IQAC

Government General Degree College, Kalna-I

Muragacha, Medgachi, Purba Bardhaman – 713405

No. GGDCK/IQ31/24   Date: 27-07-2024

MEETING NOTIFICATION

A meeting of the IQAC, GGDC, Kalna-I is scheduled to be held on 02nd August, 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 09.02.2024 and it's Action Taken Report.

2. Reporting on special IQAC meeting held on 31.05.2024 and it's action taken report.

3. Comprehensive report on status of the proposed activities for the academic session 2023-2024.

4. Proposed activities for the academic session 2024-2025 based on stakeholders feedback and audit report.

5. Discussion and strategic preparation on ensuing NAAC Peer Team Visit.

6. Implementation of the provision of second minor course, minor course on vocational education and training and optional skill based vocational course and exit points to regulate multiple exit facility within the scope of CCFUP under NEP 2020 of the University of Burdwan.

7. Fixation of dates for academic & administrative audits for the session 2023-24 and document preparation.

8. 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/IQ31/24 dated 27-07-2024

Draft Minutes of the meeting of IQAC on 02.08.2024 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	*Dutta* 2/8/24. *Principal* Government General Degree Coll Kalna-I
2	Dr Rakhi Bhattacharya, Assistant Professor of Education, GGDC, Kalna-I	Coordinator (Member Secretary)	*RB* 2/8/24.
3	Dr. Anindya Jyoti Pal, Controller of Examinations, The University of Burdwan	Member, Senior Administrative Personnel	*Aribd 2/8/24*
4	Dr. Rajesh Das, Assistant Professor, Department of Mass Communication & Coordinator of NSS, BU	Member, Management Representative	*Rajesh Das 2/8/24*
5	Sri Prasun Ranjan Bhowmik, Treasury Officer, Kalna Treasury	Member, Dignified Person of the Society	*signature*
6	Dr. Bidyut Kumar Das, Assistant Professor of Bengali, GGDC, Kalna-I	Member	*Bidas 02.08.24*
7	Dr. Mani Shankar Mandal, Assistant Professor of Mathematics, GGDC, Kalna-I	Member	*Manishankar M*
8	Dr. Mahatsab Mandal, Assistant Professor of Physics, GGDC, Kalna-I	Member	*Mahatsab Mandal 02/08/24*
9	Dr. Dibakar Mondal, Assistant Professor of	Member	*Dibakar Mondal 02/8/24*

	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	RKarmar. 02/08/2024
12	Saikat Khamarui Assistant Professor of Chemistry, GGDC, Kalna-I	Member	Saikat Kha 02/08/24
13	Priyanka Maity (Das), Secretary, Teachers' Council, GGDC, Kalna-I	Invitee	2/8/24

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 09.02.2024 and its action take report are read out by the IQAC Coordinator and are confirmed by the members.

2. Minutes of the special IQAC meeting held on 31.05.2024 and it's action taken report are read out by the IQAC Coordinator and are confirmed by the members.

3. Comprehensive report on status of the proposed activities for the academic session 2023-2024 which is recorded with this resolution vide Annexure-II

4. Based on the stakeholders feedbacks the IQAC proposes the list of proposed activities for the session 2024-25 which includes the pending activities of 2023-24 which is recorded with this resolution vide Annexure-I. The Coordinator, IQAC read out the activities and the house requests for timely compliance as the college is already in the process of NAAC accreditation where the PTV may happen any time during the month of November, 2024 to January, 2025.

