



**GOVERNMENT OF WEST BENGAL
DURGAPUR GOVERNMENT COLLEGE
INTERNAL QUALITY ASSURANCE CELL (IQAC)
DURGAPUR – 713214**

No. IQ 54

Date: 30/04/2021

Notification

In consideration of the strict measures imposed by the State Government on educational Institutions due to ongoing COVID-19 situation, an online meeting of the IQAC, Durgapur Govt. College is scheduled to be held on 07/05/2021 (Friday) at 8:00 PM through **Google meet web platform** to discuss the following list of matters:

- Processing of CAS files of the incumbents
- Preparation of AQAR for the academic session 2020 - 21
- Matters arising

Web link for the aforementioned meeting will be sent to your G-mail account only (.....@gmail.com) in due course referring this notification.

All the esteemed members of the IQAC are hereby cordially requested to make it convenient to attend the

sd/-

**Dr. Debnath Palit
Principal & Ex-officio Chairperson**

**Dr. Avijit Mandal
Coordinator, IQAC**

For circulation to all the members of the IQAC, Durgapur Govt. College



IQAC Meeting (Academic Session 2020-21))

Created by: dgciqac2020@gmail.com · Your response: ✓ Yes, I'm going

Time

8pm - 9pm (India Standard Time - Kolkata)

Date

Fri May 7, 2021

My Notes

Guests

- ✓ DGC IQAC
- ✓ kbbjoy@gmail.com
- ✓ tapajit@gmail.com
- askmaji@gmail.com
- bluehighways071@gmail.com
- debamitradey@gmail.com
- Priyabrata Bhattacharya
- drdpalit@gmail.com
- pbsirchem@gmail.com
- sudeepdas1983@gmail.com
- sunnyban047@gmail.com

DURGAPUR GOVERNMENT COLLEGE
Online Internal Quality Assurance Cell (IQAC) Meeting
Dated 07-05-2021

Minutes of the Meeting

The meeting was started by the Principal, Durgapur Government College, stating the importance of the preparation and timely submission of Annual Quality Assurance Report (AQAR) and steps can be taken by the IQAC to prepare an institutional database.

Agenda 1: Processing of CAS files of the incumbents

- Due to pandemic situation, the scrutiny and forwarding of the applications of several faculty members for promotion under the Career Advancement Scheme (CAS) are pending, the members of the IQAC proposed initiation of the same at the earliest maintaining necessary communication with the Higher Education Department, Government of West Bengal.

Agenda 2: Preparation of AQAR for the academic session 2020 - 21

- IQAC members opined to take the necessary steps for the preparation of AQAR of academic session 2020-21 and ensure timely submission of the same to the portal before December 31, 2021. It was also suggested that for the timely submission of AQAR, the joint initiative of teaching as well as the non-teaching staff of the institution will be required. In this context, IQAC should organize training programme for the non-teaching staff to explain the data template filling of the faculty service data, scholarship data, finance and accounts data and admission related data of AQAR.

Matters arising

The following initiatives were proposed as the quality assurance strategies of the IQAC for the academic improvement of the institution

- The institution should apply to the Government for filling of the vacant posts of the Department of Botany, Chemistry, Sanskrit and Physical Education in order to ensure effective implementation of the course curriculum in these departments
- IQAC should collaborate with different departments to organize webinar on different quality related issues, which can include sensitization of the students towards the ethics, human values and the constitutional obligations i.e. the values, rights, duties and responsibilities of citizens.
- Management Information System (MIS) should be implemented in the institution to maintain a proper institutional database and for feedback collection
- Online feedback from students, alumni and faculty members should be collected using the MIS portal to maintain transparency and confidentiality. Subsequently, the feedback reports should be analysed by the IQAC members and uploaded to the college website
- The institution should apply to the Government for funds related to subscription of online journals, waste management in the college campus and other environment friendly initiatives, procurement of protection items and consumables against COVID-19, fire-fighting arrangement and purchase of server to introduce the online issue of college journal.



