

# Meeting (Completion of NAAC)

18.7.23

We have successfully completed our first ever NAAC procedure:  
Peer Team Members visited our college on 2nd and 3rd May '23. This institution has been accredited with CGPA of 2.53 at B+ grade valid for a period of 5 years from 19.5.23.

## Internal Members: -

1.   
Principal  
Govt. General Degree College, Singur
2. Chaitali Chandra.
3. Samit Bhunia
4. Jaysh L.
5. Sayantani Nath
6. Nabanita Basu
7. Gargi Kuenopadhyay.
8. Susanta Nath
9. Kamalajyoti

## External Members: -

- 1.
- 2.
- 3.
- 4.
- 5.

19/7/23

## Outcome :-

The Outcomes of NAAC Peer Team Visit are as follows :-

1. The Institution has been accredited with a CGPA of 2.53 at B+ grade.
2. As a result this Institution will ~~also~~ be eligible for getting RUSA funds./central Assistance.
3. There are some recommendations for future plan/endeavour which has been suggested by the PEER Team.
4. Henceforth the Institution will try to for Incremental improvements for the preceding year with regard to quality and post ~~initiative~~ accreditation quality initiative.

1. ~~Jyoti~~ (Principal) Principal  
Govt. General Degree College
2. Charitoli Chaudhary  
(Co-ordinator IBAE)
3. Samit Bhargya
4. Jayashree
5. Sayantani Nath
6. Nabarita Basu
7. Gargi Kumaropadhyay
8. Susanta Nath
9. Kamalajyoti


# Implementation of Suggestions of NAAC PEER Team:

A Meeting was held on 25.7.2023

to discuss the P.T.R. In the report it has been mentioned that

1. the unequal distribution of faculty across depts needs to be sorted out
2. Recommendation for separate science block.
3. Filling of the posts of support staff
4. The college should purchase adequate subject specific books and reading room facilities so be there in the library.
5. The college should conduct more social and societal issue-based research.

## Members Present :-

1.  Principal  
Govt. General Degree College, Singur
2. Charita Chaudhary
3. Sarmit Bhargava
4. Jayanti L.
5. Susanta Nath
6. Sayantani Nath
7. Gargi Kumarpadhyay.
8. Nabanita Basu
9. Kamaldeepa.


# AOBAR Preparation Meeting :-

2nd August '23

As per the directives of NAAC regular submission of the AOBAR is mandatory for the second and subsequent cycles of accreditation.

A meeting was held to discuss the prerequisites for the submission of AOBAR. It has been decided that the minutes of IOAC meetings, and other decisions taken, will be uploaded on the Institutional website.

Members Present : -

1.  Principal  
Chaitali Chaudhary
2. Chaitali Chaudhary
3. Samit Bhargava
4. Jayesh K.
5. Sayantani Nath
6. Nabavita Kesar
7. Gargi Kulkarni
8. Susanta Nath
9. Kamalajyoti

Resolution : -

(1) A committee was formed for AOBAR Preparation who will act ~~the~~ under the purview of IOAC of this college.

30/10/2023

NAAC - IQAC Meeting was held on 30.10.2023 to discuss

Progress of AQAR preparation :-  
Members of AQAR com. were also present. -

Members Present: -

1. Jyoti Principal  
Govt. General Degree College, Sion
2. Chaitali Chaudhari
3. Inyanti Natta
4. Nabanita Basu
5. Jayar Sivasana
6. Biswomath Mahan
7. Sayantan Bose
8. Samit Bhargava
9. Aditi Jena
10. Jyoti In.
11. Gargi Kulkarni
12. Srusanti Natta
13. Kamalagupta

29/2/24

## IOAC Meeting -

A meeting was held to discuss the preparation of A&AR for the session 2023-24.

### Members Present : -

- 1.
2. Chandan Choudhary
3. Simona Datta ..
4. Nabamita Basu
5. Sayantani Naitik
6. Aditi Jana
7. Jayant S.
8. A. Bhattacharya
9. Srusanti Naitik
10. ~~SRK~~
11. ~~Gur~~
12. Kavaljyoti -

### Resolution : -

1.
  - > Soft skill on leadership & management
  - > Life skill on Yoga & Mental health.
  - > Language & communication skill

### Proposed that,

- For grievance, there would be a QR code pasted outside the grievance box. Students will ~~not~~ scan the ~~photo~~ QR code to write about their grievance.