5. The Coordinator, IQAC reported that after submission of DVV clarification on 26.07.2024, the DVV partner raised an issue in the extended profile category regarding the repetition in the number of students in the academic session 2018-19 to 2022-23. The IQAC categorically scrutinized the documents and it was found that several students of different semester in a particular academic year have their same name though with different enrollment number. The IQAC already identified and prepare a revised database for its submission to NAAC portal for keeping same data in the extended profile as claimed by the institution. After thorough discussion other quantitative metrics that are downgraded during DVV process, the college is ready to accept those claim of DVV partner except the list of cultural programmes during the last five years. The house suggested to prepare a detailing of the cultural activities year wise and send to DVV partner to justify the institutional claim of its students involvement in cultural and sports activities of the institution. The college is presently waiting for SSR prequalification and within this time period it was unanimously decided that the Departments will update their CIE documents, CO-PO attainment for the session 2023-24. It was also decided the college will prepare a supplementary SSR for 2023-24 for its showcasing to NAAC Peer Team.

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6. The college as per the guidelines of BU introduce second minor course in all its UG Programmes where students of 4 year Hons. are to opt for the second minor course in Semester-II itself and the house decided to offer all Arts Subjects as second minor to BA UG students and request the college to prepare a routine based on the written undertakings of their subject choice. The introduction of second minor for 3 year UG students will start from Semester-IV i.e., from the middle of the academic session 2024-25. As per the university guidelines the college is prepare to offer compulsory vocational minor course semester-III, V and VI in the name Vocational Educational Training where students are allowed to choose any one of three options namely, IT enabled HRM, MSR, RSA and the classes will be held in online mode conducted by Webel. The house decided to offer all three options to the students and the routine will be arranged accordingly as the college already have four number ICT enabled classrooms and one ICT enabled reading room for proper conduction of the same. The college in line of implementing multiple exit options for its UG programme offered Skill Based Vocational courses through Webel as per guidelines of the BU and students are allowed to opt for its exit after completion of first year courses.

7. The IQAC coordinator announce that with due cognizance from external peers the academic and administrative audit will be held on 25.10.2024 and it is decided that HoI, IQAC coordinator, Dr. Bidyut Kumar Das and Dr Parnajyoti Karmakar will face the audit team. The HODs and convener of different strategic sub-committees are requested to jolt down the data base for the session 2023-24 and send to the IQAC within 11.10.2024 for its presentation before the Audit Team.

8. Under matter arising section:

a) Dr. Anindya Jyoti Pal suggested to prepare a course file comprising of syllabus, lesion plans, CO-PO, study materials, attendance register, CIE documents, Sample Internal Examinations Scripts, CO-PO attainment against each course i.e., 18 number of courses under Honours programme of CBCS and major courses under CCFUP. He further clarified that such preparation project a comprehensive teaching learning mechanism in front of NAAC Peer Team.

b) Dr. Rajesh Das suggested to update all notice books of the statutory committees like ICC, anti-ragging, grievance redressal, equal opportunity, training placement, mentor-mentee etc. He further suggested a presentation on NSS activities of the college. As well as update the meeting book of the NSS advisory committee.

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c) Sri Prasun Ranjan Bhowmik appreciates the institutional efforts of completing financial audit 2023-24. He suggested to update service book, leave register, memo register, accounts books before NAAC Peer Team visit.

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

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Action Taken Report on the Minutes of the IQAC Meeting dated 09.02.2024

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

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 01.09.2023 and it's Action Taken Report	With the permission of the Chair, the Coordinator of IQAC readout the 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.	No further action required.
Midterm review on status of the proposed activities for the academic session 2023-2024	It is reported that the college has worked out on the proposed activities of 2023-24 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	The pending activities for 2023-24 session will be reported under item number 3 of today's meeting.

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	to this resolution.	
Reporting on documentary preparation (Criterion wise and Key Indicator wise) for NAAC-SSR.	As per the instruction of the HE Deptt. the college is bound to submit IIQA 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 from 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 IIQA was successfully submitted on 30.04.2024 and accepted on 28.05.2024. The college has also successfully uploaded SSR on 10.07.2024 and subsequently DVV clarifications were submitted on 26.07.2024 and awaiting for pre-qualification of SSR. The college has successfully collected the academic credentials and research documents of Sankar Chatterjee, Rupak Saha, Neetu Chettri, Malini Siddhanta and was submitted in the SSR. The IQAC coordinator prepared the qualitative and quantitative questionnaires which help the members to prepare the entire SSR documentations. The DVV partner accepted most of our submission except culture programmes, extension activities, financial support to faculties for attending FDP/RC/OP, which were downgraded and the IQAC in a

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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.