**GOVERNMENT OF WEST BENGAL DURGAPUR GOVERNMENT
COLLEGE INTERNAL QUALITY ASSURANCE CELL (IQAC)
DURGAPUR – 713214**

No. IQ 55

Date: 15/06/2021

Notification

In consideration of the strict measures imposed by the State Government on educational Institutions due to ongoing COVID-19 situation, an online meeting of the IQAC, Durgapur Govt. College is scheduled to be held on 21/06/2021 (Monday) at 8:00 PM through **Google meet web platform** to discuss the following list of matters:

- Processing of CAS files of the incumbents
- Preparation of AQAR for the academic session 2020 - 21
- Matters arising

Web link for the aforementioned meeting will be sent to your G-mail account only (.....@gmail.com) in due course referring this notification.

All the esteemed members of the IQAC are hereby cordially requested to make it convenient to attend the same.

sd/-

**Dr. Debnath Palit
Principal & Ex-officio Chairperson**

**Dr. Avijit Mandal
Coordinator, IQAC**

For circulation to all the members of the IQAC, Durgapur Govt. College



Meeting of IQAC, DGC

Created by: dgciqac2020@gmail.com · Your response: ✓ Yes, I'm going

Time

8pm - 9pm (India Standard Time
- Kolkata)

Date

Mon Jun 21, 2021

My Notes

Guests

- ✓ DGC IQAC
- ✓ kbbjoy@gmail.com
- amiya2al@gmail.com
- askmaji@gmail.com
- bluehighways071@gmail.com
- debamitradey@gmail.com
- debasishm03@gmail.com
- dgcpincipal2021@gmail.com
- drdpalit@gmail.com
- nivchem@gmail.com
- pinakieroy@gmail.com
- trinil2003@gmail.com

**ONLINE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC),
DURGAPUR GOVERNMENT COLLEGE DATED 21.06.2021**

Members Present:

Dr. Debnath Palit Principal	<i>Principal, Durgapur Government College</i>
Dr. Avijit Mandal Associate Professor of Economics	<i>Coordinator, IQAC, Durgapur Government College</i>
Sri Debasish Maitra Associate Professor of Commerce	<i>Member</i>
Dr. Ashesh Kumar Maji Associate Professor & HOD, Geology, Kabi Jagadram Roy Government General Degree College, Mejia	<i>Member Alumni and Dignified Member of the Society</i>
Dr. Debamitra Dey Associate Professor of Sanskrit	<i>Member</i>
Dr. Anindita Chatterjee Associate Professor of English	<i>Member</i>
Dr. Swapan Kumar Ghosh Assistant Professor of Physics	<i>Member</i>
Dr. Nivedita Acharjee Assistant Professor of Chemistry	<i>Member</i>
Dr. Pinaki Roy Assistant Professor of Geology	<i>Member</i>
Dr. Kuntal Bhattacharya Assistant Professor of Zoology	<i>Member</i>
Dr. Amiya Biswas Assistant Professor of Mathematics	<i>Member</i>

Minutes of the Meeting

The meeting was started by the Principal, Durgapur Government College, who stated the importance of the Internal Quality Assurance Cell (AQAR) for the creation of a learner-centric environment conducive to quality education and faculty development. He expressed his thought-provoking ideas to distribute work load for the preparation and timely submission of Annual Quality Assurance Report (AQAR). He also opined about team work, collective decision making and proper implementation of policies for academic enrichment of the institution. Keeping in view the experience and expertise of the IQAC members in specific sections, Principal, Durgapur Government College, proposed the work load distribution as follows: All activities of the IQAC can be done under the supervision and expert guidance of Prof. Debasish Maitra, the senior most member of the IQAC. Scrutiny of the CAS files of the faculty members can be done by the four members of the committee, namely Dr. Swapan Kumar Ghosh, Dr. Debamitra Dey, Dr. Anindita Chatterjee and Dr. Pinaki Roy and then forwarded to the Coordinator, IQAC. Proper confidentiality of CAS files and documents will be maintained during the scrutiny by IQAC members. The other three members of the IQAC, namely Dr. Nivedita Acharjee, Dr. Kuntal Bhattacharya and Dr. Amiya Biswas will assist Coordinator, IQAC in the preparation of the AQAR, data collection and other data related work of IQAC as and when required by the coordinator, IQAC.

