

# MINUTES OF THE MEETING HELD ON 21.09.2023



GOVERNMENT OF WEST BENGAL  
Office of the Principal  
Darjeeling Government College  
Darjeeling - 734 101, West Bengal, INDIA  
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Memo No: /IQAC/2023

Dated: 19/09/2023

## NOTICE

This is to inform the Heads of all Departments that an urgent meeting will be held with the Officer-in-Charge and IQAC members on 21/09/2023 at 3.00 P.M. in the Principal's Ante Chamber. Admission committee Convener and respective members are requested to attend this meeting.

Agenda: New Academic Session, Admission related queries,

Counter-signed

Officer-in-Charge,  
Darjeeling Govt. College

Signed

19/9/2023  
IQAC Coordinator,  
Darjeeling Govt. College



Officer-in-Charge  
Darjeeling Govt. College

IQAC CO-ORDINATOR  
Darjeeling Government College  
DARJEELING

**Minutes of the Meeting:** The IQAC Committee called for an urgent meeting on 21/09/2023 and the same was attended by the Officer-in-Charge, Admission Committee Convener and respective members and the Heads of all Departments. The meeting was convened by the IQAC Coordinator in the Principal's Ante-Chamber at 3.00 P.M.

**Agenda:**

Discussion on the New Academic Session

Admission-related Queries

**Proceedings:**

1) Discussion on the New Academic Session:

The meeting commenced with a discussion on the preparations for the new academic session.

Heads of Departments shared updates on faculty readiness, timetable structuring, and resource availability.

It was decided to ensure the timely distribution of course materials.

2) Admission-Related Queries:

The Admission Committee Convener presented an overview of the ongoing admission process, including challenges faced.

Queries related to document verification, seat allocation, and fee collection were addressed.

Measures to streamline the admission process and minimize delays were proposed.

*[Handwritten signatures and initials in blue ink:]*

Top row: *Blk*, *Ph*, *Ph*, *Km*, *4*

Second row: *Slams*, *Shosh*, *Ph*

Third row: *Ph*, *Ph*, *Ph*, *Ph*

Bottom row: *Ph*, *Ph*, *Ph*, *Ph*



# MINUTES OF THE MEETING HELD ON 21/03/2024



GOVERNMENT OF WEST BENGAL  
Office of the Principal  
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Memo No: /IQAC/2024

Dated: 18/03/2024

## NOTICE

This is to inform the members of the IQAC committee, the Teacher Council Secretary, NAAC committee, and Departmental Heads that an urgent meeting in Principal's Ante-Chamber is scheduled on 21/03/2024 at 2.00 P.M. All are requested to be present in the meeting.

Agenda: NAAC related work

Counter-signed

Officer-in-Charge,

Darjeeling Govt. College

Signed

IQAC Coordinator,

Darjeeling Govt. College



Officer-in-Charge  
Darjeeling Govt. College

IQAC CO-ORDINATOR  
Darjeeling Government College  
DARJEELING

**Minutes of the Meeting:** The IQAC Committee called for a meeting on 21/03.2024 in the presence of the Officer-in-Charge at the Principal's Ante-Chamber at 2.00 P.M. and was attended by Teacher Council Secretary, NAAC Committee members and the Heads of all Departments.

**Agenda:**

NAAC-related Work

**Proceedings:**

1) Discussion on NAAC-related Work:

The meeting began with a welcome address by the Officer-in-Charge, who emphasized the importance of preparation for the upcoming NAAC review.

IQAC Coordinator highlighted the key areas requiring immediate attention, including:

Completion of pending departmental documentation.

Updates to institutional data on the NAAC portal.

Preparation of the Self-Study Report (SSR) and AQAR (Annual Quality Assurance Report).

Departmental Heads were reminded to compile and submit all required data, including student performance records, faculty publications, and departmental activities, by 25/03/2024.

2) Allocation of Responsibilities:

A timeline for finalizing NAAC-related work was proposed and accepted.

The following responsibilities were assigned:

IQAC Committee: Coordination and consolidation of all reports.

NAAC Committee: Reviewing the SSR draft and ensuring compliance with NAAC guidelines.

Departmental Heads: Submission of updated departmental profiles and required evidence.

**Action Plan:**

Regular follow-up meetings will be scheduled to monitor progress.

A mock NAAC review will be conducted soon (tentative) to identify any gaps and areas for improvement.

