



Govt. of West Bengal
Office of the IQAC Coordinator

Government General Degree College, Dantan-II

Kashmuli :: Paschim Medinipur :: West Bengal :: Pin – 721445 :: Website :: dantan2govtcollege.ac.in ::
Email – kgcprincipal@yahoo.com

Date: 01/07/2020

MEETING OF IQAC

To

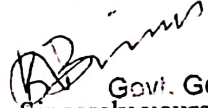
All Members, IQAC

Government General Degree College, Dantan-II

Dear Sir/Madam,

I am directed by the principal & Chairperson, IQAC to inform you that Meeting of the IQAC will be held on 08/07/2020(Wednesday) at 3.00pm in online mode to discuss the following agenda. Your active participation in the said meeting would be highly appreciated.

Thanking you


Co - ordinator, IQAC
Govt. Gen. Degree College, Dantan - II
Sincerely yours, Paschim Medinipur
Sri Ramkrishna Biswas
Coordinator, IQAC
Government General Degree College, Dantan-II

Agenda

1. Confirmation of the Minutes of the previous meeting of the IQAC, Government General Degree College, Dantan-II, held on 08/01/2020
2. Report by Coordinator on the activities of the IQAC since its last meeting held on 08/01/2020
3. IQAC's meeting with the teachers regarding ensuing online admission, examination, and NAAC related activities.
4. Collection of feedback from different stakeholders and analysis of those feedbacks.
5. Conduct of student satisfaction survey.
6. Encouragement to the departments for publication of E-Magazine.
7. Initiative for introduction of new Add-on/ Certificate/ Value-added courses and Skill Enhancement/Capacity Building programs
8. Miscellaneous.



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Minutes of the Meeting of IQAC: Government General Degree College, Dantan-II

The Meeting of the IQAC of Government General Degree College, Dantan-II was held on 08/07/2020(Wednesday) at 3.00pm in online mode.

Members present:

1. **Dr. Shaishab Kumar Dinda,**
Officer-in-Charge *Dinda*
2. **Sri Ramkrishna Biswas**
Assistant Professor *Biswas*
3. **Dr. Amal Giri**
Assistant Professor *Amal Giri*
4. **Dr. Madhusudan Bera**
Assistant Professor *Madhusudan Bera*
5. **Dr. Ujjwal Kr. Panda**
Assistant Professor *Ujjwal Kr. Panda*
6. **Dr. Pravas Kumar Giri**
Assistant Professor *Giri*
7. **Sk. Samsul Arefin**
Assistant Professor *SA*
8. **Sri Pabitra Kumar Rana**
Assistant Professor *Rana*
9. **Sri Sanjib Maji**
Assistant Professor *Sanjib Maji*
10. **Sri Aniruddha Das**
Assistant Professor *Aniruddha Das*
11. **Sri Biplab Maity**
Assistant Professor *Maity*



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Email – kgcprincipal@yahoo.com

The meeting started on time and Sri Ramkrishna Biswas, the coordinator of IQAC of Government General Degree College, Dantan-II extended warm welcome to all the members. He requested Dr. Shaishab Kumar Dinda, the Principal & Chairman of IQAC of the college to chair the session. The Chairman welcomed the members and asked Coordinator to start the proceeding.

Item No. 1:

Confirmation of the Minutes of the previous meeting of the IQAC, Government General Degree College, Dantan-II, held on 08/01/2020

Th IQAC Coordinator briefed out the minutes and it was unanimously resolved that the minutes be confirmed.

Item No. 2:

Report by Coordinator on the activities of the IQAC since its last meeting held on 08/01/2020

In this item of business, the Coordinator of IQAC presented a brief report to the IQAC on the various activities and initiatives of IQAC since the last meeting held on 08/01/2020. The members present appreciated the activities of IQAC and make some useful remarks for further improvement.

Item No. 3:

IQAC's meeting with the teachers regarding ensuing online admission, examination, and NAAC related activities

In this item of business the IQAC resolved to meet the teachers of different departments in the second week of August, 2020, for an interactive session on issues pertaining to ensure online admission, examination and NAAC related activities. Also resolved that apart from collecting opinions of teacher on the aforementioned issues, a review of the present status would be made in the said meeting and useful guidance will be provided, wherever necessary.

Item No. 4:

Collection of feedback from different stakeholders and analysis of those feedback

Resolved that initiative be taken by the IQAC for collection of feedback from different stakeholders through Google form with the active assistance of the department for the current academic session. Also decided that an analysis report be prepared based on the collected feedback and the report be shared with the principal and the HODs.