- 1.1.3 → Nabanita Basu.
- 1.1.1 → Dr. Sreeparna Kar & Anupam Roy
- 1.1.2 → Narbu Sherpa.
- 1.2.3 → Dr. Nabanita Basu
- 1.3.2 → Dr. Aditi Jana Dr. Sumona Datta
- 1.3.2 →
- 1.4.1 + 1.4.2 → Dr. Biswanath Malakar
- 2.1. → Prithwish Dutta.
- 2.2.1 → Dr. Abanki Bhattacharya.
- 2.2.2 → Prithwish Dutta.
- 2.3.1 → Data → Amit Krishna Mitra.  
Writing → Dr. Sumona Datta.
- 2.3.2 → Dr. Samit Bhanja.
- 2.3.3 → Prithwish Dutta.
- 2.4.1 → Prithwish Dutta (2.4.2, 2.4.3)
- 2.5.1 → Narbu Sherpa,
- 2.5.2 → Narbu Sherpa + Dr. Chandrima Biswas
- 2.6.1; 2.6.2 → IQAC + Dr. Biswan
- 2.6.3 → ' Sayantan
- 2.7.1 → Prisma
- 3.1.1 → Sumona Datta (3.1.2).
- 3.1.3 → Abhradip Banerjee + Saikat Bandopadhyay.
- 3.2 → Sumona Datta.; (3.2.1 + 3.2.2)
- 3.3.1 → Santu Das + Saikat Banerjee. (3.3.3) 3.3.4
- 3.4 → IQAC.
- 4.1 → IQAC 4.2
- 4.2 → Jaya + ~~IQAC~~ Sayantan Basu
- 4.1.2 → Sreeparna Kar + Anupam Sen.
- 4.1.3 → IQAC
- 4.1.3 → Samit Bhanja.
- 4.3 → Samit Bhanja.
- 4.4 → IQAC.
- 5.1.1 → Aditi Jana + Nabanita ~~Basu~~ Basu.
- 5.1.2 → IQAC (Language - Panchanan Mondal, Parama Basu  
Life Skill - Psychology Dept.  
ICT → Samit Bhanja )

- 5.1.3 → ~~Sandipan Basu~~ + Joydeep + Anupam  
(Supervisor Sumona)
- 5.1.4 → Chandrima Biswas.
- 5.2 → Ashradip Banerjee + Joydeep Sen
- 5.3.1 → Abanti Bhattacharya (Cultural)  
Anupam Sen (Sports), Saikat Banerjee.
- 5.4 → Dr. Sucanta Nath
- 6 → Bismannath Malakar + IQAC + Saikat Banerjee
- 7.1.1 → ~~IQAC~~ Chandrima + Abanti
- 7.1.2 → Sayantani + Prithwish.
- 7.1.3 → ~~Sayantani~~ + Prithwish + Aditi + Joydeep.
- 7.2.1 → ~~Office~~ (Snake) Awareness of Animal → Saikat Sarkar  
CPR →  
Mental Health - Abanti Bhattacharya  
IQAC, Bismannath Malakar
- 7.3.1 → Parana Basu + Sumona Datta.

## NOTICE

2.4.24

: IOAC/23-24/

It is notified that a meeting will be held by IOAC on 5.4.2024 from 1.30 pm in the Principal's Chamber. All the members are requested to be present at the meeting.

### Agenda:

1. Discussion about A&AR presentation<sup>s</sup>
2. Matters Arising.

Principal.

Charitoli Chaudhary  
Coordinator, IOAC

## IBAC Meeting

A meeting was held to discuss AQAR preparation and work load distribution. The meeting was held on 5th April 2024. The following Members were present: —

1. ~~Jwan~~
2. Chaitali Chaudhari
3. Jayashree
4. Geerji Kulkarni
5. Sayantani Wath
6. Nabanita Bask
7. ~~SPS~~
8. Susanta Wath
9. Kamalajyoti

