



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 – kgcpinicipal@yahoo.com

Date: 10/07/2019

MEETING OF IQAC

To
All Members, IQAC
Government General Degree College, Dantan-II
Dear Sir/Madam,

This is to inform you that as directed by the principal & Chairperson, IQAC, Meeting of the IQAC will be held on 17/07/2019(Wednesday) at 3.00pm in IQAC room of the college 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
Government General Degree College, Dantan-II

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

Agenda of the meeting

1. Confirmation of the Minutes of the previous meeting of the IQAC, Government General Degree College, Dantan-II, held on 13/02/2019
2. Report by Coordinator on the activities of the IQAC since its last meeting held on 13/02/2019
3. Preparation of academic calendar.
4. Initiative for Green Audit and Energy Audit
5. Initiative for Academic Audit and Administrative Audit.
6. Emphasis on arrangement of remedial coaching and tutorials by the departments
7. Induction program for the new students at the beginning of the academic session.
8. Educational tour/excursion for staff and students
9. 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 17/07/2019(Wednesday) at 3.00pm in IQAC room of the college.

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. Sk. Samsul Arefin
Assistant Professor *SA*
7. Sri Pabitra Kumar Rana
Assistant Professor *Rana*
8. Sri Sanjib Maji
Assistant Professor *Sanjib Maji*
9. Sri Aniruddha Das
Assistant Professor *Aniruddha Das*
10. Sri Biplab Maity
Assistant Professor *Maity*

The meeting started on time and 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.



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Item No. 1: Confirmation of the Minutes of the previous meeting of the IQAC, Government General Degree College, Dantan-II, held on 13/02/2019

The 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 13/02/2019

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 013/02/2019. The members present appreciated the activities of IQAC and make some useful remarks for further improvement.

Item No. 3:

Preparation of academic calendar

Resolved that initiatives be taken to prepare a tentative academic calendar for the current academic year, 2019-2020, following the academic calendar applied by the affiliating University and the same be followed for admission in semester, commencement of classes, internal evaluation, teaching days, organization of events, and various other academic and cultural activities in the college.

Item No. 4:

Initiative for Green Audit and Energy Audit

Resolved that the respected Principal be requested to conduct Green Audit and Energy audit of the college for the previous academic session (2018-2019) and a competent committee be formed in this regard.

Item No. 5:

Initiative for Academic Audit and Administrative Audit

Resolved that the respected Principal be requested to conduct Academic Audit and Administrative audit of the college for the previous academic session (2018-2019) and a competent committee be formed for the above purpose.



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Item No. 6:

Emphasis on arrangement of remedial coaching and tutorials by the departments

Resolved that the HODs of various departments be requested to put emphasis on regular arrangement of remedial coaching and tutorial in the departments.

Item No. 7:

Induction program for the new students at the beginning of the academic session

Resolved that the HODs of various departments be requested to organize induction meeting for 1st semester students of various programs before the beginning of their classes to make them familiar with the history and heritage of the college, rules and regulations, code of conduct, support services, syllabus scopes/outcomes/ possibilities of the program/course etc.

Item No 8:

Educational tour/excursion for staff and students

In this item of business, the principal is requested to take appropriate measures for organizing educational tour/excursion to satisfy the demands of staff and students.

Item No 9:

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

Minutes Prepared by

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

Co - coordinator, IQAC
Govt. Genl. Degree College, Dantan-II
Paschim Medinipur



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Date: 13/11/2019

MEETING OF IQAC

To

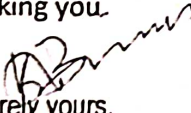
All Members, IQAC

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 20/11/2019(Wednesday) at 3.00pm in IQAC room of the college 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
Government General Degree College, Dantan-II

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

Agenda

1. Confirmation of the Minutes of the previous meeting of the IQAC, Government General Degree College, Dantan-II, held on 17/07/2019
2. Report by Coordinator on the activities of the IQAC since its last meeting held on 17/07/2019
3. Analysis of the results of the student different years/semesters appearing in the final examinations of different courses.
4. To conduct environment awareness program.
5. Initiative for signing MOUs with neighboring colleges.
6. To conduct students' satisfactory survey.
7. Initiative for feedback collection.
8. Miscellaneous



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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. **Sk. Samsul Arefin**
Assistant Professor *SSA*
7. **Sri Pabitra Kumar Rana**
Assistant Professor *Rana*
8. **Sri Sanjib Maji**
Assistant Professor *Sanjib Maji*
9. **Sri Aniruddha Das**
Assistant Professor *Aniruddha Das*
10. **Sri Biplab Maity**
Assistant Professor *Maity*

The meeting started on time and 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.



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Item No. 1:

Confirmation of the Minutes of the previous meeting of the IQAC, Government General Degree College, Dantan-II, held on 17/07/2019

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 17/07/2019

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 17.07.2019. The members present appreciated the activities of the IQAC.

Item No. 3:

Analysis of the results of the student different years/semesters appearing in the final examinations of different courses.

Resolved that the HODs of different departments be requested to make the analysis of the results of the students of different years/semesters appearing in the final examinations of different courses and appropriate measures be adopted for further improvements.

Item No. 4:

To conduct environment awareness program

Resolved that the IQAC would organize a seminar on environment awareness and energy conservation for the students of the college in collaboration with two NSS units of the college.

Item No. 5:

Initiative for signing MOUs with neighboring colleges

Resolved that the Principal be requested to create linkage in this academic year by signing MOUs with the neighboring colleges for seminar, research, Teachers' exchange, collaborative and extension activities etc.



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Item No. 6:

To conduct students' satisfactory survey

In this item of business, it was resolved that the IQAC will conduct a student satisfaction using a specifically devised form with the help of the departments on various aspects of teaching,

learning, and curriculum. An analysis report would be made on it and the report will be shared with a Principal and the HODs for further improvement.