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

process of submitting revised documents through issue raised section of the portal for its judicious verification.

The college has communicated to the Principal Accounts General (Audit 1). West Bengal for conduction of financial audit. However, the AG audit team has not yet conducted in our campus. For SSR submission the college has conducted financial audit on 29.04.2024 from a reputed auditor from the FY 2018-19 to 2022-23.

The SSR was submitted as per the suggestion of Dr. Anindya Jyoti Pal. CoE. BU on research criterion which yield a proper score in DVV process.

The authenticated documents in terms of scholarships, result and students enrollment yields a justified score in the DVV process.

A NAAC-SSR preparatory review meeting was conducted on 31.05.2024, the details resolutions and ATRs are placed under item No. 2 of

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	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 IIQA latest by the month of April'24 by preparing skeleton data of the institutional academic and administrative activities.	today's meeting. The HE Deptt has successfully approved and released the NAAC assessment fees amounting to Rs. 5,01,500/- *vide* Memo No. 64(Sanc)HED-16013/2/2024-CG dated 26.04.2024.
Reporting on feedback collections and fixing the modalities of the feedback analysis from the different stakeholders.	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.	The college has collected all stakeholders feedback on terms of students, faculty, parent and alumni for the session 2023-24 and the analysis is received by the IQAC, which helps the IQAC to prepare the proposed activities for the academic session 2024-25, which will be showcased under item no. 4 of today's meeting.
Other matters if any,	a. The house requested the HoI to get estimates on minor repair and renovation and painting works that are essentials before NAAC Peer Team	a) The HoI has collected estimates on (i) water pipeline connection in SAR building (ii) roof treatment work of the

	Visit from the PWDte (Social Sector) and PWD (Electrical Division). The house further requested the HoI 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.	academic building (iii) refilling of 54 number of fire extinguishers (iv) anti-termite treatment of the main building (v) painting of college building and submitted to HE Deptt for approval. b) The college has successfully hosted a medicinal plant garden comprising of 16 category of medicinal plants and a beautiful flower garden with various seasonal flowers. The nomenclature of the medicinal plant garden was also completed.

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Action Taken Report on the Minutes of the IQAC Meeting dated 31.05.2024
(Ref. No. GGDCK/IQ30/24 dated 22-05-2024)

IQAC plan of action and action taken report		
Agenda	Resolution / Proceedings	Progress / Action Taken
Status of IIQA acceptance	The IQAC Coordinator informs the house that the IIQA 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 IIQA 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 IIQA of GGDC, Kalna-I	As the IIQA was accepted on 28.05.2024. No further action is required.

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		was accepted on 28.05.2024.	
Preparation for SSR submission		As per the norms of NAAC the final date of submission of SSR on acceptance of IIQA 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	The institute happily anno that the final submissio SSR on 10.07.2024. successful submission college received a mail starting of SSS. The HoDs requested to inform students through Whats/ groups regarding their regu surveillance on their perso email IDs and request them submit the SSS in due time.

sports) is assigned to Dr. Dibakar Mondal

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

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.	
Projected preparation for DVV compliance	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 request 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 DVV partner asked for critical documents against each quantitative metrics on 18.07.2024. The IQAC has successfully complied and the DVV documents were successfully uploaded on the NAAC portal on 26.07.2024 and awaiting for their response before pre-qualification of NAAC SSR.

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Comprehensive report on status of the 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.

→ We have observed 21 number of cultural programme in this academic session including Independence day, Netaji's Birth day, Rabindra Jayanti, Saraswati Puja, Basanta Utsav etc. and conducted annual sports on 04.01.2024.

