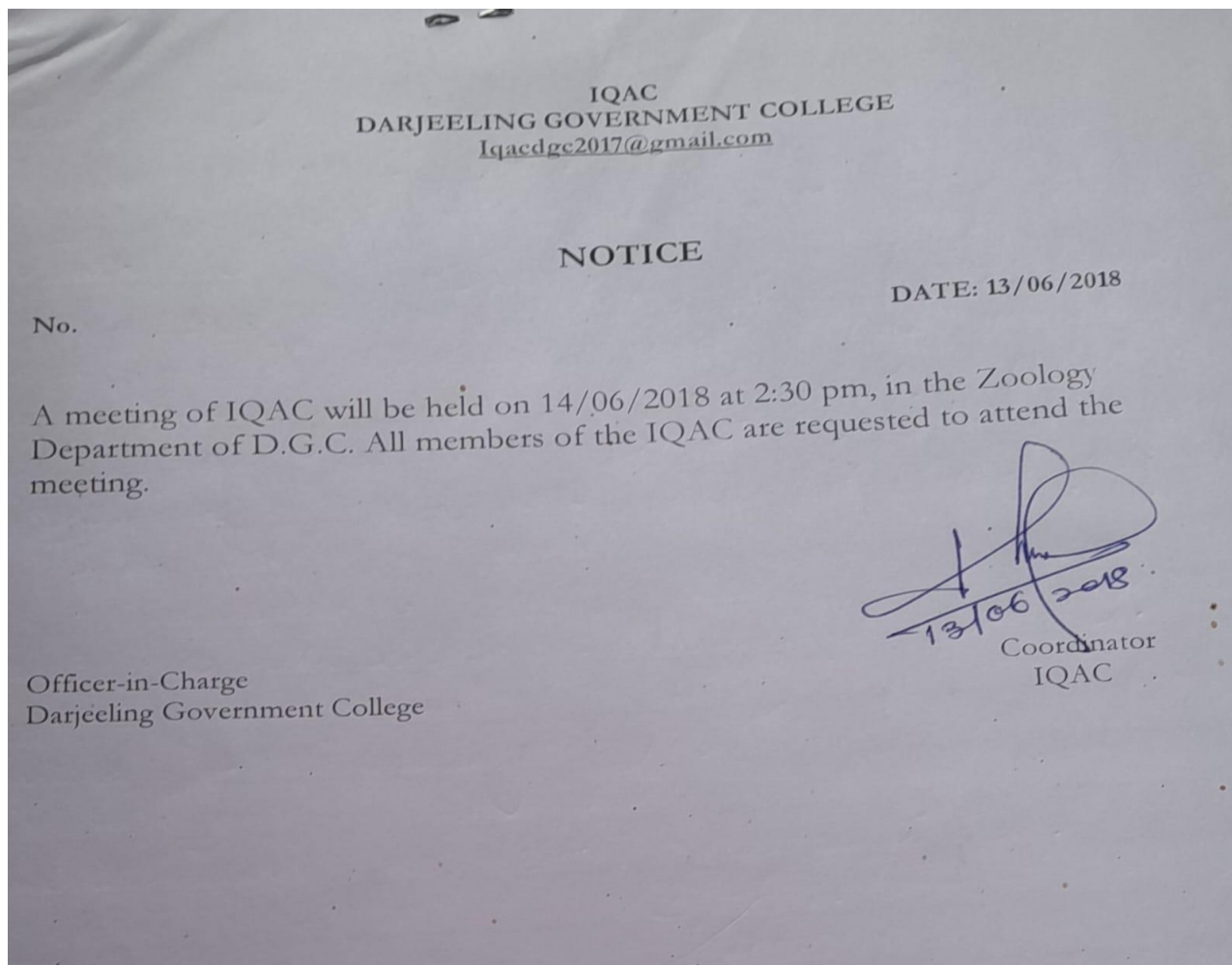


DARJEELING GOVERNMENT COLLEGE

IQAC Minutes 2018-2019 (1st July 2018- 30th June 2019)