Dr. Avijit Mandal, Coordinator of the IQAC, started with formal introduction stating about important functions of IQAC with special emphasis on the participative approach for the holistic development of the institution. He also presented before the committee about the details of the 19 files of the career advancement scheme of the faculty members whose promotions are due. IQAC permits to proceed CAS of those 19 full-time teachers of the college, subject to fulfilment of the criteria as stipulated in the several Government Orders and UGC circulars. He discussed about important points regarding the verification of the CAS files of the incumbents and stated some guidelines for the said verification.

Dr. Swapan Kumar Ghosh, member of the committee, suggested two important points regarding the verification of CAS files. He stated that documents should be meticulously checked at every point where the incumbent claims API score. He also pointed out that providing the required reference number and date of the government order related to appointment in and confirmation of the service along with related document will serve purpose for the filling up of the format for CAS file.

Dr. Kuntal Bhattacharya, member of the committee also opined that proper document should be provided regarding the government orders related to the above-mentioned issues. He

also asked about date of the promotion of the incumbent in case where incumbent is unable to meet the requirement of publication of research papers in due date. The Principal, Durgapur Government College, clarified the doubt by saying that the date when the incumbent will meet the minimum requirement of publication of research paper will be considered as the date of promotion in the above-mentioned case.

Dr. Pinaki Roy, member of the committee, enquired about whether copy of the office memo for any kind of leave taken by the faculty will serve as the valid document for CAS. Dr. Avijit Mandal, Coordinator of the IQAC, assured that clarification about the above-mentioned query will be given in due course upon discussion with competent authority.

Prof. Debasish Maitra, member of the committee, suggested about the creation of uniform platform for online classes in Durgapur Government College. He also opined about the institutional proposal for the requisite fund to the Higher Education Department to create the uniform platform for online classes.

Dr. Swapan Kumar Ghosh, member of the committee, appreciated the proposal. He also stated that all the teachers of the college individually take their classes through various online modes like Google Meet, Zoom etc. to meet up the needs of the students in this pandemic situation.

Dr. Avijit Mandal, Coordinator of the IQAC, started with another agenda of preparation and submission of Annual Quality Assurance Report (AQAR) for the academic session 2020-21. He presented before the committee importance and detailed functions of IQAC for the consistent and catalytic improvement of the overall performance of the institution. He also discussed about the format of the AQAR in detail as per the guidelines and parameters of NAAC. He stated procedures and modalities to collect data and information on the various aspects for the preparation of the AQAR will be informed in due course. He also stated that the online feedback for the academic session 2020-2021 will be collected from the students, faculty members and alumni as per procedure designed by the IQAC in previous academic year of 2019-20 vide notifications' numbers IQ 40 and IQ41 dated 16/05/2020 and 18/05/2020 respectively. He also emphasized on the participative approach for the efficient way of the preparation and timely submission of the AQAR for the academic year 2020-21.

The Principal, Durgapur Government College, proposed an innovative idea for the creation of the database of the faculty members containing details regarding date of joining in the service, date of confirmation in the service, date of award of PhD, information about the deadline for required OP/RC programmes and publication of research papers in UGC-CARE

listed journal for their promotions. This database will expedite the promotion procedure of the faculty members. All members appreciated this thought-provoking proposal and endorsed the immediate implementation of the same.

