

**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

Avijit Mandal

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
- dgcprincipal2021@gmail.com
- dgptreasury@gmail.com
- drdpalit@gmail.com
- nivchem@gmail.com
- pinakeroy@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. Dr. Kuntal Bhattacharya pointed out that the files were complete in February, and the delay in processing of the applications has extended to about 4 months and should be processed soon. In this context, Principal, Durgapur Government College, stated that several deficiencies including the dates mentioned, API claimed by the incumbents, certificates from other colleges and PBAS formats had serious mistakes, even after the scrutiny done in the month of February. Moreover, several candidates have to submit corrected certificates from other colleges. This was also opined by Dr. Swapan Kumar Ghosh, Secretary, Teachers' Council. Dr. Ashesh Kumar Maji also opined the same and stated that the certificates of incumbents had serious mistakes. Moreover, Principal, Durgapur Government College stated that one faculty member has not yet submitted the CAS application in response to the IQAC notifications. 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. Dr. Debamitra Dey stated that she had experience in feedback analysis and the feedback should be taken considering the confidentiality of the student and the feedback should be taken considering the outgoing batch only. Dr. Swapan Kumar Ghosh stated that the feedback is a quality initiative of the institution and should be collected from all students in the academic interest of the institution. Dr. Kuntal Bhattacharya stated that in one of the reputed colleges of Burdwan, feedback is collected on the teaching-learning mechanism of the individual teachers. In this context, Dr. Swapan Kumar Ghosh, Prof. Debashis Maitra and Dr. Pinaki Roy suggested that feedback should be generalized one to assess the overall quality of the teaching-learning mechanism of the institution. Finally, 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
- trinit2003@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>

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 form 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.

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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.

**ONLINE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL
(IQAC), DURGAPUR GOVERNMENT COLLEGE DATED 08.11.2021**

IQAC

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

No. IQ 66

Date: 02/11/2021

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 08/11/2021 (Tuesday) at 7:30 PM through **Google meet web platform** to discuss the following list of matters:

- Preparation and Submission of AQAR for the academic session 2020 - 21.
- Moodle classroom demonstration
- Discussion about the issues related to promotion of faculty members under CAS.
- Proposal about the IQAC Seminar
- 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 08.11.2021 @7:30pm

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

Time

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

Date

Mon Nov 8, 2021

My Notes

Guests

- ✓ DGC IQAC
- aepwdssdgp@gmail.com
- amiya2al@gmail.com
- askmaji@gmail.com
- bluehighways071@gmail.com
- debamitradey@gmail.com
- debasishm03@gmail.com
- dgcprincipal2021@gmail.com
- dgptreasury@gmail.com
- kbbjoy@gmail.com
- nivchem@gmail.com
- pinakieroy@gmail.com
- trinil2003@gmail.com

**ONLINE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL
(IQAC), DURGAPUR GOVERNMENT COLLEGE DATED 08.11.2021**

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>
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 08.11.2021

Minutes of the Meeting

The meeting was started by the Principal, Durgapur Government College, with a welcome note to all the members. He also stated some of the recent initiatives of the institution such as organization of several webinars by different departments, cells, committees, units etc as the quality enhancement efforts towards promoting holistic academic excellence of the institution. He talked about various initiatives taken by the IQAC as a vehicle for ushering in quality enhancement and to improve the holistic development of the institution. He then requested the Coordinator, IQAC to proceed with the meeting agenda. The Coordinator, IQAC then stated the first agenda, i.e. "*Preparation and Submission of AQAR 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 then thanked all the members of IQAC and the NAAC Steering Committee for their sincere and whole hearted efforts in gathering the required information for the preparation of the AQAR.

He then requested Dr. Nivedita Acharjee, Joint Convener, NAAC Steering Committee and member of IQAC, to discuss about the status of the preparation of the AQAR and the necessary jobs need to be done for the preparation of the AQAR. Dr. Nivedita Acharjee, Joint Convener, NAAC Steering Committee, presented the criteria wise details of the preparation of the AQAR. She briefly explained what needs to be done in the curricular aspects and Teaching Learning and Evaluation. She also described the contribution of the institution in the research, innovation and extension areas. She opined that more emphasis should be given in the collaborative activities in the field of research. She also suggested a notification for the student mentoring system to collect the information about the details of the mentor mentee list from the faculty members. The Coordinator IQAC and other members appreciated Dr. Nivedita Acharjee for the above proposals.

