

IQAC

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

No. IQ 84

Date: 27/09/2023

Notification

A meeting of the IQAC, Durgapur Govt. College is scheduled to be held on 10/10/2023 at 12 NOON in the chamber of the Principal to discuss the following list of matters:

- Academic Audit Analysis Mechanism
- Recent Proposal of Higher Education Department regarding our College to act as HUB for General Education
- Feedback Collection and Analysis Mechanism'
- Teaching, Learning and Evaluation: Reforms and Initiatives
- Research and Collaborative activities of the Institution
- Maintenance of Database of Students, Teachers and Non-teaching Staff
- Analysis of expenditure for infrastructure augmentation and maintenance for optimal use of resources
- 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

Subrata Ghosh

Prof. Subrata Ghosh
Coordinator, IQAC

Co-ordinator, IQAC
Durgapur Government College

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

**MEETING OF THE INTERNAL QUALITY ASSURANCE CELL(IQAC),
DURGAPUR GOVERNMENT COLLEGE DATED 10-10-2023**

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

Ref. Notice No. IQ 84 dated 27-09-2023

Minutes of the Meeting

The meeting was started by the Principal, Durgapur Government College, welcoming the external and internal members, and he requested the Coordinator, IQAC Prof. Subrata Ghosh and IQAC Member and Jt. Convener of NAAC Steering Committee, Dr. Nivedita Acharjee to proceed with the Agenda of the Meeting. Accordingly, the agenda of the meeting were put forward in the meeting and it was stated that the institution is heading towards the preparation related to the application for assessment and accreditation by NAAC for the third cycle. Professor, Dipak Ranjan Mandal, external member of the IQAC, Former Director of Public Instruction and Former Vice Chancellor, SKB University, Purulia, then stated his valuable comments and suggestions to be considered in the context of NAAC application of the institution. Professor Mandal stated that Durgapur Government College has several good aspects of the infrastructure, among which is the total area of the institution studded with greenery and ample opportunities for different activities. He then stated that the institution should focus on appropriate documentation of the activities conducted for skill enhancement of students for the NAAC process and all activities should be oriented to improve the projected output of the students. He suggested conducting value added courses/ add on courses for students so that the academic, entrepreneurial, employable and soft skills of the students can be nurtured. Also such courses on values and ethics should be started. Dr. Nivedita Acharjee, IQAC Member and Jt. Convener of NAAC Steering Committee, then stated about some of the proposed value added courses/ add on courses thought of by the institution in this context for the implementation process in the current academic session. One add on course of Geology was also proposed by the Coordinator, IQAC in the meeting. Professor Mandal also stated that several meetings and discussions should be conducted with the faculty members, students, non-teaching staff, alumni and all other stakeholders to involve them and motivate them for the NAAC accreditation process of the institution. The internal members stated that academic audit has been conducted by the IQAC for the previous two academic sessions and also feedback has been taken from the alumni, students, faculty members and employers for the course curriculum and forwarded to the affiliating University for information and necessary action, and the action taken report has been uploaded in the college website. Also, the institution will implement the academic audit and feedback in the similar way during the current academic session. Professor Mandal, also stated to make the teaching and learning process more friendly by providing access to the learning material for students and also connecting to them through social media also and also orienting them towards different quality enhancement activities of the institution through social media, which will help them to be motivated and also learn at any pace beyond the class hours. The internal members stated that some faculty members of the institution are using Moodle sites for the teaching, learning and evaluation. Also, under DBT STAR COLLEGE SCHEME, the institution has organized several workshops focusing on the improvement of ICT skills of students such as Software applications on biological-chemical interface, C-programming, MS-Excel, biostatistics etc. Also some departments have their YouTube Channels in which faculty members upload their lecture videos for students. The internal members stated that IQAC has taken the initiative to maintain the record of the expenditure for infrastructure augmentation and maintenance and provide suggestions from time to time for the quality assurance initiatives of the institution. This was welcomed by the external members and considered as an innovative approach of the IQAC. The Principal, Durgapur Government College, then stated that the Higher Education Department has taken

