



**GOVERNMENT OF WEST BENGAL**  
*Office of the Principal*  
**Government General Degree College, Kaliganj**  
**Debagram, Nadia - 741137**  
**Ph: 03473-267514**  
**Website: [www.kaliganjgovtcollege.ac.in](http://www.kaliganjgovtcollege.ac.in)**

**GOVERNMENT GENERAL DEGREE COLLEGE, KALIGANJ**  
**P.O- Debagram, Dist- Nadia, 741137**

**NOTICE**

**No. 1/2018**

**Date: 03/07/2018**

An IQAC meeting will be held on **10/07/2018** at **1:00 p.m.** in the IQAC room. **All members** of this committee are requested to be present in the meeting.

**Agenda of the Meeting:**

1. Orientation programme for newly admitted students to familiar with CBCS system
2. Preparation of academic calendar and teaching plan for each department
3. Preparation and distribution of revised routine for each department
4. Maintenance of various office records for each departments
5. Matters arising

Countersigned

Officer-in-Charge  
GGDC, Kaliganj

*Officer-in-charge*  
Government General Degree  
College, Kaliganj  
Debagram, Nadia

Coordinator, IQAC 03.07.18  
GGDC, Kaliganj

**IQAC**  
**Co-ordinator**  
**GGDC, Kaliganj**

Officer-in-charge  
Government General Degree  
College, Kaliganj  
Debagram, Nadia



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**MINUTES OF THE MEETING HELD ON 10.07.2018**

No. 1/2018

Date: 10/07/2018

The first meeting of the IQAC, with all the members of this committee was conducted on 10.07.2018 in the IQAC Room at 1.00 p.m.

Dr. Samrat Laskar, Officer-in-Charge of this college chaired the meeting that began with the briefing by Dr. Tulika Talukder (Lahiri), Coordinator, IQAC about the agenda to be discussed. This was followed by an elaborate discussion leading to certain resolutions as described below.

1. To facilitate the newly admitted students understand the subject combinations being offered by the University of Kalyani, about various scholarship schemes, best practices of the institution and campus rules an 'Orientation Programme' was proposed to be conducted annually after the completion of admission process. Rishipratim Ghosh, convener of the Admission committee volunteered to explain the subject combinations (as per CBCS curriculum of the affiliating University). Additionally, the Conveners of the Students welfare committee, Anti-ragging Committee, NSS Committee, Gender sensitization committee and Grievance-Redressal cell were requested to plan and organize this programme to benefit the students getting admitted to this college. Making provision for a grievance box meant for the students was highlighted as well.

2. It was decided that the Academic Calendar and teaching plan would be prepared by the Head of the Departments and hard copy of the same must be submitted to the Coordinator, IQAC

3. Routine should be revised as per CBCS system. One hour classes would be introduced instead of the earlier 45 minutes classes.

4. The Coordinator, IQAC discussed about maintaining various office records such as students' attendance register, stock books for purchased items, Departmental meetings and their resolutions for each department so that they can keep their updated departmental files with proper documents. IQAC would verify the status of such files of each department from time to time.

5. **Matters arising:** Sri, Partha Lodh, assistant professor of Botany suggested to prepare a "Students' Hand Book" by each department containing all the information such as Programme outcome (PO), Course outcome (CO), Departmental routine, Syllabus, Teaching plan with schedule internal assessments, Student related various academic committee with contact persons *etc.* A soft copy of the same would be distributed among students from the next academic session.

Eventually, the meeting ended with vote of thanks to the chair.

*Tulika Talukder*  
10.07.18  
IQAC  
Co-ordinator,  
GGDC, Kaliganj

*Samrat Laskar*  
Officer-in-charge  
Government General Degree  
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**NOTICE**

**No. 2/2018**

**Date: 03/08/2018**

An IQAC meeting will be held on **07/08/2018** at **2:00 p.m.** in the IQAC room. **All members** of this committee are requested to be present in the meeting.

**Agenda of the Meeting:**

1. Confirmation of minutes of last meeting held on 10/07/2018
2. Modalities about conducting Internal assessment
3. Infrastructural development of class rooms
4. Parents-Teachers' Meeting
5. Matters arising

Countersigned

Officer-in-Charge  
GGDC, Kaliganj

Officer-in-Charge  
Government General Degree  
College, Kaliganj  
Debagram, Nadia

Officer-in-Charge  
Government General Degree  
College, Kaliganj  
Debagram, Nadia

03.08.2018  
Coordinator, IQAC  
GGDC, Kaliganj

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**MINUTES OF THE MEETING HELD ON 07.08.2018**

No. 2/2018

Date: 07/08/2018

A meeting of the IQAC, with all the members of this committee was conducted on 07.08.2018 in the IQAC Room at 2:00 p.m.

Dr. Samrat Laskar, Officer-in-Charge of this college chaired the meeting that began with the briefing by Dr. Tulika Talukder (Lahiri), Coordinator, IQAC about the agenda to be discussed. This was followed by an elaborate discussion leading to certain resolutions as described below.

1. Dr. Tulika Talukder (Lahiri), Coordinator, IQAC read out the minutes of the last meeting held on 10.07.2018 for confirmation and it was unanimously passed.

2. **Modalities about internal assessment:** There will be two internal assessments for every semester. One internal assessment will be based on examination and the other one may be exam or project work. Attendance register will be maintained for evaluation process.

3. **Infrastructural development of class rooms:** It was decided that large class rooms need to be partitioned to increase the number of class rooms. White board will be installed instead of black/ green board for dust free classroom. Also, for all science departments, white screen and projector system will be installed for power point presentation of the lectures.