Dr. Nivedita Acharjee informed us about the details of infrastructure and learning resources of the institution. She described about the ICT enabled facilities like smart class rooms, LMS etc. She also gave a proposal to increase the number of smart classrooms. Other members also supported her views. Dr. Swapan Kumar Ghosh, Teachers' Council Secretary and the member of the IQAC gave a proposal to maintain a log book for the use of smart class rooms.

Dr. Nivedita Acharjee, Joint Convener, NAAC Steering Committee and member of IQAC described about journals subscription and library resources. She also informed that lots need to be done for library digitization. She gave the proposal to increase the number of student computer ratio. She also described in detail about the student support and progression. Dr. Nivedita Acharjee also spoke about the scholarships, free ships, career counselling initiatives, capacity building and skill enhancement initiatives. She also described the placement lists of

ONLINE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC), DURGAPUR GOVERNMENT COLLEGE DATED 08.11.2021

the outgoing students. She discussed in details the procedure to collect the letter of appointments of the outgoing students and the marks cards for the qualifying examinations like JAM, GATE, NET etc.

Dr. Nivedita Acharjee also described about the Governance, Leadership and Management and Institutional Values and Best Practices. She gave a proposal for proper waste management system. She also suggested to organize a webinar on IPR or entrepreneurship as a part of Research, Innovation and Extension activities. All members appreciated her proposals. 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 stated the second agenda, i.e. *“Moodle Classroom Demonstration”*. He described the importance of learning management system for the qualitative enhancement of the institution. He then requested Dr. Nivedita Acharjee, Joint Convener, NAAC Steering Committee and member of IQAC, to discuss in details about the moodle classroom demonstration. She described the method of creation of account, up loading course material and many more in moodle classroom platform. Different member asked about how to take classes, how to organize a quiz for the students, how to give assignments and how to interact with the students. She discussed all the queries in lucid manner. Every member thanked her for informative presentation.

The Coordinator, IQAC then stated the third agenda, i.e. *“Issues related to promotion of faculty members under CAS”*. He described that the scrutiny of CAS files of five faculty members is going on. Dr. Swapan Kumar Ghosh, Teachers’ Council Secretary and the member of the IQAC gave a proposal to issue certificates related to categories I and II for career advancement to the incumbents annually. Every member appreciated the proposal.

The Coordinator, IQAC then stated the fourth agenda, i.e. *“Proposal about the IQAC Seminar”*. He stated that use of ICT enabled tools is pervasive in every sphere of life. It becomes one of the powerful strategies of student centric teaching learning mechanism. He described that we have to equip our teachers to apply the blended teaching, learning and evaluation practices by the ICT enabled tools to create teaching excellence. Under these circumstances he suggested to prepare a proposal about the seminar or workshop organized by IQAC. Every member appreciated the suggestion. Dr. Nivedita Acharjee, proposes to send the said proposal for the seminar or workshop to National Accreditation and Assessment Council (NAAC) for financial assistance to organize the same. The Coordinator, IQAC and other members appreciated the proposal and it has been decided to send a proposal to NAAC for the financial support immediately.

Resolutions taken:

- IQAC will review and suggest strategies to improve the quality of teaching learning process from time to time
- IQAC will take necessary steps to give special emphasis on collaborative activities in the field of research
- IQAC will initiate necessary steps to prepare e–contents and upload the same in the college website to make available the open educational resources for students

ONLINE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC), DURGAPUR GOVERNMENT COLLEGE DATED 08.11.2021

- IQAC will implement the collection of mentor mentee data form the faculty members
- The final processing of the CAS applications of faculty members will be started by the IQAC
- IQAC will send a proposal for organization of a seminar on "The use of ICT enabled tools in teaching, learning and evaluation in higher education institutions" to NAAC.