MEETING OF THE INTERNAL QUALITY ASSURANCE CELL(IQAC), DURGAPUR GOVERNMENT COLLEGE DATED 10-10-2023

the initiative to promote the collaboration activities through Hub College-Spoke College Concept. Durgapur Government College has been selected as the Hub College for the spoke colleges, Kabi Jagadram Roy Government General Degree College, Mejia, Michael Madhusudan Memorial College, Durgapur Women's College, Khandra College and Pandaveswar College. Under the proposal, all sorts of academic collaboration with these institutions will be implemented by Durgapur Government College, which will include MOUs, faculty exchange, student exchange, infrastructure sharing, organization of collaborative events, research activities, teaching and learning mechanism etc. This was welcomed by the external and internal members as the quality assurance initiative. Professor Mandal also suggested to include this activity as creation of ecosystem for the transfer of knowledge for Criterion 3.2.1 of the NAAC Accreditation process. He also stated that award of the DBT Star College Scheme and all such activities of the institution are quite appreciated and should continue in the academic journey of the institution. The Principal, Durgapur Government College, then proposed the work distribution among the internal members for IQAC activities as stated below:


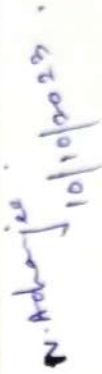


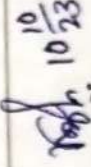
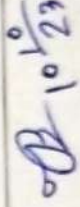
- Overall Supervision (Prof. Subrata Ghosh, Prof. Saswati Chakraborty, Dr. Anisur Rahaman)
- Academic Audit analysis of Departments: Dr. Nivedita Acharjee
- Feedback Collection and Analysis: Dr. Tapajit Bhattacharya (Collection part); Dr. Anindita Chatterjee (Analysis Part)
- Student Satisfaction Survey Dr. Tapajit Bhattacharya (Collection part); Dr. Anindita Chatterjee (Analysis Part)
- Maintenance of database of Students and Teachers (Dr. Kuntal Bhattacharya and Dr. tapajit Bhattacharya in line with the Banglar Uchchashiksha Portal)
- E-content Uploading received from faculty members (Dr. Tapajit Bhattacharya)
- Record of all purchase and maintenance related details of expenditure for Criterion 4 of AQAR (Dr. Pinaki Roy and Dr. Amiya Biswas)

Resolutions taken:

- The institution will implement imparting of value added courses/add on courses from the academic session 2023-24 and design proper mechanism for implementation
- Regular Academic Audit will be conducted by the IQAC and suggestions for improvement will be given to the departments for further improvement
- Feedback on curriculum will be conducted online and analysis will be forwarded to the affiliating university
- Student satisfaction Survey will be conducted online and the action taken report will be uploaded in the college website
- Use of ICT tools will be encouraged further to strengthen the teaching-learning mechanism of the institution
- Record of all purchase and maintenance related expenditure will be analyzed by the IQAC and suggestions will be provided for further improvement
- IQAC will organize several quality assurance events in association with cells, departments and units of the institution
- Collaborative events will be encouraged considering the concept of Hub and Spoke Colleges of the Higher Education Department

**IQAC MEETING DATED 10-10-2023 AT 12 NOON
(Notified Vide Notice No. IQ 84 dated 27-09-2023)**

LIST OF MEETING ATTENDEES

Sl No.	Name of the IQAC Member	Mode of Joining	Signature
1	Dr. Debnath Palit <i>Chairperson, IQAC Durgapur Government College</i> Prof. Subrata Ghosh Coordinator, IQAC Associate Professor of Geology, Durgapur Government College	Offline	 Subrata Ghosh 10.10.2023
2	Professor Dipak Ranjan Mandal <i>Former Director of Public Instruction and Ex- Officio Secretary to Govt. of West Bengal, Former Vice Chancellor, SKB University, Purulia</i>	Online	-----
3	Professor Tanmoy Banerjee, Professor, Department of Physics, The University of Burdwan	Online	-----
4	Prof. Saswati Chakraborty Associate Professor of History, Durgapur Government College	Offline	
5	Dr. Anindita Chatterjee Associate Professor of English, Durgapur Government College	Online	-----
6	Dr. Nivedita Acharjee Assistant Professor of Chemistry, Durgapur Government College	Offline	 10/10/2023
7	Dr. Pinaki Roy Assistant Professor of Geology, Durgapur Government College	Offline	 10/10/23
8	Dr. Amiya Biswas Assistant Professor of Mathematics, Durgapur Government College	Offline	 10/10/23
9	Dr. Kuntal Bhattacharya Assistant Professor of Zoology, Durgapur Government College	Offline	 10/10/23
	Dr. Tapajit Bhattacharya Assistant Professor of Conservation Biology, Durgapur Government College	Offline	 10/10/23

IQAC

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

No. IQ 87

Date: 03-02-2024

Notification

A meeting of the IQAC, Durgapur Government College is scheduled to be held on 20-02-2024 at 11 am in the chamber of the Principal to discuss the following list of matters:

- Add on Course proposals received from departments
- Notification and Implementation of the Feedback mechanism for academic session 2023-24
- MOUs with different institutions to promote the transfer and exchange of knowledge and resources
- Mechanism to provide guidance to students for competitive examinations through Digital library using Knimbus platform
- Strengthening of the teaching-learning process beyond class hours through online mechanism
- Internal Academic Audit Report for the odd semester 2023
- Matters arising

Sd/-

Dr. Debnath Palit
Principal & Ex-officio Chairperson

Subrata Ghosh

Prof. Subrata Ghosh
Coordinator, IQAC

Co-ordinator, IQAC
Durgapur Government College

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

**MEETING OF THE INTERNAL QUALITY ASSURANCE CELL(IQAC),
DURGAPUR GOVERNMENT COLLEGE DATED 20-02-2024**

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

Ref. Notice No. IQ 87 dated 03-02-2024

Minutes of the Meeting

The meeting was started by the Principal, Durgapur Government College, welcoming the external and internal members, and he requested the Coordinator, IQAC Prof. Subrata Ghosh and IQAC Member and Jt. Convener of NAAC Steering Committee, Dr. Nivedita Acharjee to proceed with the Agenda of the Meeting. Accordingly, the agenda of the meeting were put forward in the meeting and it was stated that the institution is heading towards the preparation related to the application for assessment and accreditation by NAAC for the third cycle. The first agenda of the meeting was then stated related to the add on course proposals received from different departments. The Coordinator, IQAC Prof. Subrata Ghosh and IQAC Member and Jt. Convener of NAAC Steering Committee, Dr. Nivedita Acharjee, then read the list of total 29 add on courses proposed to be conducted by different departments of the institution following the NAAC metrics 1.2.2 and 1.2.3. The list of courses is enclosed along with this document along with the rules and regulations to be followed for the conduction of add on courses, as approved by the IQAC. The matter was discussed among all external and internal members in detail and total 18 courses were proposed to be conducted during the period March 2024 to May 2024 and rest of the courses to be conducted from June 2024 onwards, keeping in view the assessment and accreditation process of the institution by NAAC. It was also proposed in the IQAC meeting by the external members to conduct add on courses on the making of LED lights by Department of Physics and on the Ancient Monuments as the cultural heritage by Department of History in collaboration with other departments.

The second agenda related to implementation of feedback system was also discussed in detail, which included feedback collection, analysis and action taken report on curriculum from students, alumni, employers and faculty members for the metric 1.4.1 and from the students on Student Satisfaction Survey for metric 2.7.1 and also offline feedback from the parents during the parent-teacher meetings conducted by different departments.

Considering the third agenda, the existing research, faculty exchange and student exchange collaborations were presented for review of the documentation in the meeting and it was proposed in the meeting to increase the number of MOUs with different educational institutions considering the academic improvement of the institution.

All meeting attendees then discussed the significance of regular industrial visits and establishment of entrepreneurship development cell and Institution Innovation Council (IIC) under the guidelines of the Ministry of Education, Government of India to promote start ups and motivate students towards industrial processes and entrepreneurship and proposed to take significant steps for the same. It was also proposed that the institution will constitute the National Digital Library Club under Digital India Mission and conduct activities for the stakeholders.

The strengthening of the teaching-learning mechanism of the institution through digital library knimbus was discussed and it was also proposed to give student awards for top user of the digital library institution to encourage students. Library automation related workshops and use of OPAC will also be organized for the library users.

It was also proposed that the institution should conduct mentoring sessions for the DBT STAR COLLEGE SCHEME for other colleges who aspire to apply for the scheme. The establishment of Women's Cell was also proposed by the IQAC members and was unanimously resolved. Organization of workshops on the NAAC Accreditation process by the IQAC was also proposed and opined by all meeting attendees.

Finally, it was also discussed that IQAC members will perform the scrutiny of the applications of four faculty members, namely Dr. Pinaki Roy, Sri Manas Kundu, Dr. Kuntal Bhattacharya and Dr. Amiya Biswas submitted to the IQAC for promotion under CAS and then forward the same to the competent authority for necessary action.