Resolution of the Meeting

1. IQAC permits to proceed CAS of the 19 full-time teachers (as presented by the Coordinator, IQAC) of the college, subject to fulfilment of the criteria as stipulated in the several Government Orders and UGC circulars.
2. All activities of the IQAC will be done under the supervision and expert guidance of Prof. Debasish Maitra, the senior most member of the IQAC.
3. Scrutiny of the 19 CAS files of the faculty members will be done by the four members of the IQAC, namely Dr. Swapan Kumar Ghosh, Dr. Debamitra Dey, Dr. Anindita Chatterjee and Dr. Pinaki Roy and forwarded to the Coordinator IQAC.
4. Dr. Nivedita Acharjee, Dr. Kuntal Bhattacharya and Dr. Amiya Biswas will assist Coordinator, IQAC in the preparation of the AQAR, data collection and other data related work of IQAC as and when required by the coordinator, IQAC.
5. It has been unanimously resolved that Students' Satisfaction Survey and collection of overall feedback for the academic session 2020-2021 from teachers, students and alumni will be conducted according to the IQAC's notifications (Number IQ 40 dated 16/05/2020 and Number IQ 41 dated 18/05/2020) in the previous academic year.
6. Resolved that a proposal for creation of a centralized platform for online classes in the college will be placed before the Higher Education Department by the Office of the Principal, Durgapur Government College.
7. It has been resolved that creation of a database of the faculty members containing details regarding date of joining in the service, date of confirmation in the service, date of award of PhD, information about the deadline for required OP/RC programmes and publication of research papers in UGC-CARE listed journal for their promotions. This database will expedite the promotion procedure of the faculty members, to facilitate the promotion of the faculty members.

The meeting ended with thanks to all participants and a promising attitude of consistent and catalytic improvement of the overall performance of the institution.

**ONLINE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL
(IQAC), DURGAPUR GOVERNMENT COLLEGE DATED 26.08.2021**

No. IQ 57

Date: 17/08/2021

Notification

In consideration of the strict measures imposed by the State Government on educational Institutions due to ongoing COVID-19 situation, an online meeting of the IQAC, Durgapur Govt. College is scheduled to be held on 26/08/2021 (Thursday) at 7:00 PM through *Google meet web platform* to discuss the following list of matters:

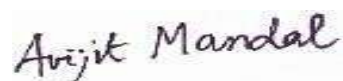
- Scrutiny Reports of CAS files of the incumbents
- Requirements for Preparation and submission of AQAR for the academic session 2020 - 21
- Matters arising

Web link for the aforementioned meeting will be sent to your G-mail account only (.....@gmail.com) in due course referring this notification.

All the esteemed members of the IQAC are hereby cordially requested to make it convenient to attend the same.



Dr. Debnath Palit
Principal & Ex-officio Chairperson



Dr. Avijit Mandal
Coordinator, IQAC

For circulation to all the members of the IQAC, Durgapur Govt. College



Invitation: Online Meeting of the IQAC on 26.8.2021 @7pm

Created by: dgciqac2020@gmail.com · Your response: ✓ Yes, I'm going

Time

7pm - 9pm (India Standard Time
- Kolkata)

Date

Thu Aug 26, 2021

My Notes

Guests

- ✓ DGC IQAC
- ✓ kbbjoy@gmail.com
- aepwdssdgp@gmail.com
- amiya2al@gmail.com
- askmaji@gmail.com
- bluehighways071@gmail.com
- debamitradey@gmail.com
- debasishm03@gmail.com
- dgcpincipal2021@gmail.com
- dgptreasury@gmail.com
- drdpalit@gmail.com
- nivchem@gmail.com
- pinakieroy@gmail.com
- trinil2003@gmail.com

**ONLINE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL
(IQAC), DURGAPUR GOVERNMENT COLLEGE DATED 26.08.2021**

Members Present:

Dr. Debnath Palit Principal	<i>Principal, Durgapur Government College</i>
Dr. Avijit Mandal Associate Professor of Economics	<i>Coordinator, IQAC, Durgapur Government College</i>
Sri Nihar Debnath Treasury Officer, Durgapur	<i>Member Senior Administrative Officer</i>
Dr. Ashesh Kumar Maji Associate Professor & HOD, Geology, Kabi Jagadram Roy Government General Degree College, Mejia	<i>Member Alumni and Dignified Member of the Society</i>
Smt. Moumita Mukherjee Assistant Engineer, Social Sector, P.W.DTE, Durgapur Sub Division	<i>Member Dignified Member of the Society</i>
Sri Debasish Maitra Associate Professor of Commerce	<i>Member</i>
Dr. Debamitra Dey Associate Professor of Sanskrit	<i>Member</i>
Dr. Anindita Chatterjee Associate Professor of English	<i>Member</i>
Dr. Swapan Kumar Ghosh Assistant Professor of Physics	<i>Member</i>
Dr. Nivedita Acharjee Assistant Professor of Chemistry	<i>Member</i>
Dr. Pinaki Roy Assistant Professor of Geology	<i>Member</i>
Dr. Kuntal Bhattacharya Assistant Professor of Zoology	<i>Member</i>
Dr. Amiya Biswas Assistant Professor of Mathematics	<i>Member</i>

ONLINE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC), DURGAPUR GOVERNMENT COLLEGE DATED 26.08.2021

Minutes of the Meeting

The meeting was started by the Principal, Durgapur Government College, who stated the some of the recent initiatives of the institution such as organization of 14 webinars by different departments, cells, committees, units etc as the quality enhancement efforts towards promoting holistic academic excellence of the institution. He also stated that the Coordinator IQAC had taken the appreciable initiative of organizing individual Google Meet with the incumbents to discuss about necessary corrections, changes and modification in their CAS files in order to expedite the scrutiny of the same. He opined that the initiatives will be taken by the IQAC as a vehicle for ushering in quality enhancement and to improve the holistic development of students through NSS and to arrange resource persons for the same. He then requested the Coordinator, IQAC to proceed with the meeting agenda. The Coordinator, IQAC then stated the first agenda, i.e. "*Scrutiny reports of the CAS files of the incumbents*". He presented the number of incumbents at each promotional stage and also pointed out some of the important features and his observations on the CAS promotional scheme. The Principal, Durgapur Government College and Dr. Swapan Kumar Ghosh, Secretary, Teachers' Council then requested the Coordinator, IQAC to start the processing of the files for final submission and scrutiny, which was proposed to be offline by Dr. Swapan Kumar Ghosh, Secretary, Teachers' Council.

The Coordinator, IQAC then stated the second agenda, i.e. "Requirements for the preparation and submission of the AQAR for the academic session 2020-21". The Coordinator, IQAC then presented proposals as the quality assurance initiatives of the institution. The first proposal involved the initiative to make available the open educational resources for students of the institution as well as for all students of the respective courses offered by the institution. The "E-resource" uploading proposal was appreciated by Dr. Swapan Kumar Ghosh and Prof. Debashis Maitra. Dr. Swapan Kumar Ghosh stated that as teachers we are the responsible mentors of the society and we should circulate our knowledge for the benefit of the society. Prof. Debashis Maitra also stated the most important point that students and faculty members will be able to access the knowledge of their own subject as well as other subjects since knowledge knows no subject dimensions. The Coordinator, IQAC then presented the second proposal, i.e. applying for funding for organization of the workshop on the use of ICT resources. This was also appreciated by Prof. Debashis Maitra who explained the importance

ONLINE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC), DURGAPUR GOVERNMENT COLLEGE DATED 26.08.2021

of such workshop. He also thanked the Principal for the encouragement and assistance in the organization of programmes by the Department of Commerce. The Coordinator, IQAC then presented the proposal for collection of feedback from students. The Principal, Durgapur Government College stated that the process of feedback mechanism should be discussed in detail considering the guidelines and the standard operating procedures and can be sent to all IQAC members to welcome suggestions. Dr. Pinaki Roy then enquired about the status of acquiring the institutional ids of the college. Principal, Durgapur Government College stated that the same is under process.