Minutes of the meeting held on 14/06/2018



Resolution:

1. IQAC's meeting commenced at 2.45 pm on 14-06.2018 in the Zoology Department of Darjeeling Government College wherein Dr. Willie Henry was nominated and elected as the Co-ordinator of the IQAC Committee. Furthermore, new committee members were also coopted into the committee, namely Dr. Somenath Dey and Mr. Prajawal Pradhan. Dr. Binesh Pradhan, however, expressed his inability to continue his post as

the Committee's Co-ordinator, due to his health issues and obliged us by choosing to remain a member of the committee.

The total strength of IQAC stands as thus as of now:

Dr. Willie Henry- IQAC Co-ordinator

Dr. Binesh Pradhan- Member

Mr. Manas Kundu- Member

Dr. Somenath Dey- Member

Mr. Sonam Lama- Member

Mr. Dawa Bhutia-Member

Mr. Prajjawal Pradhan- Member

Mrs. Shikha Tamang- Member

2. Dr. Willie Henry read out the composition section of the AQAR guidelines and it was decided that one designated room has to be made available for IQAC. Until then, IQAC would use the existing NAAC room. Further on, all meetings conducted by the IQAC committee would be joined by the NAAC committee members.

3. A Proposal was put forward in order to organize a workshop on "Music in the Hills."

4. Details of the funds were discussed.

Honorarium for 13-17 amounts to-	Rs. 3667/-
Office Equipment –	Rs. 400/-
Hiring-	Rs. 49,990/-
ICTs-	Rs. 20/-
Contingency-	Rs. 16519/-
Total-	Rs. 70,596

Out of which Rs. 18000/- has already been utilized.

5. The committee further decided to conduct a follow up meeting the next day on 15.06.2018 at 2.30 pm in the Zoology Department.

6. The committee also proposed to hold an All Heads' Meeting on Wednesday i.e. 20.06.2018. The agenda of the All Heads' Meeting would be an expeditious organization of cluster seminars by those departments who still have not organized any.
7. The committee also decided on the IQAC visits of various departments of the college urgently.

Minutes of the Follow-up Meeting held on 15/06/2018

Resolution:

1. Notice of the meeting of IQAC with all the H.O.D.s to be circulated immediately.
2. Department visit after the meeting with the Heads.
3. Complete composition as per NAAC guidelines
4. Alumini
5. Parent-Teacher Body
6. Immediate G.B. Meeting
7. Meeting with the convenor of all T.C. Sub-committee.
8. If NAAC Committee is using the designation of Co-ordinator, then IQAC Committee to use the designation of Director to avoid any confusion.
9. Organize a seminar on 'Music in the Hills'
10. Proper representation of Part-time teachers in IQAC.

Minutes of the Meeting held on 20.06.2018

M 20/06/2018

Signatures of the Heads and the IQAC Members

- 1.
2. ~~Shub~~ Zoo (IQAC coordinator/director)
3. Goutam Sanyal (Physics)
4. Sonam Lama (Geography)
5. Somnath Das (Zoology)
6. Sandhya K. Singh (Hindi)
7. Archan Bhattacharya (Botany)
8. Syda Rai (Economics & NAAC)
9. Mandira Ghose (English)
10. Gaurabis D. Saha (Philosophy)
11. Rajjwal Pradhan (IQAC, H.O.D - Commerce)
12. Sujata Rani Rai (Nepali)
13. Roshni Pradhan (History)
14. Alina Pradhan (P.L. Sc.)
15. Binayak Kumar Das
16. Aban Saha (Chemistry)
17. Mahas Kundu (Bengali)
18. Janshanti (Zoology)
19. Shikha Samang (English) (IQAC member)

