students in collaboration with Webel with a course fee of Rs. 350/- per students as per the stipulation</p>

  
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	<p>resource management, medical sells management and retail sells associate. Moreover, the departments will prepare lesson plans, model question banks for the students so that they can easily adopt those courses easily.</p> <p>Faculty enrichment and orientation is done in college on NEP 2020 and CCFUP on 14.03.2023 and 04.04.2023.</p> <p>CCFUP structure was covered in detail through Student induction 2023, a five day long programme where sensitization of students was done on NEP 2020 &amp; CCFUP.</p> <p>Course content and lesson plan of the entire UG programme offered by this college in line to CCFUP structure for Semester-I is updated in the college website.</p> <p>It is further resolved to offer value added course on "Health and fitness, yoga education, sports and fitness" in second semester for each UG students under CCFUP programme among several options stipulated by the BU as part of life skill development and promotion of IKS.</p> <p>It is further resolved that the college will continue preparing a database of ABC IDs in NAD Digi-locker for</p>	<p>of the university of Burdwan.</p> <p>3) The college has successfully uploaded the lesson plans, model question banks upto semester-II and is preparing for the same of Semester-III under CCFUP.</p> <p>4) The college has successfully offered value added course on Yoga Education in semester-II for all UG students under CCFUP programme as a part of Life Skill Development and IKS promotion accomplishment.</p> <p>5) The college helps the students to prepare ABC IDs in NAD digi-locker which also a mandatory requirements for the students to sit for university examinations and registration process.</p>
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	paperless governance and curtailing verification process.	
Other matters if any,	<p>Under matter arising section it is reported that the Academic Audit Committee, The University of Burdwan have consented to conduct an academic audit on 19.09.2023 for the session 2022-23. As per our existing framework, Dr. Bidyut Kumar Das, Dr Rakhi Bhattacharyay, Dr. Parnajyoti Karmakar will primarily face the audit team. It is also reported that the Administrative Audit will be held on 08.09.2023 and the same team will primarily face the audit team. All departments and office staff are advised to prepare all documents related to the academic audit and administrative audit to present to the audit teams.</p> <p>Under this section external members have suggested a few issues to be addressed which are appended below:</p> <p>i) During the SSR preparation results of the academic session 2022-23 are to be included in the list under Criterion 2.</p> <p>ii) Student feedback analysis and subsequent action taken are to be prepared academic session wise under criterion 1.</p>	<p>a) The academic audit of GGDC, Kalna-I was successfully held on 19.09.2023. The committee comments on institutional efforts on for progressive teaching learning evaluation process and infrastructure augmentation for better academic ambiance. The committee further suggested a few issues regarding further improvement of the institution which some of which are already mentioned in the list of proposed activities for the session 2023-24 and rest are preserved for the academic session 2024-25.</p> <p>b) The college has successfully opted ISO Certification on quality audit and environment audit that is ISO 9001 and ISO 14001 from a registered auditing agency.</p> <p>c) The result for 2022-23 were included in the SSR documentation as per the suggestions.</p>

  
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	<p>iii) The college will be more proactive for disseminating information regarding employability opportunities of students and may conduct workshops on bio-data writing mock interview etc.</p> <p>iv) The faculties are proactive to publish research papers in Scopus and UGC-CARE listed journals.</p> <p>v) The NSS camps are to be hold at least twice a year. The college may conduct seminar and workshops on cyber security and cyber fraud and may contact with district police head quarter for the conduction of same.</p>	<p>d) Student feedback analysis and subsequent action taken report on course end survey, feedback on faculty performance were jolt down from the academic session 2018-19 to 2022-23 for its inclusion in the SSR.</p> <p>e) The student counseling and placement cell is proactive of forwarding information to the eligible students regarding placement opportunities as received from the University of Burdwan and in a process of conducting workshops on bio-data writing and mock interview.</p> <p>f) After encouraging the faculties in the session 2022-23 college has recorded a total 26 number of publications in different UGC CARE listed journals.</p> <p>g) A total five number of NSS activities were held till date including HIV awareness camp, community awareness programme through NDRF and the NSS unit of college is preparing to hold more</p>
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		<p>programme in this academic session on social awareness programme. The college is in touch with the district administration to hold a seminar cyber security and cyber crime and is about to organize in near future.</p>
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## IQAC

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

No. GGDCK/IQ30/24


Date: 22-05-2024

### MEETING NOTIFICATION

A special meeting with the internal members of the IQAC, GGDC, Kalna-I is scheduled to be held on 31-05-2024 at 12:00 Noon at Smart Class Room to discuss the following order of business:

1. Status of IQA acceptance
2. Preparation for SSR submission
3. Projected preparation for DVV compliance

All the members of the IQAC are hereby cordially requested to make it convenient to attend the same. Dr. Priyanka Maity (Das), Secretary, Teachers' Council, GGDC, Kalna-I and HODs of all Departments are also requested to attend the meeting in order to record their level of preparation as per SSR format.