Resolutions taken:

- The final processing of the CAS applications of faculty members will be started by the IQAC
- IQAC will take necessary steps to promote availability of open educational resources for students
- IQAC will be applying to the competent authority for organization of the workshop on "The use of ICT resources in teaching, learning and evaluation"
- Proper mechanism of Feedback will be resolved and finalized in the next IQAC meeting considering the relevant guidelines and operating procedures

The meeting ended with thanks to all participants and a promising attitude of consistent and catalytic improvement of the overall performance of the institution.

**ONLINE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL
(IQAC), DURGAPUR GOVERNMENT COLLEGE DATED 20.09.2021**

No. IQ 59

Date: 13/09/2021

Notification

In consideration of the strict measures imposed by the State Government on educational Institutions due to ongoing COVID-19 situation, an online meeting of the IQAC, Durgapur Govt. College is scheduled to be held on 20/09/2021 (Monday) at 7:30 PM through **Google meet web platform** to discuss the following list of matters:

- Proceedings of CAS of 19 full time teachers of the college
- Preparation and Submission of AQAR as per the parameters of NAAC for the academic session 2020 - 21
- Matters arising

Web link for the aforementioned meeting will be sent to your G-mail account only (.....@gmail.com) in due course referring this notification.

All the esteemed members of the IQAC are hereby cordially requested to make it convenient to attend the same.

Dr. Debnath Palit
Principal & Ex-officio Chairperson

Avijit Mandal

Dr. Avijit Mandal
Coordinator, IQAC

For circulation to all the members of the IQAC, Durgapur Govt. College

**ONLINE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL
(IQAC), DURGAPUR GOVERNMENT COLLEGE DATED 20.09.2021**

dgciqac2020@gmail.com



Invitation: Online Meeting of the IQAC on 20.09.2021 @7:30pm

Created by: dgciqac2020@gmail.com · Your response: ✓ Yes, I'm going

Time

7:30pm - 9:30pm (India Standard
Time - Kolkata)

Date

Mon Sep 20, 2021

My Notes

Guests

- ✓ DGC IQAC
- ✓ kbbjoy@gmail.com
- aepwdssdgp@gmail.com
- amiya2al@gmail.com
- askmaji@gmail.com
- bluehighways071@gmail.com
- debamitradey@gmail.com
- debasishm03@gmail.com
- dgcprincipal2021@gmail.com
- dgptreasury@gmail.com
- drdpalit@gmail.com
- nivchem@gmail.com
- pinakeroy@gmail.com
- trini2003@gmail.com

**ONLINE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL
(IQAC), DURGAPUR GOVERNMENT COLLEGE DATED 20.09.2021**

Members Present:

Dr. Avijit Mandal Associate Professor of Economics	<i>Coordinator, IQAC, Durgapur Government College</i>
Dr. Ashesh Kumar Maji Associate Professor & HOD, Geology, Kabi Jagadram Roy Government General Degree College, Mejia	<i>Member Alumni and Dignified Member of the Society</i>
Sri Debasish Maitra Associate Professor of Commerce	<i>Member</i>
Dr. Debamitra Dey Associate Professor of Sanskrit	<i>Member</i>
Dr. Anindita Chatterjee Associate Professor of English	<i>Member</i>
Dr. Swapan Kumar Ghosh Assistant Professor of Physics	<i>Member</i>
Dr. Nivedita Acharjee Assistant Professor of Chemistry	<i>Member</i>
Dr. Pinaki Roy Assistant Professor of Geology	<i>Member</i>
Dr. Kuntal Bhattacharya Assistant Professor of Zoology	<i>Member</i>
Dr. Amiya Biswas Assistant Professor of Mathematics	<i>Member</i>

ONLINE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC), DURGAPUR GOVERNMENT COLLEGE DATED 20.09.2021

Minutes of the Meeting

The meeting was started by the Coordinator, IQAC, with a welcome note to the all members. He then started discussion about the first agenda, i.e. "*Proceedings of CAS of 19 full time teachers of the college*". He stated that verification and signatures have been completed for all the 19 faculty members. He also informed about the issuance of letters for subject experts and government nominees to the concerned authorities to fix up the meeting of the screening/selection committee for evaluation of the CAS of the faculty members. Dr. Swapan Kumar Ghosh, Secretary, Teachers' Council, enquired about the tentative date of the screening/selection committee. The Coordinator, IQAC pointed out with a positive note that as soon as the confirmation from the concerned authorities comes it will be notified to the incumbents. Dr. Nivedita Acharjee and the Coordinator, IQAC thanked Dr. Ashesh Kumar Maji for his important role in issuing certificates for the faculty members who served in the Kabi Jagadram Roy Government General Degree College, Mejia.