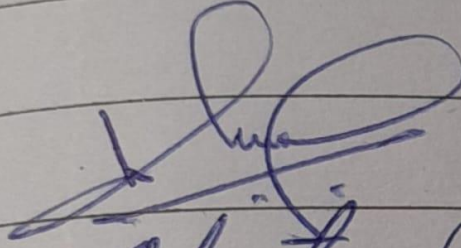
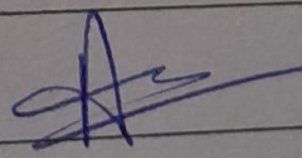
Resolution:

1. The meeting started with the Officer-in-Charge welcoming everyone present in the meeting. Dr. W. Henry made an introductory short speech regarding IQAC and gave a gist of the meetings that were held amongst the IQAC members on the 14th and 15th of June 2018, based on which the Committee has worked out a list of proposals that IQAC expects different Departments to maintain or initiate.

The proposals extended and resolved in the meeting were as such:

2. Students' daily attendance register for the Academic Year 2012 to 2017 to be diligently maintained.
3. A record of books in the Seminar Library along with an account of the Specimen copies gifted to the various Departments was to be strictly maintained.
4. Students' Seminar Library Registers with a clear depiction of books issued and returned by the students has to be kept by the Departments.
5. All the Departments are supposed to keep records of Furniture, Equipment, Computer, Laptops, and various gadgets that are available to them in the Department. All these given details are supposed to be entered diligently in the Department Stock Registers, which in turn has to be signed by a professor who is in-charge of maintaining them, which in turn will be verified by the respective Head and then by the Principal.
6. All Departments are supposed to keep all the copies of leave letters forwarded to them both by the students and the teaching faculties. Keeping a separate register for the given purpose was also advised.
7. Parent-Teacher Meeting registers are to be maintained.
8. Records of Excursions, Field Trips, and Educational Tour are to be maintained. Maintaining records/documents/still/videos is a must in relation to any activities that are conducted by the various Departments.
9. Records of passed-out students from the college and their placements in various careers should also be recorded.
10. Departments were asked to put up minimum of three Notice Boards in their respective departments to make them aware of upcoming activities in the Department. Another Board for the Teaching Faculty should also be put up where Teacher's profiles and publications should be kept on display.
11. Copies of the details of Research papers published by the teaching faculty of various concerned Departments should be kept in the Department itself and one copy should be forwarded to the IQAC as well for maintaining Department Faculty Information. Details of teachers going for various courses and programs like Orientation/Refreshers should be maintained.

12. Setting up social media accounts and groups like Facebook, and WhatsApp groups to keep in touch and communicate with the students at large was also suggested.
13. Departments were supposed to keep a record of the Student's Pass Percentage.
14. Departments should maintain a separate register for meetings held internally in the Department.
15. IQAC will be visiting various Departments in the College in relation to updating their data and to see if there is any help required for maintaining parity with all the other Departments.
16. Lastly, the IQAC Director thanked all those Departments who had successfully conducted inter-Departmental 'Cluster' Seminars and reminded others to conduct the same and submit a compliance report of the seminars already conducted and to be conducted at the earliest to Prof. Manas Kundu, Member IQAC.


Bhute (
Dipita Mithu.
Purwallaha
25/6/18
Sujata Rani Rai, 25/6/18.
Shikha Tamang.
Prajwal Pradhan 
Jeevan Lama.

A meeting was held on 25/06/2018 at 3.30 p.m. in the Zoology Department between the members of the IQAC where the OIC together with the TCS and the Head of the Nepali Department were invited.

Resolution:

1. IQAC has proposed the inclusion of a Student as the Representative of the Student's Body into the IQAC in compliance to the guidelines laid down in the Composition of IQAC vide Ref. No. 01/IC/IQAC/18 dated 19/06/2018. In response to the above proposal the OIC sent a letter to the IQAC vide Memo No. –

DGC/OC/17/2018 stating that Dipika Mukhia has been nominated as a Student Body Representative in the capacity of her being the General Secretary (Elected). Hence, with the consensus of all present in the meeting she was inducted as a member of the IQAC.