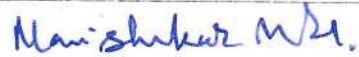


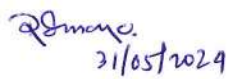



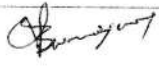

  
Prof. (Dr.) Krishnendu Dutta  
Principal & Ex-Officio Chairperson  
IQAC, GGDC, Kalna-I

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Kalna-I



A special meeting of the internal members of IQAC was held on 31.05.2024.

Members present:

Sl. No.	Name with Designation	Status	Signature
1	Prof. (Dr.) Krishnendu Dutta Principal	Ex-Officio Chairperson	 31/5/24
2	Rakhi Bhattacharya Assistant Professor	Coordinator	
3	Bidyut Kr. Das Associate Professor	Member	
4	Mani Shankar Mandal Assistant Professor	Member	
5	Dibakar Mondal Assistant Professor	Member	
6	Mahatsab Mandal Assistant Professor	Member	
7	Anirban Banerjee Assistant Professor	Member	 31/05/24
8	Saikat Khamarui Assistant Professor	Member	
9	Parnajyoti Karmakar Assistant Professor	Member	 31/05/2024
10	Priyanka Maity Das HOD, Deptt. of Philosophy	Invitee	
11	Pranab Mistri HOD, Deptt. of History	Invitee	
12	Sheikh Imran Pervez HOD, Deptt. of Education	Invitee	
13	Chiranjib Bandyopadhyay HOD, Deptt. of Sanskrit	Invitee	
14	Swapnadeep Mondal HOD, Deptt. of Chemistry	Invitee	

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**Meeting on 31.05.2024 (Ref. No. GGDCK/IQ30/23 Dated 22-05-2024)**

**Minutes of the meeting**

The Chairperson welcomed all the members and invitees present in the meeting and delivered his inaugural speech to provide an insight into the aim and scope of the institution.

Discussion as per Agenda was held at length and the resolutions adopted are being recorded below:

1. The IQAC Coordinator informs the house that the IQA was submitted on 30.04.2024 as per the stipulation laid down by the HE Directorate, Govt. of W.B. She also informed that this IQA contains skeleton information about the institute in terms of its affiliation, recognition, programmes offered, student and faculty strength along with the information about functional statutory committees. The college has also submitted the requisite fees amounting to Rs. 29500/- against the administrative approval from the HE Deptt. It has also been reported that IQAC have to comply with certain quarries on the nomenclature of programmes, activities of RTI Cell and the coordinator happily announce that after submitting those compliances IQA of GGDC, Kalna-I was accepted on 28.05.2024.

2. As per the norms of NAAC the final date of submission of SSR on acceptance of IQA will be on 12.07.2024. House unanimously resolved to distribute the works among the departments as per the following schedule:

Criterion 1 (except the feedback process) is assigned to Dr. Anirban Banerjee

Criterion 2 (except the SSS) is assigned to Dr. Mahatsab Mandal

Criterion 3 on Research Publications is assigned to Dr. Mahatsab Mandal

Criterion 3 on Seminar Activities is assigned to Dr. Priyanka Maity Das and Dr. Saikat Khamarui

Criterion 3 on Extension and Innovations is assigned to Dr Mani Sankar Mondal and Dr. Parnajyoti Karmakar

Criterion 3 on Collaboration Activities is assigned to Dr Rakhi Bhattacharyay

Criterion 4 is assigned to Dr Mani Sankar Mondal as the Librarian is on prolonged Leave so Dr Mani Sankar Mondal is asked to prepare the library profile with the help of other faculties and staff for its submission in the SSR.

Criterion 5 (except the cultural and sports) is assigned to Dr. Dibakar Mondal

Criterion 5 on cultural and sports is assigned to Dr. Sohini Bhattacharya

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Criterion 6 is assigned to Dr. Parnajyoti Karmakar

Criterion 7 is assigned to Dr. Tanmay Das

Best practices and institutional distinctiveness is assigned to Dr Rakhi Bhattacharyay

The house requested the HoI to prepare SWOC analysis and institutional preparedness for NEP for SSR documentation.

It was decided to create a domain in the college website through external vendor by inviting quotations. All documents, criterion wise and key indicator wise are to be uploaded in college website and corresponding links are to be pasted in the DCF portal of NAAC website as the NAAC portal allows only 5 mb file size against each metric.

The house requested the respective faculties to upload necessary documents latest by 05.07.2024 with the help of other faculty members, staff and website developer in consultation with IQAC coordinator with a scope of revision before final submission.

3. As per the information available from neighboring institute, the college will about to receive a set of questioners from NAAC based on the submitted documents against the quantitative metrics as a part of DVV process. The house requests the respective faculties who are assigned for SSR documentation to be proactive to comply those quarries in due time with their expertise and experience.

The meeting concluded with a vote of thanks to the chair.



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