• Implementation of CCFUP in line with NEP 2020

→ CCFUP under NEP was properly implemented from the session 2023-24 with computer science as multidisciplinary for BA students and communicating English for BSc students.

• Continuation with the strict compliance of CIE and Student Portfolio.

→ Departments has practiced exercised CIE and prepared student portfolio that was send to the mentor based on cognitive ability of the students across all UG programmes.

• Monitoring and Supervision of student support system.

→The college ensures the every eligible student would receive scholarships from various state government schemes and a total of 232 students received scholarship in the session 2023-24.

• Implementation of Outcome Based Education through CO-PO attainment

→The departments has exercised OBE through CO-PO attainment across all UG programmes including CCFUP under NEP 2020.

• Review, analysis and action taken against the stakeholder's feedback (students, parents, faculty, alumni) for the session 2023-24

→ The college has collected feedbacks from various stakeholders (students, parents, faculty, alumni) for the session 2023-24 and those feedbacks are analyzed for preparation of proposed activities for the session 2024-25 as listed under item number 3 of today's meeting.

• Assimilation of data for AISHE 2022-2023

→ AISHE 2022-23 was successfully submitted on 16.03.2024.

• Ensure participation in NIRF, 2024

→ The college has successfully participated in NIRF, 2024.

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• Digitization of library with Web-OPAC facility

→ Library was digitized with KOHA-LMS and Web-OPAC facility.

• Implementation of RFID facility with smart card in central library

→ The College has successfully implemented RFID facility with RFID Gate, Handle Reader and smart card in the central library.

2. Student Support System:

• Arrangement of Induction Programme for the new entrants

→ Weeklong induction programme was successfully held from 07.08.2023 to 11.08.2023 to acclimatized the students with the ethos of Higher Education.

• Information dissemination to all stakeholders through SMS gateway.

→ The college has continued to discriminate information to all its stake holders through a dedicated SMS gateway.

• Organization of student centric workshop

→ The college has conducted 9 number of student centric workshop by the college during the session 2023-24.

• Augmentation of departmental library with more books

→ The college has procured books amounting to Rs. 494664/- in the session 2023-24 to augment the existing learning resources.

• Continuing the facilities for e-books and e-journals through N-LIST

→ The college has continued the subscription of NLIST for accessing the facilities for e-bbok and e-journals.

• Ensuring financial assistance in form of scholarship, student free ship for all students coming from financially and socially challenged section of society.

→ A total of 232 students have received scholarships under SVMCM, OASIS, POST-METRIC and Kanyashree prakalpa.

• 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.

→ The College has conducted eight number of outreach and extension activities including community awareness, voter awareness, tree plantation programmes etc. The process of village adaptation was completed and the special camp will be organized in the next month.

3. Academic enrichment:

• Preparation of academic calendar of 2023- 2024

→The college has meticulously prepared the academic calendar for 2023-24 and the master routine was prepared based on the academic calendar and the departments are strictly adhere to while discharging academic activities.

• Encouraging departments to impart modern teaching learning pedagogy.

→The departments have continued several teaching learning pedagogy like flip teaching, experiential learning, problem solving sessions etc.

• Continuation of all Value added / Add-on courses for enrichment of students

→ The departments have conducted seven number of add-on courses in 2023-24 for inculcating 21st century skills among our students.

• Organization of seminar / symposium on gender equality, women empowerment, environmental sustainability and entrepreneurship development

→ The college has conducted Gender Sensitization Programme 08.08.2023, entrepreneurship development programme 02.01.2024, environment sustainability awareness competition 05.06.2024 and women empowerment seminar in the name of Attmanirvar Nari on 13.03.2024.

• Organization of departmental lecture series for students.

→ The Bengali department has conducted departmental lecture series on 12.12.2023.

• Strengthening activities with collaborating institutes

→ The college has collaborated with two academic institutions afresh and continued the existing collaborations in terms of knowledge sharing and skill development.