2. Secondly, the members also discussed the impending Parents-Teacher Meet where a Parents Teacher Association was to be formed. The tentative date for the same was fixed as 10th July 2018 after much deliberation taking into consideration the convenience and availability of all the concerned parties.
3. The IQAC also suggested the upkeep and maintenance of a Visitor's Book at the Principal's chamber.

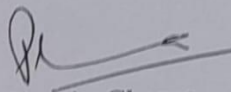
OFFICE OF THE PRINCIPAL
DARJEELING GOVERNMENT COLLEGE
DARJEELING-734101

N-6/18

dated, Darjeeling 25th June, 2018

NOTICE

Director IQAC and members, Co-ordinator and members of NAAC are requested to attend the meeting at 12.00 noon in Principals' Ante-Chamber on 27th June, 2018. Dr. Sherap Bhutia, Teachers' Council Secretary is specially invited.



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

Resolution:

1. An Orientation on the new CBCS was conducted and a discussion of the routine for the Academic session 2018-19.
2. Prof. Yuvraj Gurung, Zoology Department, gave a very informative and interactive talk session on CBCS. However, the members suggested that this session which took place at a microcosmic level had to be delivered at the macrocosmic level as well, so that the entire teaching faculties could benefit from it. A stipulated date for the same would be decided on later.

3. To request the OIC to furnish the IQAC with a designated room at the earliest.
4. To hire a person for the caretaking and upkeeping of the IQAC room.
5. Old standing bills were to be cleared as soon as possible.

~~1. [Signature]~~
2. Bhute (
3. Dipita Muthie.
4. Prinwalla
25/6/18
5. Sujata Rani Rai, 25/6/18.
Shikha Tamang.
Pragnawal Pradhan ~~AS~~
Jeevan Lama.

Minutes of the Meeting held on 28/06/2018

INTERNAL QUALITY ASSURANCE CELL
DARJEELING GOVERNMENT COLLEGE

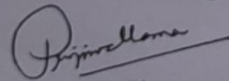
NOTICE

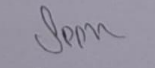
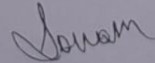
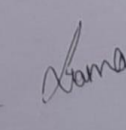
No.IQAC(18-19)/10

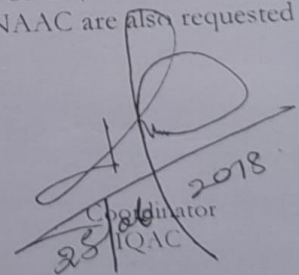
DATE:25/06/2018

IQAC would like to meet with the TCS, Conveners of all the different Committees along with the Coordinators of N.C.C and N.S.S of D.G.C on 28/06/2018 at 2:30 pm, in the Principal's ante-chamber. All the members of the NAAC are also requested to be present for the same.

Countersigned


Officer-in-Charge
Darjeeling Government College

Seeb

Coordinator
25/06/2018
IQAC

A meeting was held in the Principal's Ante-Chamber on 28/06/2018 between the IQAC members and convener of several sub-committees, coordinators of NCC and NSS. The meeting was preceded by the OIC and the TCS.

Resolution

1. The convener of various sub-committees were requested to keep records of various activities undertaken and organized by their respective committees. These records should be later compiled and kept as TCS's report.
2. Prof. Nirmal Subba was requested to furnish us with the data of the cooperative society and a report of the same.
3. Students Orientation Program for the newly admitted students across all streams should be organized before the new academic session begins. So, the data fixed for the program was on 9th July 2018. Venue

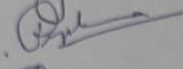
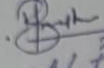
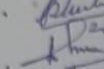
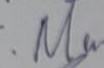
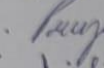
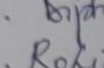
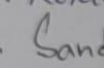
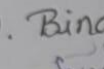
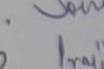
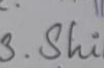
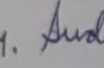
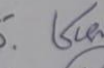
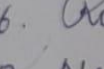
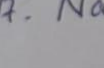


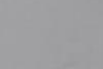
as College Auditorium, Timings as 11.00 AM onwards for Honours students and 2.00 PM onwards for Program/ General students.