4. **Parents-Teachers' Meeting:** It was unanimously decided that a "Parents-Teachers' Meeting" will be organized for every semester after the publication of result of internal assessments and before the commencement of the final end semester exam to discuss the progress of the students with their parents. This was planned to help the students to get parental support with respect to their pace of learning. HODs of each department are asked to maintain the records of PTMs.

**5. Matters Arising:**

- Tutorial classes should be taken from the classes allotted to each department for better understanding. It was suggested that remedial classes should be taken by all departments on every Saturday after the regular classes
- Tree plantation drive by our NSS unit in every year for green campus.

Eventually, the meeting ended with vote of thanks to the chair.

*Tulika Talukder*  
07.08.2018

**IQAC**  
**Co-ordinator**  
**GGDC, Kaliganj**

*Samrat Laskar*  
Officer-in-charge  
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**NOTICE**

**No. 3/2019**

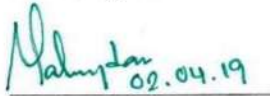
**Date: 02/04/2019**

An IQAC meeting will be held on **09/04/2019** at **2:00 p.m.** in the IQAC room. **All members** of this committee are requested to be present in the meeting.

**Agenda of the Meeting:**

1. Confirmation of minutes of last meeting held on 07.08.2018
2. Proposal for opening of two new subjects Philosophy and Pol. Sc., and introduction of honors course in zoology.
3. Maintenance of Self Appraisal for individual faculty members
4. Discussion regarding Self Appraisal report (SAR) of Kaliganj Govt. College to be sent to Education Directorate.
5. MOU agreement with Ranaghat College
6. Matters arising

Countersigned

  
02.04.19

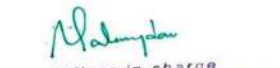
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02/04/19

Coordinator, IQAC  
GGDC, Kaliganj

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**MINUTES OF THE MEETING HELD ON 09.04.2019**

No. 3/2019

Date: 09/04/2019

A meeting of the IQAC, with all the members of this committee was conducted on 09.04.2019 in the IQAC Room at 2:00 p.m.

Dr. Tulika Talukder (Lahiri), Officer-in-Charge of this college chaired the meeting that began with the briefing by Dr. Sudipta Pramanik, Coordinator, IQAC about the agenda to be discussed. This was followed by an elaborate discussion leading to certain resolutions as described below.

1. Dr. Sudipta Pramanik, Coordinator, IQAC read out the minutes of the last meeting held on 07.08.2018 for confirmation and it was passed unanimously.

2. It was suggested that a new proposal will be sent to DPI, department of higher education for introduction of two new subjects Philosophy and Pol Science, and introduction of honors course in zoology from the 2019-20 academic session.

3. It was decided that individual faculty members should maintain their Self Appraisal properly

4. Annual self appraisal report for each faculty member need to be prepared by each individual and sent to the DPI through OIC.

5. IQAC decided that a MoU will be signed with Ranaghat College, Ranaghat for the purpose of academic exchange.

6. Matters arising: None of the attendees had anything else to discuss.

Eventually, the meeting ended with vote of thanks to the chair.

*S. Pramanik*  
09/04/19  
IQAC  
Co-ordinator  
GGDC, Kaliganj

*M. Halder*  
Officer-in-charge  
Government General Degree  
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**NOTICE**

**No. 4/2019**

**Date: 02/05/2019**

An IQAC meeting will be held on **10/05/2019** at **2:00 p.m.** in the IQAC room. **All members** of this committee are requested to be present in the meeting.

**Agenda of the Meeting:**

1. Confirmation of minutes of last meeting held on 09.04.2019
2. Decision of performing Academic And Administrative Audit and SWOC (strength, weakness, opportunity and challenges) analysis for every department
3. Formation of Internal audit board for conducting AAA for academic session 18-19
4. Framing of institute policy
5. Matters arising

Countersigned

*Mahanta 02.04.19*

Officer-in-Charge  
GGDC, Kaliganj

*Officer-in-charge*  
Government General Degree  
College, Kaliganj  
Debagram, Nadia

*S. Pramanik 02/05/19*  
Coordinator, IQAC  
GGDC, Kaliganj

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**MINUTES OF THE MEETING HELD ON 10.05.2019**

No. 4/2019

Date: 10/05/2019

A meeting of the IQAC, with all the members of this committee was conducted on 10.05.2019 in the IQAC Room at 2:00 p.m.

Dr. Tulika Talukder (Lahiri), Officer-in-Charge of this college chaired the meeting that began with the briefing by Dr. Sudipta Pramanik, Coordinator, IQAC about the agenda to be discussed. This was followed by an elaborate discussion leading to certain resolutions as described below.

1. Dr. Sudipta Pramanik, Coordinator, IQAC read out the minutes of the last meeting held on 09.04.2019 for confirmation and it was passed unanimously.

2. It was decided that every department should submit their annual academic and administrative audit to IQAC. A format regarding this audit for every department will be provided by IQAC including SWOC analysis to the HODs. All HODs are asked to submit their departmental record as per with the given format.

3. Unanimously decided that, Dr. Sudipta Pramanik, Coordinator, IQAC and Sri Partha Lodh, Member, IQAC will act as internal board members for conducting AAA audit of 18-19 academic session.

3. It was decided in the meeting that the institute should have a policy for proper functioning and betterment of the college. So, it was further decided that IQAC will come up with a policy and it will be finalized preferably within two months from this date.

4. Matters arising: None of the attendees had anything else to discuss.

Eventually, the meeting ended with vote of thanks to the chair.

*S. Pramanik*  
10/05/19

IQAC  
Co-ordinator  
GGDC, Kaliganj

*M. Halder*  
Officer-in-charge  
Government General Degree  
College, Kaliganj  
Debagram, Nadia