*[Handwritten signatures and initials in blue ink, including names like JH, Kande, Singh, and others, indicating approval or assignment.]*



# MINUTES OF THE MEETING HELD ON 06.06.2024



OFFICE OF THE PRINCIPAL  
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Ref No: Not-5/IQAC/24

Dated : 5/06/2024

## NOTICE

This is to inform all the IQAC committee member to be present in the meeting on 6<sup>th</sup>/6/2024 from 1.00 PM at Principal Chamber.

### Agenda:

- i) New CAS
- ii) SSR preparation feedback
- iii) College File during Peer Team visit
- iv) Departmental File during Peer Team visit
- v) Infrastructure for Peer Team visit

Countersigned

*[Signature]*  
5/6/2024

Officer-in-Charge

Darjeeling Government College

Officer-in-Charge  
Darjeeling Govt. College



*[Signature]*

Coordinator  
IQAC

Darjeeling Government College

A meeting of the IQAC was held at Principal's Ante-Chamber at 1.00 PM regarding the following agendas:

1. New CAS
2. SSR Preparation and feedback
3. College File during Peer Team Visit
4. Departmental File during Peer Team Visit
5. Infrastructure for Peer Team Visit

Resolutions:

After discussion, the following decisions were taken in the meeting.

1. For the CAS preparation of the teachers, Prof. Dawa Bhutia and Prof. Jadab Sarkar were assigned the responsibilities to guide them to prepare their CAS files,
2. For the preparation of SSR for the 2nd cycle of NAAC, the IQAC members are requested to help the criterion heads of the NAAC Steering Committee. The last date to upload SSR is 30th June 2024.
3. To prepare the College file the IQAC will circulate the notice to all the departments and library to prepare the College File for Peer Team visit. The notice should be sent.
4. To prepare the SSR, the IQAC will sit with the criterion heads on 07.06.2024 to prepare the documents needed for the SSR.
5. The Departments have to prepare files needed for the Peer Team visit and the IQAC team along with the other NAAC members will visit the departments as per the Peer Team visit. The Library too needs to prepare the necessary documents.
6. A new financial committee will be formed to look over the financial matters which arises during the NAAC Peer Team visit.

Signature:

1. ~~Promila~~ 06/06/24
2. ~~Arp~~
3. ~~Kyali~~ 06/06/24
4. ~~Bhakti~~ 6/6/2024
5. ~~Pulita~~ 06/06/2024
6. ~~Gay~~ 06/06/24
7. ~~Sandip~~ 06/06/24
8. Suvar Chakraborty 06.06.24
9. Dewki Limbu 06/06/2024
10. Dawa Ntira 6/06/2024
11. Parthaganespalhyang 6/6/2024
12. Ph Chh





GOVERNMENT OF WEST BENGAL  
Internal Quality Assurance Cell  
Darjeeling Government College  
Darjeeling - 734 101, West Bengal, INDIA

Ref. No: 7/CAS/24

Dated 07/06/2024

## NOTICE

Faculty members who wish to be considered for promotion under CAS and fulfilled all criteria as laid down in Government order are invited to apply to the IQAC for initiating the process.

As per Govt. order CAS processing will be carried on the basis of bulk/group and no individual processing can be done except exceptional case. Therefore, the eligible faculties are requested to submit their applications along with the attached **summary sheet** and duly filled up **Category 3** form (along with supporting documents e.g. First page of Publication/Old UGC Journal No/UGC CARE list/Referred Journal/IF/ISSN No/ISBN No etc wherever applicable) to Dr. Dawa Bhutia (for Science faculties) and Dr. Jadav Roy (for Arts & Commerce faculties) for initiating CAS processing within 12 noon on **13/06/2024**.

Only submitting by hard copy within stipulated date as mention will be entertained and officially process. Process will start from 25/02/2023 after the initial screening and approval of the duly submitted form (Category 3) from the concern Head of the Department.

All the applicants must be forwarded from the concern Head of the Department and if the Head of the Department is also having CAS then kindly forward and verified the same from the Teachers' Council Secretary.

After the last date of submission internal screening will be carried on by IQAC.