The Coordinator, IQAC then stated the second agenda, i.e. "*Preparation and Submission of AQAR as per the parameters of NAAC for the academic session 2020 - 21*". He described the importance of preparation and submission of Annual Quality Assurance Report (AQAR). He then stated that preparation and submission of AQAR should be as per the guidelines parameters of National Assessment and Accreditation Council (NAAC). He then emphasized the collaborative efforts of NAAC Steering Committee as a part of participative management of the institution for the holistic development of the institution. He also stated the important jobs to be done for the preparation of the AQAR e.g. collection of feedback from students, faculty members and alumni as per the NAAC format and guidelines. Academic, Green and Administrative audits, preparation of institutional database. He then requested Dr. Nivedita Acharjee, Joint Convener, NAAC Steering Committee and member of IQAC, to discuss about the procedure of collection of feedback and other jobs to be done for the preparation of the AQAR. Dr. Nivedita Acharjee, Joint Convener, NAAC Steering Committee, presented the procedure of feedback collection in detail as per the NAAC guidelines. She also pointed out that feedback from all stakeholders i.e. students, faculty and alumni should be collected on the curriculum as per metric 1.4.1 and no other feedback will suffice this metric as mentioned in the standard operating procedure (SOP). Since, Durgapur Government College is an affiliated college with no provision of curriculum designing, the feedback collected on the curricular aspects should be collected and analysed by the IQAC and sent to the affiliating University for necessary action and implementation as far as practicable. The record of action taken by the University in this context should be maintained by the IQAC of Durgapur Government College. The feedback collection, analysis and uploading to the website is included in the metric 1.4.2. of the AQAR and the SSR. She then discussed about the student satisfaction survey (SSS) included in the metric 2.7.1. of the AQAR which should be collected from the students and analyzed by the IQAC. She discussed about the standard operation procedure (SOP). She stated that the feedback should be taken not only for outgoing batch of students but also for the existing students, since students are the stakeholders and not customers. Stakeholders participate in the improvement throughout the quality assurance procedure although they receive the ultimate outcome of the procedure.

ONLINE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC), DURGAPUR GOVERNMENT COLLEGE DATED 20.09.2021

She mentioned that feedback from the students will be taken through the portal by using username and password so that no identity of the students will be disclosed. She also pointed out that the students, alumni and teachers had participated in online feedback system in the academic year 2019-2020 vide notice number IQ 40 dated 16-05-2020. She also stated the importance of feedback as it carries 60 marks in the Teaching and Learning criterion of the NAAC criterion.

Prof. Debasish Maitra, stated that outgoing batch of students may be casual in giving response in the feedback form. Dr. Nivedita Acharjee, Joint Convener, NAAC Steering Committee, informed that we will have to prepare our students for the feedback collection process. The feedback on curricular aspects is to be given by the alumni as per metric 1.4.1. which will be analysed by the institution and sent to the university as suggestions, while NAAC will send the student satisfaction survey (metric 2.7.1.) only to the existing students of the institution during the survey.

Dr. Nivedita Acharjee also informed that the resolution of periodical conduct of the academic audit had already been taken in the meeting of the IQAC in the academic session 2019-20 dated 28-08-2019. But it could not be implemented owing to the pandemic situation in the academic session 2019-2020, which should be conducted by the IQAC to ensure further improvement of the institution. Dr. Nivedita Acharjee, Joint Convener, NAAC Steering Committee, then described the details of Academic Audit and Green Audit as resolved in the previous IQAC meeting. She also stated that the Principal's committee named as the "College Campus Environmental Committee" has already started working on the Green audit and steps to make the campus environment friendly.