4. Prof. Sandhya Kumari will coordinate the program, Prof. Dipti Tamang and Prof. Rohini Lama were made in charge of preparing a PowerPoint Presentation which would serve the purpose of giving a kind of virtual tour to the students.
5. Panel of speakers for the Orientation Program apart from the OIC and TCS are as follows:
 - i. Prof. Sujata Raini (Dept. of Nepali)
 - ii. Prof. Sandhya Kumari (Dept. of Hindi)
 - iii. Prof. Manas Kundu (Dept. of Bengali)
 - iv. Prof. Mandira Ghissing (Dept. of English)
6. Heads of various Departments were also requested to hand over a concise write upon their subjective ideas regarding the upcoming Orientation Program.
7. The convenor of the Photocopy Club was responsible to give IQAC a designated person who would be in-charge of taking stills and video clips of the Orientation Program.
8. Heads present in the meeting also requested to re-conduct the informative talk/tutorial session on a macrocosmic level, this time including all the faculty members and not just the Heads, for a better understanding of the CBCS system.
9. NCC would collaborate with MARG and hold a workshop in the college premise very shortly.

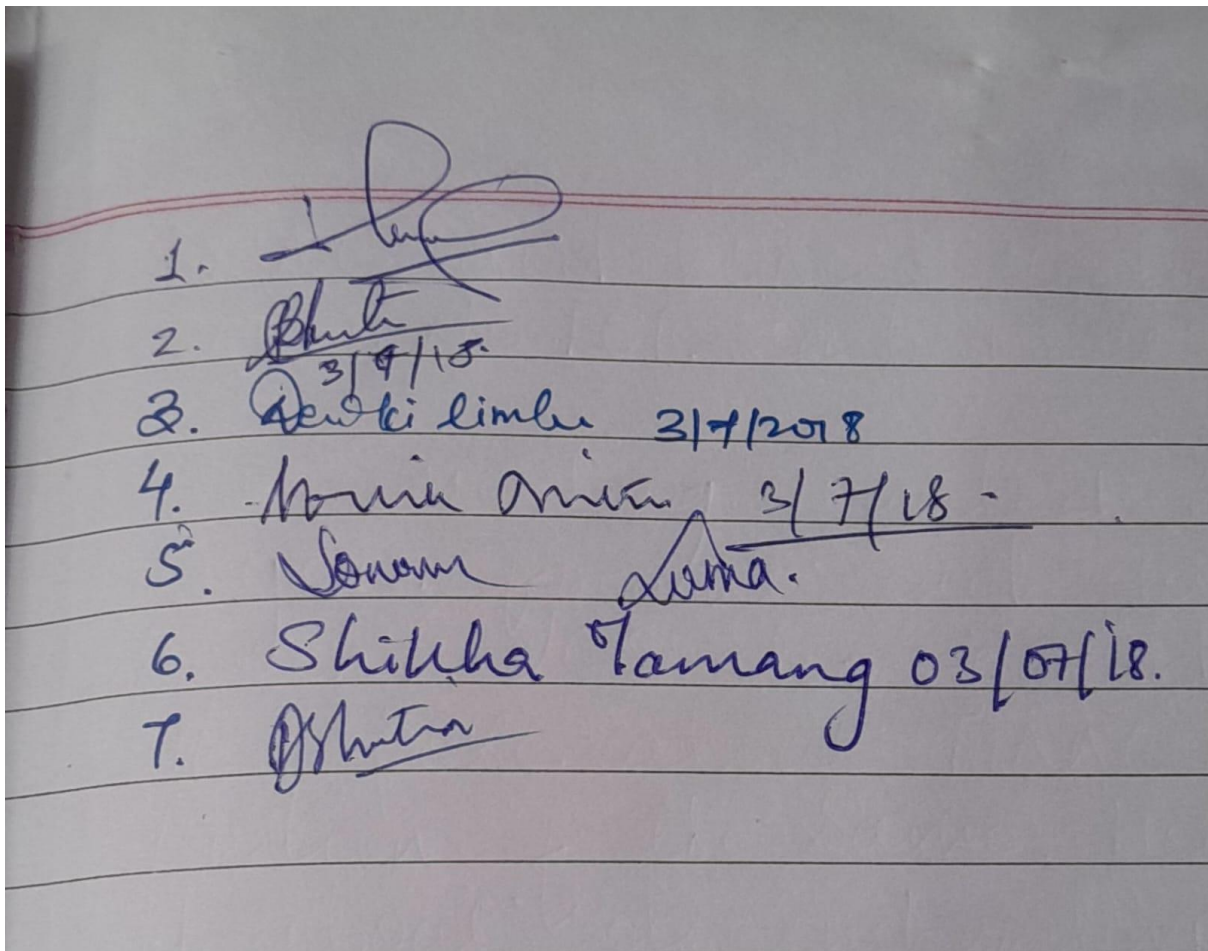
Meeting

28/06/2018

Signatures

1. 
2.  28/6/2018. IQAC member
3.  T.C.S.
4.  28/6/18.
5.  28/06/18 (Hostel Committee)
6.  28/6/18 (NCC/16 Examination Committee)
7.  28/6/18 (Joint Convenor, Staff Club).
8.  (Convenor, Nature Club).
9.  (Convenor, Gender sensitization Committee)
10.  (Convenor, Central Library Committee)
11.  (Programme officer, NSS and member, IQAC).
12.  (Convenor, IT & Sports) - IQAC
13.  (IQAC) 28/6/18.
14.  (Convenor, Internal Exam Committee)
15.  (Coordinator) Jt. Convenor Admission)