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

IQAC

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

No. IQ 68

Date: 04/01/2022

Notification

In consideration of the strict measures imposed by the State Government on educational institutions due to ongoing COVID-19 situation, an online emergency meeting of the IQAC, Durgapur Govt. College is scheduled to be held on 05/01/2022 (Wednesday) at 7:30 PM through *Google meet web platform* to discuss the following:

- **Plan of Action for organizing a "NAAC Sponsored Workshop on the Use of ICT enabled tools for Teaching, Learning and Evaluation in Higher Education Institutions".**

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

dgciqac2020@gmail.com



Invitation: Online Emergency Meeting of the IQAC on 05.01.2022 @7:30pm

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

Time

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

Date

Wed Jan 5, 2022

My Notes

Guests

- ✓ DGC IQAC
- ✓ kbbjoy@gmail.com
- amiya2al@gmail.com
- bluehighways071@gmail.com
- debamitradey@gmail.com
- debasishm03@gmail.com
- dgcpinicipal2021@gmail.com
- nivchem@gmail.com
- pinakieroy@gmail.com
- trinil2003@gmail.com

**ONLINE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL
(IQAC), DURGAPUR GOVERNMENT COLLEGE DATED 05.01.2022**

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>
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 05.01.2022

Minutes of the Meeting

The meeting was started by the Principal, Durgapur Government College, who informed about the acceptance of National Accreditation and Assessment Council (NAAC) for financial support to organize Two Day State Level Workshop on the “Use of ICT enabled tools for Teaching, Learning and Evaluation in Higher Education Institutions” in online mode on 07.05.2022 and 08.05.2022. He also stated that the college had sent the proposal for the Workshop on 3.12.2021 to the NAAC and received the acceptance letter on 21.12.2021. He appreciated the IQAC team for this initiative for quality enhancement and excellence of our institution. He also thanked the members of the IQAC team for getting the approval of such NAAC sponsored workshop for the first time. He then briefly described the plan of action to be taken to organize the said workshop successfully. He stated that it should be the collective responsibility to organize such workshop. He distributed various responsibilities like overall supervision and guidance, preparation of programme schedule and flyer, communication with the resource persons and the preparation of the workshop proceedings etc among the IQAC members. He then requested the Coordinator, IQAC to proceed with the meeting.

The Coordinator, IQAC then informed that meeting of the screening/selection committee for evaluation of the CAS of the faculty members Dr. Swapan Kumar Ghosh and Dr. Somnath Bhattacharya will be held on 10.12.2021. He also stated that Annual Quality Assurance Report (AQAR) for the academic session 2020-21 has been successfully submitted by the institution on 4.12.2021. Every member appreciated the initiatives and efforts for the preparation and submission of the AQAR. He then stated the agenda of today’s meeting, i.e., *Plan of Action for organizing a NAAC Sponsored Workshop on the “Use of ICT enabled tools for Teaching, Learning and Evaluation in Higher Education Institutions”*. He described that NAAC gave their consent to organize the said workshop in online mode due to COVID 19. He then discussed in brief about the guidelines of NAAC to organize this workshop. He informed that the workshop has to be conducted on the schedule dates and on same theme or title as mentioned the proposal sent to NAAC according to the NAAC guidelines.

He then requested Dr. Nivedita Acharjee, Joint Convener, NAAC Steering Committee and member of IQAC to discuss the other minute details of the NAAC guidelines to organize the workshop. She stated that our college may write a letter to the Regional Coordinators, NAAC seeking nomination for resource persons. She also informed that the college has to invite at least 25% participants from outside the district for state level workshop as per NAAC guidelines. She described that one session of the workshop should be on online assessment and accreditation methodology in revised framework. It is stated that list of participants in the workshop with communication details, proceedings and bills should be sent to NAAC.