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Item No. 5:

Conduct of student satisfaction survey

Resolved that during the last week of August, 2020 the IQAC would endeavor to conduct a students satisfaction survey for the current session using a specifically devised form with help of the departments on various aspects of teaching learning and curriculum. An analysis report will be made on it and prepared report will be shared with the principal and the HODs for father improvement.

Item No. 6:

Encouragement to the departments for publication of E-Magazine

Resolved that the departments would be encouraged to go for online cultural programs and publication of quality e-Magazine involving students and faculty members.

Item No. 7:

Initiative for introduction of new Add-on/ Certificate/ Value-added courses and Skill Enhancement/Capacity Building programs

Considering the pandemic situation and following the precautionary measures it was resolved that the departments and the academic subcommittee of the college would be approached to offer online Add-on/ certificate/Value Added Courses and Skill Enhancement/ Capacity Building programs in the coming days . A few proposals were suggested and the same was noted by the IQAC members. The principal was requested to provide the necessary support in this connection.

Item No 8:

Miscellaneous

Nil.

Since there was no other matter of discussion, the meeting ended with a vote of thanks to the chair.

Minutes Approved by

Dr. Shaishab Kumar Dinda

Officer-in-Charge

Govt. General Degree College, Dantan-II

Dinda
Officer - In - Charge
Govt. Gen Degree College,
Dantan - II

Minutes Prepared by

Sri Ramkrishna Biswas

Coordinator, IQAC

Govt. General Degree College, Dantan-II

RB Biswas
Coordinator, IQAC
Govt. Gen. Degree College, Dantan - II
Paschim Medinipur
Govt. General Degree College, Dantan-II



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Date: 02/12/2020

MEETING OF IQAC

To

All Members, IQAC

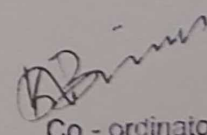
Government General Degree College, Dantan-II

Dear Sir/Madam,

I am directed by the principal & Chairperson, IQAC to inform you that Meeting of the IQAC will be held on 09/12/2020(Wednesday) at 3.00pm in online mode to discuss the following agenda. Your active participation in the said meeting would be highly appreciated.

Thanking you

Sincerely yours,


Co - ordinator, IQAC
Govt. Gen. Degree College, Dantan - II
Coordinator, IQAC Paschim Medinipur
Government General Degree College, Dantan-II

Agenda:

1. Confirmation of the Minutes of the previous meeting of the IQAC, Government General Degree College, Dantan-II, held on 08/07/2020
2. Report by Coordinator on the activities of the IQAC since its last meeting held on 08/07/2020
3. To chalk out Plan of Action for the current session towards quality enhancement.
4. To review the admission related data and process in different UG programs.
5. Strengthening of monitoring system.
6. Meeting of the IQAC with teachers to review the existing teaching-learning-evaluation process and NAAC related activities.
7. Miscellaneous



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Minutes of the Meeting of IQAC: Government General Degree College, Dantan-II

The Meeting of the IQAC of Government General Degree College, Dantan-II was held on 09/12/2020(Wednesday) at 3.00pm in online mode.

Members present:

1. **Dr. Shaishab Kumar Dinda**,
Officer-in-Charge *Dinda*
2. **Sri Ramkrishna Biswas**
Assistant Professor *Biswas*
3. **Dr. Amal Giri**
Assistant Professor *Amal Giri*
4. **Dr. Madhusudan Bera**
Assistant Professor *Madhusudan Bera*
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The meeting started on time and Sri Ramkrishna Biswas, the coordinator of IQAC of Government General Degree College, Dantan-II extended warm welcome to all the members. He requested Dr. Shaishab Kumar Dinda, the Principal & Chairman of IQAC of the college to chair the session. The Chairman welcomed the members and asked Coordinator to start the proceeding.

Item No. 1:

Confirmation of the Minutes of the previous meeting of the IQAC, Government General Degree College, Dantan-II, held on 08/07/2020

The coordinator of IQAC read out the proceedings of the previous meeting and it was unanimously resolved that the proceedings be confirmed.

Item No. 2:

Report by Coordinator on the activities of the IQAC since its last meeting held on 08/07/2020

In this item of business, the coordinator IQAC placed a brief report on the IQAC on the various activities and initiatives of the IQAC since its last meeting held on 08.07.2020. The members present appreciated the activities of the IQAC.

Item No. 3:

To chalk out Plan of Action for the current session towards quality enhancement

In this item of business, the coordinator IQAC pointed to the necessity of formulation of a plan of action towards quality enhancement for the current academic year this around considerable interest and resulted in fruitful discussion. So many suggestions and comments were made which were noted by the IQAC members. Apart from inclusion of different regular quality related activities of the IQAC, a review of teaching learning process, structures and methodology of operations and planning outcomes at periodic intervals and record of the implemental improvements in different areas were emphasized in the formulated plan of action.