• Continuing Google classroom as additional resource for knowledge sharing.

→ Google classrooms facilities are continued as academic repository and blended mode of learning.

• Initiation of vocational courses and lifelong learning certificate courses in collaboration with NSOU

→ The college has initiated the process of implementing vocational courses with NSOU but the proposal is still pending for final approval.

• Organization of Science Fair to promote science education in rural belt of Bengal

→ Science fair was successfully organized on 22.12.2023 and six neighbouring schools have participated in the fair with fourteen numbers of models on various scientific category which aims to promote scientific temper in rural of Purba Bardhaman district.

4. Research and Faculty Empowerment

• Encouraging faculties to increase the numbers of publications in SCI/SCI-E/Scopus and UGC-CARE listed journals.

→ A total of 10 numbers of publications in SCI/SCI-E/Scopus and UGC-CARE listed journals have been published in the session 2023-24.

• Encouraging faculty members to enroll for Ph.D. programme.

→ Mr Manik Kisku, Asst Professor in Philosophy was enrolled in PhD programme under the university of Burdwan

• Creation of facility for faculty recharging through OP/RC/FDP/FIP/STC etc

→ The college has made the facility to participate in OP/RC/FDP for 11 number of faculties of different departments.

• On-duty leave for attending seminar/conference/workshops for enhancing research acumen

→ Duty leaves are approved by the college and subsequently vetted by the HE Department to all faculties attended seminar/workshops/OP/RC etc.

5. Infrastructural augmentation:

• Augmentation of PCs in central computing lab

→ 16 numbers of PCs was included in the central computing lab in the session 2023-24.

• Installation of 80 liter water purifier for safe drinking water for students

→ 80 liter water purifier was installed in the student canteen.

• Installation of 35 KVA green DG Gen set for uninterrupted power supply

→ 35 KVA green DG Gen set was installed for uninterrupted power supply.

• Installation of 3 smart classrooms to promote ICT based teaching learning

→ The proposal is lying with the HE Department for the final approval.

• Augmentation of indoor sports facility

→ This facility is augmented with installation of a TT Board.

• Creation of Gymnasium facilities for students

→ Multy gym facility was created and access to the students and faculties in different time slots.

• Installation of Solar Street light with poll for campus lighting with 75wp solar panel

→ The proposal is lying with the HE Department for the final approval.

• Creation of outdoor sports facilities with one football ground and 6 lane grass track in 2nd campus of the college

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→ The proposal is lying with the HE Department for the final approval.

• Augmentation of infrastructure of college auditorium with virtual conferencing facility

→ The proposal is lying with the HE Department for the final approval.

• Language lab creation

→ The proposal is lying with the HE Department for the final approval.

6. Creating ecosystem:

• Tree plantation and maintenance of existing trees & biological nomenclature of trees with scientific standardization

→ Tree plantation programmes are regularly held with active participation from NSS.

• Green Audit of the campus.

→ Audit process was completed.

• Energy audit of the institution

→ Audit process was completed.

• Creation of medicinal plant garden

→ Medicinal plant garden was established with 16 numbers of species and biological nomenclature of each tree is displayed.

7. Best Practices:

• Promotion of scientific temper in the rural belt of Purba Bardhaman District.

→ Science fair was successfully organized on 22.12.2023 and six neighbouring schools have participated in the fair with fourteen numbers of models on various scientific category which aims to promote scientific temper in rural of Purba Bardhaman district. The college has also conducted science lab visit and central library visit by the neighbouring school children where students are exposed to various experimental set-ups and huge collection of science books. The college has also conducted seminar on important scientific days and observed commemorative days allied with scientific events as well as organizing social awareness camps in the adopted village as the part of ISR.