ONLINE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC), DURGAPUR GOVERNMENT COLLEGE DATED 05.01.2022

Resolutions taken:

- IQAC will send letters seeking nominations for resource persons to the Regional Coordinators, NAAC for the workshop.
- IQAC will make a notification regarding the distribution of responsibilities among the members for smooth conduct of the workshop
- IQAC will take necessary steps to communicate with the resource persons and the participants.
- It has been resolved that the necessary steps will be take taken for the wide circulation of the information about the workshop

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

IQAC

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

No. IQ 70

Date: 02/04/2022

Notification

An online meeting of the IQAC, Durgapur Govt. College is scheduled to be held on 07/04/2022 (Thursday) at 7:30 PM through **Google meet web platform** to discuss the following:

- **Ensuing NAAC Sponsored Workshop on "the Use of ICT enabled tools for Teaching, Learning and Evaluation in Higher Education Institutions".**

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

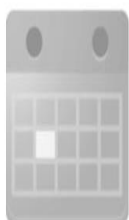
All the esteemed members of the IQAC are hereby cordially requested to make it convenient to attend the same.

Dr. Debnath Palit
Principal & Ex-officio Chairperson

Dr. Avijit Mandal
Coordinator, IQAC

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

dgciqac2020@gmail.com



IQAC Meeting Dated 07/04/2022 at 7: 30pm

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

Time

7:30pm - 8:30pm (India Standard
Time - Kolkata)

Date

Thu Apr 7, 2022

My Notes

Guests

✓ DGC IQAC
amiya2al@gmail.com
bluehighways071@gmail.com
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**ONLINE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL
(IQAC), DURGAPUR GOVERNMENT COLLEGE DATED 07.04.2022**

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>
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>
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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 07.04.2022

Minutes of the Meeting

The meeting was started by the Principal, Durgapur Government College, with a welcome note to all the members. He also stated importance of the ensuing NAAC sponsored workshop for the creation of learner centric environment conducive to quality education and faculty development. He also stated that Coordinator, IQAC, Prof. Debasish Maitra and Dr. Swapan Kumar Ghosh will have the responsibilities of overall supervision and guidance to organize the workshop. He then requested the Coordinator, IQAC to proceed with the meeting agenda.

The Coordinator, IQAC then stated the first agenda, i.e., *Ensuing NAAC sponsored Workshop on "the Use of ICT enabled tools for Teaching, Learning and Evaluation in Higher Education Institutions"*. He described that this workshop is basically a platform to provide basic knowledge and hands on experience of learning management system to empower the faculties to use ICT enabled tools for teaching and evaluation. He stated with a positive note that a number of important jobs needs to be performed in a short span of time for smooth conduct of the workshop. He initially emphasized about the resource persons for the Workshop. Our Principal sir proposed that resource persons for the workshop can be arranged after getting final confirmation from the NAAC about the resource persons. The Coordinator, IQAC, then proposed that the Coordinator himself and Dr. Nivedita Acharjee will take the responsibilities of preparation of invitation letters to the resource persons and submission of workshop report to NAAC. Other members supported the proposal. Dr. Nivedita Acharjee then proposed that responsibilities of preparation and wide circulation of flyer, preparation of registration and feedback forms, uploading the flyer to the website, you-tube streaming and preparation and sending of participation certificates can be given to Dr. Anindita Chatterjee, Dr. Debamitra Dey, Dr. Pinaki Roy and Dr. Kuntal Bahttacharya. Every member supported the proposals. Dr. Kuntal Bhattacharya happily agreed to take whole responsibility of you-tube streaming of the workshop. Coordinator, IQAC proposed that responsibilities of abstract collection and review of papers, communication with selected participants for paper presentation and preparation of workshop proceedings will be on Dr. Anindita Chatterjee, Dr. Pinaki Roy and Dr. Amiya Biswas.

Principal Sir stated that programme schedule should immediately be prepared to circulate among the resource persons and participants. He also described that a notification regarding the workshop should be circulated to the higher educational institutions.

Resolutions taken:

- IQAC will prepare the programme schedule of the workshop
- IQAC will circulate a notice regarding the details of the Workshop to higher educational institutions.
- It is resolved that flyer will be prepared, circulated and uploaded in the website

ONLINE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC), DURGAPUR GOVERNMENT COLLEGE DATED 07.04.2022

- It has been resolved that registration and feedback forms will be prepared
- IQAC will take the responsibilities of collection and review of papers from the participants and finally communicate with selected participants for paper presentation

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