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Item No. 4:

To review the admission related data and process in different UG programs

The IQAC members, in the item of business, held a fruitful discussion on the admission related data and process in different UG programs offered by the college in the current Academy season. One of the members placed a detail analysis report. Both improvements and drawbacks were identified. A few

recommendations were accepted for rectification of mistake and future implementation by the admission committee.

Item No. 5:

Strengthening of monitoring system

In this item of business it was anonymously resolved that emphasis be put by the departments on strengthening the existing mentoring system. Also resolved that the mentor-mentee list for the current session be prepared by the IQAC and the same be forwarded to the departments after necessary approval and notification by the Principal. Stress was given on holding regular mentoring meeting by the teachers.



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Item No. 6:

Meeting of the IQAC with teachers to review the existing teaching-learning-evaluation process and NAAC related activities

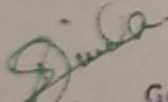
Resolved that considering the pandemic situation a meeting, in online mode, with the teachers of different departments would be organized in the third week of December, 2020 by the IQAC to review the pros and cons of ongoing teaching-learning-evaluation process and the progress of NAAC related activities.

Item No. 7:

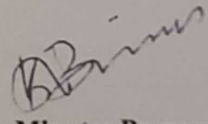
Miscellaneous

Nil

Since there was no other matter of discussion, the meeting ended with a vote of thanks to the chair.


Officer - In-Charge
Govt. Gen. Degree College,
Dantan - II

Dr. Shaishab Kumar Dinda
Officer-in-Charge
Govt. General Degree College, Dantan-II


Coordinator, IQAC
Govt. Gen. Degree College, Dantan - II
Paschim Medinipur

Sri Ramkrishna Biswas
Coordinator, IQAC
Govt. General Degree College, Dantan-II



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Date: 22/12/2020

MEETING OF IQAC

To

All Members, IQAC

Government General Degree College, Dantan-II

Dear Sir/Madam,

I am directed by the principal & Chairperson, IQAC to inform you that Meeting of the IQAC will be held on 06/01/2021(Wednesday) at 3.00pm in online mode to discuss the following agenda. Your active participation in the said meeting would be highly appreciated.

Thanking you

Sincerely yours,

Sri Ramkrishna Biswas

Coordinator, IQAC

Co - ordinator, IQAC
Govt. Gen. Degree College, Dantan - II
Paschim Medinipur

Government General Degree College, Dantan-II

Agenda:

1. Confirmation of the Minutes of the previous meeting of the IQAC, Government General Degree College, Dantan-II, held on 09/12/2020
2. Report by Coordinator on the activities of the IQAC since its last meeting held on 09/12/2020
3. Organization of quality related webinar.
4. Initiative for Green Audit and Energy Audit
5. Initiative for Academic and Administrative audit.
6. COVID Vaccination program for students and employees of the college in collaboration with rural health centre.
7. Any other item with the permission of the chair.



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Minutes of the Meeting of IQAC: Government General Degree College, Dantan-II

The Meeting of the IQAC of Government General Degree College, Dantan-II was held on 06/01/2021 (Wednesday) at 3.00pm in online mode.

Members present:

1. **Dr. Shaishab Kumar Dinda,**
Officer-in-Charge *Dinda*
2. **Sri Ramkrishna Biswas**
Assistant Professor *Biswas*
3. **Dr. Amal Giri**
Assistant Professor *Amal Giri*
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Assistant Professor *Madhusudan Bera*
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The meeting started on time and Sri Ramkrishna Biswas, the coordinator of IQAC of Government General Degree College, Dantan-II extended warm welcome to all the members. He requested Dr. Shaishab Kumar Dinda, the Principal & Chairman of IQAC of the college to chair the session. The Chairman welcomed the members and asked Coordinator to start the proceeding.

Item No. 1:

Confirmation of the Minutes of the previous meeting of the IQAC, Government General Degree College, Dantan-II, held on 09/12/2020

After the IQAC coordinator read out the proceedings of the previous meeting, it was resolved unanimously that the proceedings be confirmed.

Item No. 2:

Report by Coordinator on the activities of the IQAC since its last meeting held on 09/12/2020

The coordinator, IQAC briefed on the various activities and initiatives of the IQAC since its last meeting which was held on 09/12/2020. The members present appreciated the activities of IQAC and made several useful suggestions.

