

# IQAC

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

No. IQ 77

Date: 03/09/2022

## Notification

A meeting of the IQAC, Durgapur Govt. College is scheduled to be held on 14/09/2022 (Wednesday) at 11:00 AM in the chamber of the Principal to discuss the following list of matters:

- Confirmation of the minutes of the last meeting;
- Preparation and Submission of AQAR for the Academic Session 2021-22;
- Proposal of Organizing a National Level Seminar as a Qualitative Assurance Initiative of IQAC;
- Notification by IQAC for processing of CAS files of the incumbents in an Academic Year;
- Matters arising

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

*Avijit Mandal*

Dr. Avijit Mandal  
Coordinator, IQAC

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

## Minutes of the Meeting

The meeting was started by the Principal, Durgapur Government College, with a welcome note to all the members. He talked about the initiative of organizing NAAC sponsored workshop on the “The use of ICT enabled tools for teaching, learning and evaluation in the higher education institutions” taken by the IQAC as a vehicle for ushering in quality enhancement and to improve the holistic development of the institution. He also talked about the success of the workshop and overwhelming response. Principal Sir thanked all the members of IQAC for their sincere and whole hearted efforts to make the workshop a grand success. 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 then requested the Coordinator, IQAC to proceed with the meeting agenda.

Coordinator, IQAC read out the minutes of the previous meeting dated 07.04.2022. The minutes of the meeting was confirmed by the members. The Coordinator, IQAC then stated the first agenda, i.e., *Preparation and Submission of AQAR for the academic session 2021-22.* " 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 described that as a part of qualitative enhancement of the AQAR a write up about the preparedness for National Education Policy 2020 should be included in the AQAR. He then requested Dr. Nivedita Acharjee, member, IQAC to elaborate on the matter.

The Coordinator, IQAC then stated the second agenda, i.e., *Proposal of organizing a National Level Seminar as a Qualitative Assurance Initiative of IQAC*". Principal sir suggested to prepare a proposal about a National Level Offline seminar organized by IQAC. He also proposes to send the said proposal for the seminar to National Accreditation and Assessment Council (NAAC) for financial assistance to organize the same. Every member appreciated the suggestion. Members gave a proposal to organize the seminar on the revised accreditation framework for higher educational institutions and it has been decided to send a proposal to NAAC for the financial support immediately.

The Coordinator, IQAC then stated the third agenda, i.e. *“Notification by IQAC for processing of CAS files of the incumbents in an academic year”*. The Coordinator, IQAC, proposed that IQAC can circulate notification for the processing of CAS files of the incumbents twice in an academic session. Every member supported the proposal.

The Coordinator, IQAC then stated the fourth agenda, i.e. *“Matters Arising”*. Principal sir proposed an 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.

## ONLINE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC), DURGAPUR GOVERNMENT COLLEGE DATED 14.09.2023

### **Resolutions taken:**

- IQAC will prepare the programme schedule of the workshop
- 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
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- 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
- 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
- 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.

*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 79

Date: 16/11/2022

## Notification

A meeting of the IQAC, Durgapur Govt. College is scheduled to be held on 30/11/2022 at 1:00 PM in room number 104 to discuss the following list of matters:

- Confirmation of the minutes of the last meeting;
- Preparation and Submission of AQAR for the Academic Session 2021-22;
- Processing of CAS files of the incumbents;
- Matters arising

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

*Avijit Mandal*

Dr. Avijit Mandal  
Coordinator, IQAC

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

### **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 and seminars by different departments, cells, committees, and 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.

Coordinator, IQAC read out the minutes of the previous meeting dated 14.09.2022. The minutes of the meeting was confirmed by the members. The Coordinator, IQAC then stated the first agenda, i.e., *Preparation and Submission of AQAR for the academic session 2021-22.* " 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. 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. The Coordinator IQAC and other members appreciated Dr. Nivedita Acharjee for the above proposals.

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.

## ONLINE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC), DURGAPUR GOVERNMENT COLLEGE DATED 30.11.2022

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. She also described about the Governance, Leadership and Management and Institutional Values and Best Practices. 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 2021-22.

The Coordinator, IQAC then stated the third agenda, i.e., "*Processing of CAS files incumbents*". He described that the scrutiny of CAS files of four 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 move on to the third agenda "*Matters Arising*". 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.