Item No. 7:

Initiative for feedback collection

In this item of business, it was resolved that attempt will be made by the IQAC to collect feedback from various stakeholders with the help of the newly introduced online feedback system. Considering the difficulty of having internet access by the rural and needy students, it was also decided that feedback would also be collected in offline mode through departments and college office.

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 Prepared by

Sri Ramkrishna Biswas

Coordinator, IQAC

Govt. General Degree College, Dantan-II

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

Minutes Approved by

Dr. Shaishab Kumar Dinda

Officer-in-Charge

Govt. General Degree College, Dantan-II

[Signature]
Officer-in-Charge
Govt. Gen Degree College,
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Date: 02/01/2020

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 08/01/2020(Wednesday) at 3.00pm in IQAC room of the college 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
Paschim Medinipur

Sincerely yours,
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 20/11/2019
2. Report by Coordinator on the activities of the IQAC since its last meeting held on 20/11/2019
3. Preparation of annual sports, Annual function and Prize distribution ceremony.
4. Purchase of books for central library and purchase of chemicals for chemistry laboratory.
5. CCTV installation in the college and college premises.
6. Proposal for arrangement of Parents-Teachers meeting
7. Any other item with the permission of the chair.



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Officer-in-Charge *Dinda*
2. **Sri Ramkrishna Biswas**
Assistant Professor *Biswas*
3. **Dr. Amal Giri**
Assistant Professor *Amal Giri*
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6. **Sk. Samsul Arefin**
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9. **Sri Aniruddha Das**
Assistant Professor *Aniruddha Das*
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Assistant Professor *Maity*

The meeting started on time and 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.



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Item No. 1:

Confirmation of the Minutes of the previous meeting of the IQAC, Government General Degree College, Dantan-II, held on 20/11/2019

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 20/11/2019

The coordinator, IQAC briefed on the various activities and initiatives of the IQAC since its last meeting which was held on 20/11/2019. The members present appreciated the activities of IQAC and made several useful suggestions.

Item No. 3:

Preparation of annual sports, Annual function and Prize distribution ceremony
In the meeting, IQAC decided to organize the Annual sports in the third week of March. Subsequently the annual function and the prize distribution ceremony to be take place.

Item No. 4:

Purchase of books for central library and purchase of chemicals for chemistry laboratory.

Using financial grants by Bikash Bhaban IQAC members and other stakeholders of the college agreed to purchase books for central library and some essential chemicals required for laboratory of Department of Chemistry of the college.

Item No. 5:

CCTV Installation in the college and college premises

To bring the college under CCTV surveillance, it was resolved that some CC camera would be installed inside the college building and at some important location of the college premises as well.



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Item No. 6:

Proposal for arrangement of Parents-Teachers meeting

In this item of business respected Principal proposed for a Parents-Teachers meeting in the middle of the month of February.


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.

Minutes Prepared by


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

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

Minutes Approved by.


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

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



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Action Taken Report: 2019-2020

Based on the Resolution taken in the Meetings of IQAC

- 1. Academic calendar for the current academic year, 2019-2020, has been prepared following the academic calendar applied by the affiliating University and the same has been followed for admission in semester, commencement of classes, internal evaluation, teaching days, organization of events, and various other academic and cultural activities in the college.*
- 2. Respected Principal has initiated to conduct Green Audit and Energy audit of the college for the previous academic session (2018-2019) and a competent committee has been formed in this regard.*
- 3. Respected Principal has completed the Academic Audit and Administrative audit of the college for the previous academic session (2018-2019) 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.*
- 4. Through academic session the faculties of each department took remedial coaching and tutorial classes for the students backward in studies.*
- 5. IQAC organized a general induction meeting for 1st semester students of various programs before the beginning of their classes to make them familiar with the history and heritage of the college, rules and regulations, code of conduct, support services, syllabus scopes/outcomes/ possibilities of the program/course etc. Each department also did arrange induction meeting for their departmental 1st semester students' separately to motivate them.*
- 6. Like every academic session department of Bengali arranged a field visit as per demand of their curriculum activities. In this session history department also initiated their departmental educational excursion.*



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7. *All HODs of different departments made analysis of the results of the students of different years/semesters appearing in the final examinations of different courses. The respected Principal of the college was pleased on the results of the students and the effort put by the teachers.*
8. *As per resolution the Program Officers of the two NSS units organized more or less 7 programs including health awareness, environment awareness, nature harmony, visit to adopted village, campus cleaning, skill development etc with the collaboration of IQAC, all Departments and subcommittees.*
9. *The institution is trying to sign more MOU with the neighboring colleges and other educational institution, NGOs and industries for various students' related activities.*
10. *All the departments made CO, PO and PSO and discussed with students about the outcome of the future outcomes of the various courses and future job opportunities after completing each and every subject. Each department has look after each and every student individually by mentor mentee process. Each department has assessed every student through continuous internal assessment such as debate, student seminar, project work, internal examination etc. Departments have submitted annual report of the students on above mentioned internal assessments.*
11. *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*
12. *The sport subcommittee has organized the annual sports in the stipulated time. Subsequently a very enjoyable annual function and the prize distribution ceremony took place.*





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13. *Initiatives have been taken to purchase books for central library and some essential chemicals required for laboratory of Department of Chemistry of the college.*
14. *To bring the college under CCTV surveillance, some CC camera has been installed inside the college building and at some important location of the college premises as well for security purpose.*
15. *As per instruction of the principal and IQAC each department arranged Parents-Teachers meetings during academic session.*
16. *One value added course, named “Basics of Computer Applications”, were offered in this session by the Department of Mathematics.*

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


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