



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

Criterion 6: Governance, Leadership and Management

6.5: Internal Quality Assurance System

6.5.2 Quality assurance initiatives of the institution include:

- 1. Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented*
- 2. Academic and Administrative Audit (AAA) and follow-up action taken*
- 3. Collaborative quality initiatives with other institution(s)*
- 4. Participation in NIRF and other recognized rankings*
- 5. Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.*

IQAC Meetings: Notices & Minutes

Academic Session 2020-2021


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



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P.O- Debagram, Dist- Nadia, 741137

NOTICE

No. 8/2020

Date: 01/08/2020

An online IQAC meeting will be held on **04/08/2020** at **2:00 p.m.** via Google meet. Appropriate link will be provided in our official whatsapp group 15 minutes before the meeting. **All members** of this committee are requested to be present in the meeting.

Agenda of the Meeting:

1. Confirmation of the last meeting held on 03.12.2019
2. Online teaching learning process during Covid-19 period
3. Practical classes for science departments during Covid-19 period
4. Conduction of internal assessments during Covid-19 period
5. Matters arising

Countersigned

Officer-in-Charge
GGDC, Kaliganj

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

Coordinator, IQAC
GGDC, Kaliganj

IQAC
Co-ordinator
GGDC, Kaliganj

Officer-in-charge
Government General Degree
College, Kaliganj
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MINUTES OF THE MEETING HELD ON 04.08.2020

No. 8/2020

Date: 04/08/2020

A meeting of the IQAC, with all the members of this committee and the undersigned faculty members, was conducted on 04.08.2020 in online mode at 2:00 p.m.

1. Dr. Tulika Talukder (Lahiri), Officer-in-Charge of this college chaired the meeting. The meeting began with officer-in-Charge welcoming all members. Dr. Sudipta Pramanik, Coordinator, IQAC read out the minutes of the last meeting held on 03.12.2019 for confirmation. Then he discussed about the agenda of the present meeting. This was followed by an elaborate discussion leading to certain resolutions as described below.

2. HODs of each department were asked to prepare whatsApp group for their respective departments with all the faculty members and students included. They were asked to use Google meet platform for teaching learning processes. Study materials (both ppt and hand written notes) were to be shared by the faculty members to the students group. Also they were asked to share the valuable e-recourses and books to the student groups.

Faculty members were asked to follow the same routine as before the covid-19 pandemic started with little relaxation of time schedule. They were allowed to take classes at night also to avoid continuous mobile involvement for students.

3. HODs of science departments unanimously suggested that theory portion of practical classes were to be taught. Some practical were to be shown in the video format.

4. There will be open book type of internal assessment examinations. Questions will be shared to the students group. Students will have to answer the questions and the answer scripts are to be scanned and submit to the departmental email.

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

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

S. Pramanik 04/08/20
IQAC
Co-ordinator
GGDC, Kaliganj

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



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NOTICE

No. 9/2020

Date: 17/11/2020

An online IQAC meeting will be held on **26/11/2020** at **2:00 p.m.** via Google meet. Appropriate link will be provided in our official whatsapp group 15 minutes before the meeting. **All members** of this committee are requested to be present in the meeting.

Agenda of the Meeting:

1. Confirmation of the last meeting held on 04.08.2020
2. Submission of final annual academic audit for the academic session 2019-20
3. Availing Net banking facility
4. Formulation of perspective plan for the session 2021-22, 2022-23 and 2023-24
5. Matters arising

Countersigned

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GGDC, Kaliganj

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

Coordinator, IQAC
GGDC, Kaliganj

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MINUTES OF THE MEETING HELD ON 26.11.2020

No. 9/2020

Date: 26/11/2020

A meeting of the IQAC, with all the members of this committee and the undersigned faculty members, was conducted on 26.11.2020 in online mode at 2:00 p.m.

1. Dr. Tulika Talukder (Lahiri), Officer-in-Charge of this college chaired the meeting. The meeting began with officer-in-Charge welcoming all members. Dr. Sudipta Pramanik, Coordinator, IQAC read out the minutes of the last meeting held on 04.08.2020 for confirmation. Then he discussed about the agenda of the present meeting. This was followed by an elaborate discussion leading to certain resolutions as described below.

2. HODs of each department were asked to prepare final academic audit report for the previous academic session (2019-20) and submit to IQAC within 22.12.2020.

3. Due to COVID-19 pandemic, it was decided that all financial transactions are to be made digital. Students were to be asked to pay their semester fees and tuition fees through i-collect net banking.

4. It was agreed that the college should have a perspective plan for the running & upcoming academic sessions 2021-22, 2022-23 and 2023-24. IQAC will formulate and finalize it.

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

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

S. Pramanik 26/11/20

IQAC
Co-ordinator
GGDC, Kaliganj

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



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NOTICE

No. 10/2021

Date: 16/02/2021

An online IQAC meeting will be held on **23/02/2021** at **2:00 p.m.** via Google meet. Appropriate link will be provided in our official whatsapp group 15 minutes before the meeting. **All members** of this committee are requested to be present in the meeting.