Item No. 3:

Organization of quality related webinar

To augment the quality of the education offered by the college it was resolved that initiative be taken by the IQAC for organization of a quality related webinar on quality enhancement strategies for higher education institutes in the month of February, 2021. A few member stressed on inviting an eminent research person with enough exposure of NAAC assessment for the proposed webinar. The principle was requested to provide necessary support for organization of the same.

Item No. 4:

Initiative for Green Audit and Energy Audit

In this item of business, the respected Principal was requested to take initiative for conducting Green Audit and Energy Audit of the college in the current academic session by a competent authority. The IQAC members resolved to provide necessary support in this connection.



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Item No. 5:

Initiative for Academic and Administrative audit

Resolved that the respected Principal be requested to conduct Academic and Administrative audit for the previous academic session (2019-2020) and a competent committee be formed for the above mentioned purpose.

Item No. 6:

COVID Vaccination program for students and employees of the college in collaboration with rural health centre.

Resolved that in order to ensure good health of the students and employees in the pandemic situation, Government General Degree College, Dantan-II; would conduct a COVID-19 vaccination camp for its students and employees in the college premises in collaboration with nearby rural health centre, the authority of which would be approached for the same purpose.

Item No. 7:

Any other item with the permission of the chair

Nil

Since there was no other matter of discussion, the meeting ended with a vote of thanks to the chair.

Dinda
Officer - in - Charge
Govt. Gen Degree College,
Dantan - II
Minutes Approved by

Dr. Shaishab Kumar Dinda
Officer-in-Charge
Govt. General Degree College, Dantan-II

B. Biswas
Co - ordinator, IQAC
Govt. Gen. Degree College, Dantan - II
Paschim Medinipur
Sri Ramkrishna Biswas
Coordinator, IQAC
Govt. General Degree College, Dantan-II



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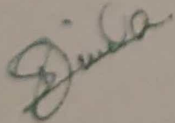
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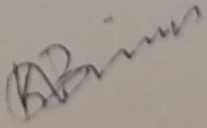
Action Taken Report: 2020-2021

Based on the Resolution taken in the Meetings of IQAC

- 1. An interactive session is organized by IQAC along with all the Heads of the Departments. IQAC discusses regarding the different documentation processes for a department. In this regard, present status of preparation regarding NAAC for every department is discussed. In this session discussions are made regarding upcoming Online admission process.*
- 2. IQAC has taken feedback from various stakeholders with the help of the newly introduced online feedback system through Google form and offline mode on various curricular activities and other services provided by the college. Feedback analysis report and Action Taken Report are uploaded in the college website.*
- 3. Cultural sub-committee arranged different online cultural programs as per the direction of IQAC. Department of Chemistry published online magazine.*
- 4. Few Departments took the initiatives to conduct online add-on courses. NSS units of the college organized various webinars with special attention to the health wellness. Department of English organized online lecture series on different topics such as "Vidyasagar and Pandemic: Its present relevance" through Google Meet.*
- 5. The IQAC coordinator developed a plan of action for quality improvement for the current academic year. This sparked a lot of interest and led to a productive conversation. The developed plan of action placed emphasis on a number of regular quality-related activities of the IQAC, as well as a review of the teaching and learning process, operational structures and methodology, periodic outcome planning, and a record of implemental improvements in various areas.*

6. Depending on the discussion with the IQAC members, the admission committee took decision to take student data of the newly admitted students via google form.
7. Every department adopted the discussed mentor-mentee procedure. Nearly every department started to held regular meetings with the students under mentor-mentee framework.
8. Based on the discussions, Department of Philosophy with the help of IQAC, arranged a webinar on "National Education Policy-2020: Prospects and Challenges in Higher Education" on 20/08/2020.
9. After the meeting held in August, a second meeting on NAAC progress was held in December via online mode. The progress made by the individual departments was noted. Few suggestions were put forward by the IQAC Coordinator on further advancement towards NAAC.
10. Respected Officer-in-Charge has initiated to conduct Green Audit and Energy audit of the college for the previous academic session (2019-2020) and a competent committee has been formed in this regard.
11. Respected Officer-in-Charge has completed the Academic Audit and Administrative audit of the college for the previous academic session (2019-2020) by forming competent committee and the respective departments and subcommittees are asked to implement the recommendations as suggested by the Academic Audit and Administrative audit committee.
12. Covid-19 Vaccination camp was organized by Khandrui Rural Health Center.


Officer - In - Charge
Govt. Gen. Degree College,
Dantan - II


Co - ordinator, IQAC
Govt. Gen. Degree College, Dantan - II
Paschim Medinipur