For reference:

Old UGC Listed Journal valid till 13<sup>th</sup> June 2019  
UGC-CARE List Journal valid w.e.f 14<sup>th</sup> June 2019 onwards

Countersigned  
*[Signature]*  
7/6/24  
Officer-in-Charge

Darjeeling Government College

**Officer-in-Charge**  
**Darjeeling Govt. College**



*[Signature]*  
7/6/2024  
Coordinator, IQAC  
Darjeeling Government College

**IQAC CO-ORDINATOR**  
**Darjeeling Government College**  
**DARJEELING**



# MINUTES OF THE MEETING HELD ON 14.06.2024



सत्यमेव जयते

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Ref No: Not-8/IQAC/24

Dated: 13/06/2024

## NOTICE

This is to inform all the IQAC committee member to be present in the meeting on 14/6/2024 from 2.00 PM at Principal Chamber. The teachers who had submitted their application as per notice Ref No: 7/CAS/24 dated 07/06/2024 to IQAC assigned member on time are also requested to be present in this meeting positively.

One Agenda only:

- i) Regarding IQAC Screening for CAS

Countersigned

Officer-in-Charge  
Darjeeling Government College  
Officer-in-Charge  
Darjeeling Govt. College

  
13/6/2024  
Coordinator  
IQAC

Darjeeling Government College

**IQAC CO-ORDINATOR**  
Darjeeling Government College  
DARJEELING

**Date – 14/06/2024**

The IQAC committee members met for a meeting on 14/06/2024 from 2.00 PM at Principal's Chamber. The meeting was attended & presided over by Dr. Sherap Bhutia, IQAC coordinator along with other IQAC members and 10 teachers whose CAS are due. The meeting was joined by Dr. Rujas Yonle, Teacher Counsel Secretary.

### **AGENDA – CAS Documents verification**

#### **Resolution:**

1. 10 applications were received from CAS aspirant teachers as per the Notice

Reg No. – Not 8/ IQAC/24

2. Name of the Teachers – Dr. Dawa Bhutia, Dr. Prantik Nagza, Dr. Bapin Pramanik, Dr. Madhav Mandal, Dr. Shraddhajit Singh, Dr. Partha Bhose, Dr. Aditi Bera, Dr. Suhar Dey, Dr. Salim Mandal and Dr. Sonam Lama

3. Verification of all ten applications & related documents were done by IQAC Co-ordinator with the help of IQAC members.



Dr. Dama Chitr (NABU date)

Dr. Sonam dey.

### Signatures :-

0. ~~Agar~~
1. ~~Babu~~ 9.2008/12/12
2. Suman Chakraborty
3. Sunita Landa
4. ~~Pradip~~
5. Tadas Roy
6. ~~My~~
7. ~~Pradip~~
8. ~~Shilp~~

### Candidate Signatures:-

1. Prantik Hazra
2. Madhab Mandal
3. Salim Mandal
4. Safir Pradhan
5. Shrawanth Singh
6. Partha Bera
7. Aditi Bera
8. Sonam Kama.

# MINUTES OF THE MEETING HELD ON 28.06.2024



GOVERNMENT OF WEST BENGAL  
Internal Quality Assurance Cell  
Darjeeling Government College  
Darjeeling - 734 101, West Bengal, INDIA

Ref. No: 12/IQAC/24

Dated 26/06/2024



## NOTICE

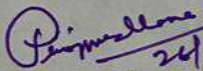
This is to request all the IQAC member to be present in the meeting to be held on **28/06/2024** from **1.00 PM** at Principal anti-chamber.

Teacher's Council Secretary, Senior Faculty Dr. Partha Gangopadhyay and Librarian are specially invited in this important meeting.

### Agenda

1. Regarding NAAC preparation
2. Miscellaneous

Countersigned

  
26/6/2024  
Officer-in-Charge  
Darjeeling Govt. College



**IQAC CO-ORDINATOR**  
Darjeeling Government College  
DARJEELING



**Dated - 28/06/24**

The IQAC committee met for a meeting at the Principal's Ante-chamber on 28/06/24 from 6.00 PM. All the members of the IQAC committee along with TCS Sir, Dr. Rujas Yonle, and Senior faculty Dr. Partha Gangopadhyay attended the meeting. Aswin Rai, a student representative was also present at the meeting.

**Agenda:**

1. Regarding NAAC preparation
2. Miscellaneous

**RESOLUTION:**

1. Details of AQAR need to be submitted by August 2024.

Dated: -28/06/24.

1 Sourav Chakraborty

2 - ~~Shubh~~

3 Rijan Yole

4 ~~Shubh~~

5 Sandip Mondal

6 Padam Nepal

7 Kirtan Chakraborty

8 Pankaj Lama

9 Dewki Limbu

10 STUDENT REPRESENTATIVE — Agnash Rai

11 ~~Shubh~~  
Shubh