# ACBAR (2024) Work distribution

- Criterion Leader
1. Criterion 1 → (Abanti + Debabrata)  
(Anupam Sen, Sreerama Kar,  
Norita Sheya, Chandima Biswas,  
Nabanita Bose, Abant Bh, Parama  
Bose, Sumana D, Biswanath H)
  2. Criterion 2 → Biswanath + Sayantan  
(Prithwish Datta, Amritkanta,  
Sumana Datta, Samit, Sayantan,  
Norita, Biswanath, Chandima, IGA)
  3. " 3 → Sumana + Saikat B  
(Sumana Datta, Joydip, Chandima,  
Ashu, Santu, Saikat B, IGAC)
  4. " 4 → Samit + Nabanita  
(Anupam, Sayantan, Abanti,  
Samit, Jaya, IGAC)
  5. " 5 → Aditi + Chandima  
(Aditi, Nabanita, Panchanan,  
Parama, Psychological Dept,  
Samit, Sumana, Anupam, Joydip,  
Chandima, Aditi, Ashu, Saikat,  
Abanti, Susanta da)
  6. " 6 → IGAC  
+  
(Saikat B + Biswanath)
  7. " 7 → Principal Sir + Parama  
(Chandima, Abanti,  
Prithwish, Sayantan,  
Aditi, Samit, Parama,  
Abanti, Biswanath, Sumana)

# IBAC Meeting

Meeting IBAC/23-24/

A meeting was held on 18.4.2024 to discuss about the introduction of Bio-diversity Club and upcoming value added course on Indian Knowledge System.

Members Present :-

1. ~~[Signature]~~
2. Chaitali Chaudhri
3. Susanta Nath
4. ~~[Signature]~~
4. Nabanta Bora
5. Jyoti S.
6. Gangi Kulkarni
7. Kamalajyoti

24.4.24

A meeting will be held on 30.6.24 at 2 pm to discuss the matters regarding NAAC preparations. All the HOD's or their representatives and all the IQAC members are requested to attend the meeting.

Agenda :-

1. AQAR preparation
2. Lesson Plan
3. Feedback
4. Matters Arising

# Meeting of IQAC and HOD'S

A meeting was held on  
30.4.2024 to discuss the  
matters regarding AQAR  
preparation.

## Members Present :-

1. ~~Sunil~~ 30/4/2024
2. Chaitali Chandan
3. Satyajit Chandni 30.4.24
4. Binita Basu 30.4.24.
5. Parame Basu. 30.04.2024.
6. Gargi Mulumadhyay 30/4/24.
7. Anindita Goswami 30/04/24.
8. Akanksha Bhattacharya 30.04.24.
9. Nabakanta Basu 30/04/24
10. Chandrima Biswas 30/04/24
11. Saikat Bandyopadhyay 30<sup>04</sup>/<sub>24</sub>
12. Susanta Nath 30/04/2024
13. Jayar Shrivastava 30.04.24
14. Bankim Chandra Ghosh.
15. Somu Das 30/04/24
16. Tomador Kisku 30/4/24
17. Soumya Kumar Misra 30/04/24
18. Sandipan Ban 30/4/24
19. Jayanta S. 30.04.2024
20. Pintu Banerjee 30.04.2024
21. ~~SPKS~~ 30.04.2024
22. Jayantani Nath 30.04.2024
23. Susanta Nath
24. ~~SPKS~~
25. Kamalajyoti 30.04.2024.

13.4.24

A Meeting will be held on 16.4.24 to discuss the upcoming awareness programme and the reconstitution of Nature Club.

Agenda: -

1. Reconstitution of Nature Club
2. Upcoming Awareness Program on Biodiversity Conservation
3. Wall Magazine inauguration by Botany Dept.

A meeting was held on 16.4.24  
to discuss the procedure of the  
re constitution of Nature Club. All the  
IQAC Members and the members  
of Nature Club were present.

A. Members: -

1. Debajyoti Chakraborti, President
2. Supratim Mukherjee, Secretary
3. All teachers of Zoology and Botany Dept.
4. Student Representatives
5. 2 alumni

Interested Students will be asked to  
join the club.

B. Inauguration Prof. of Wall Magazine

C. A Seminar will be held (An  
open discussion on "Shakes: Facts  
and Fiction by Lokesh Lankar, Associate  
Prof. Zoology) on 23rd April '26.

Members Present: -

- 1)
- 2) Nabani Bera
- 3) Srusanti Nath
- 4) Gargi Kalyanopadhyay.
- 5) Jayati S.
- 6) Kamalabanti
- 7)

A meeting was held on 3.6.24  
to discuss the programme on World  
Environment Day, which will be  
celebrated on 5th June.

1. A cleaning drive will be carried out inside college and in adjoining areas as outreach program.
2. Plantation program will be carried out.

1. Chaitali Chaudhuri
2. Nabamita Basu
3. ~~Dr.~~
4. Sayantani Nath
5. Susanti Nath
6. ~~Dr.~~
7. Gargi Mukhopadhyay.
8. Kamalajyoti.