### **Resolutions taken:**

- IQAC will monitor and review the publication requirements of the incumbents for the promotion to the next higher level.
- The final processing of the CAS applications of faculty members will be started by the IQAC
- Proper mechanism of Feedback will be resolved and finalized in the next IQAC meeting considering the relevant guidelines and operating procedures
- 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

*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 79A

Date: 14/12/2022

## Notification

A meeting of the IQAC, Durgapur Govt. College is scheduled to be held on 21/12/2022 at 1:00 PM in the chamber of the Principal to discuss the following list of matters:

- Organization of the "*National level Awareness Programme on the Revised Accreditation Framework of NAAC for Universities and Colleges*" in academic collaboration with NAAC, Bangalore
- Matters arising

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*

# IQAC

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

No. IQ 80

Date: 01/04/2023

## Notification

A meeting of the IQAC, Durgapur Govt. College is scheduled to be held on 12/04/2023 (Wednesday) at 11.00 AM in the Principal's Chamber to discuss the following list of matters:

- Confirmation of the minutes of the last meeting;
- Preparation and Submission of AQAR for the Academic Session 2022-2023;
- Processing of CAS files of the incumbents;
- Matters arising

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

*Avijit Mandal*

Dr. Avijit Mandal  
Coordinator, IQAC

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



### **Minutes of the Meeting**

The meeting was started by the Principal, Durgapur Government College, with a welcome note to all the members. He also informed about the successful approval of Annual Quality Assurance Report (AQAR) for the year 2021-22 by National Assessment and Accreditation Council (NAAC). He appreciated and expressed thanks to every member of the Internal and Quality Assurance Cell of Durgapur Government College for their support, cooperation and endeavour in the great journey to prepare and submit the AQAR for the academic session 2021-22. The Coordinator, IQAC thanked all the members of the IQAC, the NAAC Steering Committee and especially to Dr. Nivedita Acharjee, Joint Convener, NAAC Steering Committee for their sincere and whole hearted efforts in gathering the required information for the preparation of the AQAR. Our Principal Sir then requested the Coordinator, IQAC to proceed with the meeting agenda.

Coordinator, IQAC read out the minutes of the previous meeting dated 30.11.2022. The minutes of the meeting was confirmed by the members. The Coordinator, IQAC then stated the first agenda, i.e., *Preparation and Submission of AQAR for the academic session 2022-23.* " 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 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 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 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. She described in detail about the data collection on student progression. She also emphasized endeavours of the members of the NAAC steering Committee to gather the information regarding student progression for different departments in this regard. She then briefly explained what needs to be done in this respect. She also stated that various departments have beautifully prepared their newsletter of their respective departments in an informative way.

## ONLINE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC), DURGAPUR GOVERNMENT COLLEGE DATED 12.04.2023

Dr. Nivedita Acharjee, Joint Convener, NAAC Steering Committee and member of IQAC described about preparation and uploading of e-contents by various departments. She stated that most of the departments have prepared the e-content for their respective departments. All the e-contents prepared by various departments have been uploaded in the college website. She also explained the cooperation and efforts of the NAAC Steering Committee members to gather the information regarding criteria wise information regarding the preparation of AQAR for the academic session 2022-23. She also stated the important jobs to be done for the preparation of the AQAR e.g., Academic, Green and Administrative audits, preparation of institutional database. 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 required for the preparation of the AQAR. 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 2022-23.

The Coordinator, IQAC then stated the second agenda, i.e., *“Processing of CAS files of the incumbents”*. He described that the verification and signature of CAS files of three faculty members have been completed. He also explained that till date 35 files have been scrutinized and more than half of the faculty members got promoted to next higher grade payor scale. He described that this achievement is outcome of constant support and guidance from our Principal sir and tireless efforts of the IQAC members. Our Principal Sir appreciated the IQAC team of Durgapur Government College for their achievement as far as promotion of faculty members are concerned.

The Coordinator, IQAC then move on to the third agenda *“Matters Arising”*. He presented the procedure of feedback collection in detail as per the NAAC guidelines. He 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. He then stated that the process of collection of feedback on curricular aspects and the Student Satisfaction Survey (SSS) will be done completely through online as notified and practiced in previous year vide IQAC Notice no. IQ 40 dated 16-05-2020. Dr. Nivedita Acharjee, Joint Convener, NAAC Steering Committee and member of IQAC stated about the problem of collecting data regarding NAAC from various departments. Prof. Debashis Maitra, member of the IQAC, proposed a meeting of the IQAC

## ONLINE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC), DURGAPUR GOVERNMENT COLLEGE DATED 12.04.2023

with all heads of departments to have a detailed discussion regarding NAAC related data collection from various departments. He opined that this will ease the problem regarding the collection of data. All members appreciated the proposal.

### **Resolutions taken:**

- The IQAC will collect and analyse the feedback from Students, 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.
- IQAC will develop and maintain an institutional database of all students for the purpose of maintaining and enhancing institutional quality.
- The final processing of the CAS applications of faculty members will be started by the IQAC
- IQAC will organize a meeting with HODs in connection with collection of NAAC related data in recent future.

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