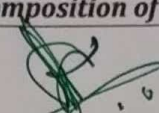
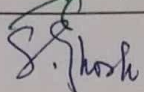

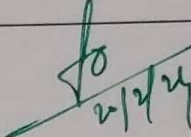
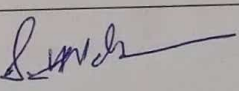
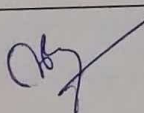
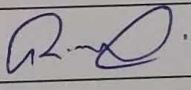

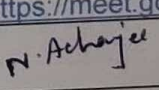

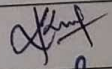


**MEETING OF THE INTERNAL QUALITY ASSURANCE CELL(IQAC),
DURGAPUR GOVERNMENT COLLEGE DATED 20-02-2024**

Resolutions taken

- The institution will implement conduction of add on courses for students of the institution for academic enrichment and skill enhancement of students and the proposed courses should be started from March 2024 considering the upcoming NAAC application of the institution. Total 29 courses were approved for conducted by the IQAC along with the prescribed rules and regulations as enclosed herewith with this resolution document
- Online feedback collection on curriculum and subsequent analysis and forwarding to the affiliating university and other feedback collection and analysis processes will be followed in the academic session 2023-24 similarly as conducted in previous academic sessions
- The institution will enhance collaboration with other colleges and educational institutions through MOUs, linkages and formal collaborations to promote the exchange and sharing of knowledge and resources
- Entrepreneurship Development Cell (EDC) will be established to provide necessary assistance for start ups and the Institution's Innovation Council will be established in line with the guidelines of the Ministry of Education, Government of India
- Industrial visits will be conducted by the institution to motivate students and introduce them to the industrial applications
- The strengthening of the teaching-learning mechanism of the institution through digital library knimbus will be implemented and student awards for top user of the digital library institution will be given to encourage students.
- The institution will conduct DBT STAR COLLEGE SCHEME mentoring sessions for other colleges
- The institution will establish Women's Cell and conduct related activities.
- IQAC will conduct workshop on the NAAC Accreditation process for faculty members and staff of the institution
- IQAC will organize one day online training programme on the KOHA user interface of Open Public Access Catalogue (OPAC) in connection with the Library automation of Durgapur Government College
- The institution will constitute the National Digital Library of India (NDLI) Club under Digital India Mission and conduct activities for the stakeholders
- IQAC members will perform the scrutiny of the applications of four faculty members, namely Dr. Pinaki Roy, Sri Manas Kundu, Dr. Kuntal Bhattacharya and Dr. Amiya Biswas submitted to the IQAC for promotion under CAS and then forward the same to the competent authority for necessary action.

IQAC MEETING DATED 20-02-2024 AT 11 AM
(Notified vide Notice No. IQ 87 dated 03-02-2024)

LIST OF MEETING ATTENDEES

Sl. no.	Name and Designation	Composition of IQAC
1	Dr. Debnath Palit Principal, Durgapur Government College Chairperson	
2	Prof. Subrata Ghosh Associate Professor of Geology, Durgapur Government College Coordinator	
3	Professor Dipak Ranjan Mandal Former Director of Public Instruction and Ex-Officio Secretary to Govt. of West Bengal, Former Vice Chancellor, SKB University, Purulia Expert Member, PAC SC-SP, DST GoI Former Expert Member, DST and DBT, Government of India Assessor as Chairperson, NAAC Consultant NGOs and CSOs Member (External) Distinguished Academician	
4	Sri Swapan Debnath Treasury Officer, Durgapur Treasury, Government of West Bengal Member (External) Senior Administrative Officer	
5	Professor Tanmoy Banerjee, Professor, Department of Physics, The University of Burdwan Member (External) Alumni & Distinguished Academician	Joined via online mode https://meet.google.com/gex-huvi-gww
6	Dr. Sandipan Halder M.D., Mission Hospital, Durgapur Member (External) Dignified Member of Society	
7	Sri Amit Roy Director at Sun Ceramics, Durgapur, West Bengal Member (External) Industrialist	
8	Sri Bibhas Nandi Parents' Representative	
9	Prof. Saswati Chakraborty Associate Professor of History, Durgapur Government College	
10	Dr. Anisur Rahaman Associate Professor of Physics, Durgapur Government College	
12	Dr. Anindita Chatterjee Associate Professor of English, Durgapur Government College	Joined via online mode https://meet.google.com/gex-huvi-gww
13	Dr. Nivedita Acharjee Assistant Professor of Chemistry, Durgapur Government College	
14	Dr. Pinaki Roy Assistant Professor of Geology, Durgapur Government College	
15	Dr. Amiya Biswas Assistant Professor of Mathematics, Durgapur Government College	
16	Dr. Kuntal Bhattacharya Assistant Professor of Zoology, Durgapur Government College	
17	Dr. Tapajit Bhattacharya Assistant Professor of Conservation Biology, Durgapur Government College	
18	Akash Chakraborty UG Semester-II (Honours), Department of Zoology, Durgapur Government College	