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

→ The college has practiced PO, PSO, CO preparation in line to UGC-LOCF and Blooms Taxonomy. Innovative assessment protocols in terms of CIE are exercised. Performance evaluations are recorded through CO-PO attainment. Faculties have embraced learning centric teaching methodology along with Departments have conducted various add-on courses and skill development programmes which results to shaping the students as a future contributor of the society.

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PROPOSED ACTIVITIES FOR THE ACADEMIC SESSION 2024–2025

1. Quality Management

- Observation of different commemorative days 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.
- 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 2024-25
- Assimilation of data for AISHE 2023-2024
- Ensure participation in NIRF, 2025
- Inclusion of OER in college library portal

2. Student Support System

- Arrangement of Induction Programme for the new entrants, 2024.
- Continuing information dissemination to all stakeholders through SMS gateway.
- Organization of student centric workshop and social entrepreneurship development programmes
- Augmentation of departmental library with more books
- Provision of library classes within academic routine and open access to books for the students
- Continuing the facilities for e-books and e-journals through N-LIST
- Ensuring financial assistance in form of scholarship (both State Government and NSP) 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 2024- 2025
- Continuing the CIE and CO-PO attainment for CCFUP programmes

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- Preparation of model question banks for different major, minor, MDC, VAC, AEC upto Sem-IV under CCFUP across all UG programmes.
- 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
- Skill based vocational training and courses
- 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.
- 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
- Encouraging faculty members to participate NEP Orientation programmes
- On-duty leave for attending seminar/conference/workshops for enhancing research acumen

5. Infrastructural augmentation

- Online UPS for central computing lab and mathematics lab
- Creation of ICT classroom
- Access to asynchronous remote learning through audio visual aids
- Augmentation of indoor sports facility
- Creation of Gymnasium facilities for students
- Creation of outdoor sports facilities with one football ground and 6 lane grass track in 2nd campus of the college
- Augmentation of infrastructure of college auditorium with virtual conferencing facility
- Language lab creation
- Maintenance of infrastructure in terms of anti-termite treatment, water pipeline and panting through PWD (Social Sector)

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- Creation of state of the art IQAC room

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
- Replacement of incandesce lamps by energy efficient LED luminaries.

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 2023-24 within the limited scope and resources of the institute.

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Muragacha, Medgachi, Purba Bardhaman – 713405

No. GGDCK/IQ32/24   Date: 07-11-2024

MEETING NOTIFICATION

A special meeting with the internal members of the IQAC, GGDC, Kalna-I is scheduled to be held on 11-11-2024 at 12:00 Noon at Smart Class Room to discuss the following order of business:

1. NAAC Peer Team Visit on 04.12.2024 and 05.12.2024

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 faculties of all Departments are also requested to attend the meeting.

Prof. (Dr.) Krishnendu Dutta

Principal & Ex-Officio Chairperson

IQAC, GGDC, Kalna-I

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Draft Minutes of the meeting of IQAC on 11.11.2024 at the Smart Class Room of the College at 12.00 Noon.

Members present:

Sl. No.	Name	Designation	Signature
1	Prof. (Dr.)Krishnendu Dutta, Principal	Ex-Officio Chair Person	*Dutta.* 11/11/12 Principal Government General Degree C Kalna-I
2	Dr Rakhi Bhattacharya, Assistant Professor of Education, GGDC, Kalna-I	Coordinator (Member Secretary)	*RB* 11/11/24
3	Dr. Bidyut Kumar Das, Assistant Professor of Bengali, GGDC, Kalna-I	Member	*signature* 11.11.24
4	Dr. Mani Shankar Mandal, Assistant Professor of Mathematics, GGDC, Kalna-I	Member	*Mani Shankar M* 11.11.24
5	Dr. Mahatsab Mandal, Assistant Professor of Physics, Kalna-I	Member	*Mahatsab Mandal* 11/11/24
6	Dr. Dibakar Mondal, Assistant Professor of Mathematics, GGDC, Kalna-I	Member	
7	Sri Anirban Banerjee, Assistant Professor of English, GGDC, Kalna-I	Member	*signature* 11/11/24
8	Dr. ParnajyotiKarmakar, Assistant Professor of Chemistry, GGDC, Kalna-I	Member	*signature* 11/11/2024
9	Dr. Saikat Khamarui, Asst. Prof. in Chemistry	Member	*signature* 11/11/24
10	Dr. Priyanka Maity Das, TCS & Asst. Prof. in Philosophy	Invitee	*signature* 11/11/24
11	Dr. Subrata Das, Asst. Prof. in Bengali	Invitee	
12	Dr. Sohini Bhattacharya, Asst. Prof. in Bengali	Invitee	*signature* 11/11/24
13	Smt Aditi Sarkar, Asst. Prof. in English	Invitee	*Sarkar* 11/11/24
14	Amir Hossain, Asst. Prof. in Education	Invitee	
15	Sheikh Imran Pervez, Asst. Prof. in Education	Invitee	
16	Dr. Chiranjib Bandyopadhyay, Asst. Prof. in Sanskrit	Invitee	
17	Dr. Sk. Asraf Ali, Asst. Prof. in Sanskrit	Invitee	*signature* 11/11/24
18	Sri Kartik Mete, Asst. Prof. in Sanskrit	Invitee	

19	Sri Pranab Mistri, Asst. Prof. in History	Invitee	*signature* 11.11.24
20	Sri Koushik Chakraborty, Asst. Prof. in History	Invitee	*signature* 11.11.24
21	Sri Sushabhan Deb Barman, Asst. Prof. in Philosophy	Invitee	S D M 11.11.24
22	Sri Manik Kisku, Asst. Prof. in Philosophy	Invitee	
23	Dr. Tanmay Das, Asst. Prof. in Physics	Invitee	Tanmay Das 11/11/24 .
24	Dr. Sushovan Lala, Asst. Prof. in Physics	Invitee	
25	Sri Swapnadeep Mondal, Asst. Prof. in Chemistry	Invitee	*signature* 11/11/2024
26	Sri Tanmoy Mitra, Asst. Prof. in Mathematics	Invitee	(Tanmoy) Mitra 11/11/24

Draft Minutes of the special meeting of IQAC on 11.11.2024 at the Smart Class Room of the College at 12.00 Noon.

In the beginning the Coordinator, IQAC has reported that upon successful completion of DVV process the college has cleared the SSR prequalification stage with a score of 76% in the DVV and SSS process. The Admin-NAAC intimated us the Peer Team Visit will be held on 04.12.2024 and 05.12.2024. Based on the ensuing visit and the preparedness of the institution and departments following resolutions have been taken:

1) PPT presentations (10 minutes duration), Departmental files (Course files, Results, Add-on course, if any, seminar library, publications, seminars/symposium conducted). For lab based subjects logbook, tagged experimental setups, stock register, Lab Note Book, lab manuals are to be kept in addition to departmental records.

2) The house requested the HoI to ensure the cleanliness of the campus, face lifting painting of strategic places before PTV.

3) Different sub-committees were formed namely, Reception at Airport and Hotel, College reception, Departmental visit, administration visit, hospitality and refreshment, alumni, parent and student meet, photography monitoring, cultural programme, and local area visit if necessary with the faculties and request the committees to ensure seamless visit process.

4) A special committee is formed for decoration of classrooms and laboratories by the students so that the college can showcase a conducive academic environment in the institution.

5) The IQAC Coordinator is requested to collect all hard copy document that are submitted in the SSR to the IQAC room during the PTV.

6) The HoI and IQAC presentations are to be prepared which are complementary to each other showcase the entire academic and administrative activities of the institution as well as quality initiatives are undertaken in the last five years.

7) The IQAC will conduct mock visit before the actual PTV to review the preparedness in all levels. The Coordinator, IQAC is entrusted to prepare a schedule of such mock visit and publish in the college group and faculties are requested to strictly comply with the schedule.

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

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