Conduct of the academic audit is the function of the IQAC as per the NAAC guidelines to ensure quality assurance in the institution. She also discussed about the creation of Institutional database and its importance for the purpose of maintaining and enhancing institutional quality. She also stated the Student Mentoring System and its progress in different departments and pointed out that data and information are to be preserved by the IQAC at time of submission of the AQAR. She then requested the Coordinator, IQAC for serving the notices for collection of feedback from students, faculty members and alumni, creation of Institutional Database and Academic audit. The Coordinator IQAC and other members appreciated Dr. Nivedita Acharjee for her informative presentation about the requirements for the preparation and submission of the AQAR for the academic session 2020-21.

The Coordinator, IQAC then move on to the third agenda "*Matters Arising*". Dr. Nivedita Acharjee, Joint Convener, NAAC Steering Committee, presented the well thought-out guidelines prepared by her about the searching of journals in UGC-CARE list and its impact factor. It was well appreciated by all. She also suggested to send the same to Coordinator, IQAC and Dr. Kuntal Bhattacharya for further improvement of the document and subsequent circulation of the same among all the faculty members of the institution.

Dr. Swapan Kumar Ghosh, Secretary, Teachers' Council, gave one proposal that IQAC should monitor and review the publication requirements of the incumbents for the promotion to the next higher level. He also proposed that Mentor-Mentee data will have to be kept in prescribed format by every faculty member and separate class hours should be

ONLINE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC), DURGAPUR GOVERNMENT COLLEGE DATED 20.09.2021

allocated in routine. These proposals are well appreciated by the members. Dr. Nivedita Acharjee requested Coordinator, IQAC to send a proposal to the Principal in this context for necessary action in the academic session 2021-22.

Dr. Anindita Chatterjee discussed and showed the student mentoring systems followed by her in their department. Her initiatives are appreciated by all. Dr. Nivedita Acharjee requested her to send the procedure in written form so that her innovative ideas on mentoring can be circulated among the faculty members of the institution.

Dr. Pinaki Roy stated that IQAC had conducted a workshop on the "Development of E-content through MOODLE" in 2019 in which Dr. Nivedita Acharjee, member of IQAC had demonstrated the creation of LMS site and its software applications and features. He could not attend the workshop earlier. He requested to organize such workshop and informative sessions by the IQAC. Dr. Nivedita Acharjee stated that in the next meeting, she will demonstrate the creation of LMS site through MOODLE and then IQAC members can further demonstrate the process among other faculty members and assist them in the use of LMS. This will ensure and strengthen the use of ICT for teaching and learning in the institution.

Resolutions taken:

- The IQAC will collect and analyse the feedback from Students, Faculty Members and Alumni.
- IQAC will implement the collection of feedback on curricular aspects and the student satisfaction survey (SSS) from all students.
- IQAC will implement the collection of feedback on curricular aspects from all the faculty members and alumni.
- The process of collection of feedback on curricular aspects will be completely online as notified and practiced previous year vide IQAC Notice no. IQ 40 dated 16-05-2020.
- Complete confidentiality will be maintained during the feedback collection process.
- IQAC will implement the academic audit, analyse the same and send to the Principal with necessary suggestions .
- IQAC will develop and maintain an institutional database of all students for the purpose of maintaining and enhancing institutional quality.
- IQAC will monitor and review the publication requirements of the incumbents for the promotion to the next higher level.
- IQAC will keep Mentor-Mentee data in prescribed format by every faculty member and separate class hours should be allocated in routine.
- The creation of LMS site through MOODLE will be demonstrated to the members in the next IQAC meeting further demonstrate the process among other faculty members and assist them in the use of LMS.

The meeting ended with thanks to all participants and a promising attitude of consistent and catalytic improvement of the overall performance of the institution.