Agenda of the Meeting:

1. Confirmation of the last meeting held on 26.11.2020
2. Finalization of college perspective plan for 2021-22, 2022-23 and 2023-24 academic sessions.
3. Up gradation of internet server
4. Decision regarding POs, Cos and its attainment
5. Matters arising

Countersigned

Officer-in-Charge
GGDC, Kaliganj

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

Coordinator, IQAC 16/02/21
GGDC, Kaliganj

**IQAC
Co-ordinator
GGDC, Kaliganj**

Officer-in-charge
**Government General Degree
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MINUTES OF THE MEETING HELD ON 23.02.2021

No. 10/2021

Date: 23/02/2021

A meeting of the IQAC, with all the members of this committee and the undersigned faculty members, was conducted on 23.02.2021 in online mode at 2:00 p.m.

1. Dr. Tulika Talukder (Lahiri), Officer-in-Charge of this college chaired the meeting. The meeting began with officer-in-Charge welcoming all members. Dr. Sudipta Pramanik, Coordinator, IQAC read out the minutes of the last meeting held on 26.11.2020 for confirmation. Then he discussed about the agenda of the present meeting. This was followed by an elaborate discussion leading to certain resolutions as described below.

2. The college perspective plan for the academic years 2021-22, 2022-23, 2023-24 which has been formulated by the IQAC was approved.

2. It was decided that our internet server need to be up graded for maintaining more dynamic college website.

3. It was decided that

- Programme outcomes (POs), Course outcomes (COs) and their attainment calculation will be based on Hons/ Major courses only.
- There will be 7 POs for all subjects which includes Critical thinking, Effective communication, Social interaction, Effective citizenship, Ethics, Environment and sustainability and Self directed life long learning.
- There will be 3 programme specific outcomes (PSOs) for each Hons/ Major subjects
- There will be 6 course outcomes (COs) for each 6 credit courses of Hons/ Major subjects.
- For mapping POs and COs, score 1 is given for slight, 2 is given for moderate and 3 is given for good. For non-correlation between this two, the score is 0.
- For attainment calculation, 90% for direct attainment which includes internal assessments (20%) and semester end examination (80%). The remaining 10% is indirect attainment which includes teacher rating based on assignments, tutorials, class room interactions etc. and student course outcome feedback.

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 23/02/21
IQAC
Co-ordinator,
GGDC, Kaliganj

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



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NOTICE

No. 11/2021

Date: 01/06/2021

An IQAC meeting will be held on **11/06/2021** at **1:00 p.m.** via Google meet. Appropriate link will be provided in our official whatsApp group 15 minutes before the meeting. **All members** of this committee are requested to be present in the meeting.

Agenda of the Meeting:

1. Confirmation of the last meeting held on 23.02.2021
2. Formation of Internal AAA audit board for academic sessions 2019-20, 2020-21 and formation of External audit board for performing AAA audit.
3. Reconstruction of College website and maintenance
4. Modalities for taking online classes, internal assessment, exams
5. Introduction of Mentor-Mentee programme from 2021-22 academic session onward
6. Matters arising

Countersigned

Officer-in-Charge
GGDC, Kaliganj

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

Coordinator, IQAC
GGDC, Kaliganj

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MINUTES OF THE MEETING HELD ON 11.06.2021

No. 11/2021

Date: 11/06/2021

A meeting of the IQAC, with all the members of this committee and the undersigned faculty members, was conducted on 11.06.2021 in the IQAC Room at 1:00 p.m.

1. Dr. Tulika Talukder (Lahiri), Officer-in-Charge of this college chaired the meeting. The meeting began with officer-in-Charge welcoming all members. Dr. Sudipta Pramanik, Coordinator, IQAC read out the minutes of the last meeting held on 23.02.2021 for confirmation. Then he discussed about the agenda of the present meeting. This was followed by an elaborate discussion leading to certain resolutions as described below.

2. After detail discussion it is unanimously decided that, Dr. Sudipta Pramanik, Coordinator, IQAC and Dr. Anikul Islam, Asst. Prof in Chemistry will act as internal board members for conducting AAA audit of 19-20 and 20-21 academic sessions.

3. It is also decided that, the following members will act as External Board members for conducting AAA audit from 2018-19 academic session.

* Prof. Sujoy Kumar Mandal, Professor, Department of Folklore, University of Kalyani

* Dr. Santanu Chakraborty, Principal, West Bengal Senior Educational Service, GGDC, Singur

* Dr. Subhasis Panda, Principal, West Bengal Senior Educational Service, GGDC, Chapra

4. Dr. Parthapratim Nath, convenor of the Internet and data maintenance committee was assigned to update college website and web page

5. Modalities for taking online classes, internal assessment, exams were discussed

6. All the departments expressed their willingness to conduct mentor-mentee programmes from the academic session 2021-22 onwards.

7. **Matters arising:** During the discussion, it was proposed that the internet facility of our college need to be upgraded. A decision for set up of second internet connection was taken unanimously.

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

S. Pramanik 11/06/21
IQAC
Co-ordinator
GGDC, Kaliganj

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