## Meeting Related to CAS

Date: 05.06.2024

### Agenda:

1. Assessment of CAS files of faculties
2. Requisition of DPI and University nominees.
3. Matters arising.

### Members Present. (IQAC)

- |                               |                   |
|-------------------------------|-------------------|
| 1. <i>[Signature]</i> 05/6/24 | 7. Nabanita Basu. |
| 2. Chaitali Chawla 5/6/24     | 8. Kamalajyoti.   |
| 3. <i>[Signature]</i>         | 9.                |
| 4. <i>[Signature]</i>         | 10.               |
| 5. Sayantani Nath 05/6/24     |                   |
| 6. Susanti Nath               |                   |
| 7. Gargi Kumaraditya.         |                   |

### CAS files submitted by —

1. *[Signature]* 5/6/24
  2. *[Signature]* 5/6/24.
  3. Anuska Halder
  4. Snehana Kar 5/6/24.
  5. *[Signature]* 5.6.24
  6. Abhishek Kumar 05/06/24
- ~~*[Signature]*~~

19.6.24

A meeting was held to complete the process of CAS files submission on 19.6.24. All the incumbents were present with their files; After careful consideration it has been ~~decided~~ decided by the IBAC that the files are ready for submission.

The CAS of the following teachers of this institution is due and they have submitted their files for further proceedings:

- |                               |                                    |
|-------------------------------|------------------------------------|
| 1. Dr. Abhadeep Banerjee      | Abhadeep Banerjee (Submitted)      |
| 2. Dr. Binita Basu            | Binita Basu (Submitted)            |
| 3. Dr. Pragya Ghatak          | Pragya Ghatak (Submitted)          |
| 4. Dr. Aditi Jana Ghosh       | Aditi Jana (Submitted)             |
| 5. Dr. Selima Khatun          | Selima Khatun (Submitted)          |
| 6. Dr. Amit Krishna Mitra     | Amit Krishna Mitra (Submitted)     |
| 7. Dr. Manohar Hossain Mondal | Manohar Hossain Mondal (Submitted) |
| 8. Dr. Alokesh Hazra          | Alokesh Hazra (Submitted)          |
| 9. Dr. Debabrata Adak         | Debabrata Adak (Submitted)         |
| 10. Dr. Supratim Mukherjee    | Supratim Mukherjee (Submitted)     |
| 11. Dr. Sreeparna Kar         | Sreeparna Kar (Submitted)          |

Members Present:

1. ~~\_\_\_\_\_~~
2. Chaitali Chandra
3. ~~\_\_\_\_\_~~

4. Sapatendu Nath
5. Susanto Nath 19/6/24
6. Nabanita Basu
7. Gargi Kulkarni
8. Kamaladevi

~~23/6/24~~

25/6/2024

A meeting was held to discuss the feedback of the stakeholders, academic session 2023-24.

1. Teacher's feedback
2. Students "
3. Staff "
4. Alumni "

Members Present :-

1. Sunita
2. Chaitali Chaudhuri.
3. Susanta Nath
4. Jayanta In.
5. Sayantani Nath
6. Biswanath Halakari.
7. SRV's
8. Nibanita Basu
9. Gargi Kulkarni Paduayay.
10. Kamalajyoti.

27.6.24

A meeting was held on 27.6.24, to discuss the strategies for upcoming academic session as per latest NAAAC guidelines: —

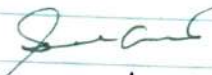
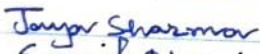
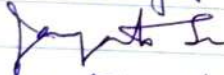

Academic Session 23-24

1. Meeting with HoDs on 02.07.24 regarding data collation.
2. Academic audit to be conducted for this academic year.

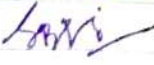
Academic Session 24-25

1. IQAC meet to be held each Tuesday at 2:30 pm.
- 2.

Members Present: - (IQAC)

1.  27/6/2024
2. Chaitali Chaudhary
3. Susanta Nath 27/06/24
4. 
5. Samit Bhargava
6. Kamalagupta 27/06/2024.
7.  27/06/2024
8. Sayantani Nath
9. Napanila Basu 27/6/24
10. 

Members Present (AQAR Committee)

1. Aditi Jena
2. 
- 3.
- 4.

11.  12. Kamalagupta