16.  (History) Jt. Convenor of Counselling and Placement Cell).
17.  (Political Science). ICC (Convenor: Internal Complaints Committee)

Minutes of the Meeting held on 03/07/2018



Resolution:

1. NAAC and IQAC members met at 1.45 p.m. in the Zoology Department to discuss the agendas to be discussed at the 2.30 p.m. meeting with the P.T.T. (Part Time Teachers)
2. To motivate and encourage the P.T.T. to actively participate in the college upgradation and for the preparation of the NAAC evaluation.
3. To seek voluntary participation of the P.T.T. in various sub-committees for NAAC evaluation.
4. Teacher council attendance regarding service rules.
5. Misc.

Minutes of the Meeting held on 03/07/2018

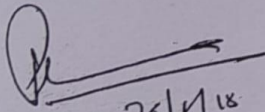
Internal Quality Assurance Cell
Darjeeling Government College

Notice

No. IQAC (18-19)/11

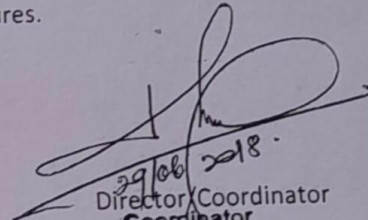
Date: 29/06/2018

This is to bring to the notice of all the P.T.T that IQAC and NAAC would like to hold a meeting with all the existing Part Time Teachers across all streams on the 3rd of July 2018 at 2:30 in Room no 101 (zoology Department). All concerned are expected to be positively present for the meeting, failing which may incite administrative measures.



Countersigned
Officer- In- Charge
Darjeeling Government College

Officer-in-charge
Government College



29/06/2018
Director/Coordinator
Coordinator
IQAC
Darjeeling Government College
Darjeeling

OFFICE OF THE PRINCIPAL
DARJEELING GOVERNMENT COLLEGE, DARJEELING-734101
Attendance Report of Part-Time Teachers of Darjeeling Govt. College, Darjeeling

Name of Employee	Signature	
MISS SABINA PRADHAN	Sabina Pradhan	1
Miss SANGITA THAPA	Sangita Thapa	2
MISS SACHINA YONZONE	Sachina Yonzne	3
MISS SULAXANA BARAILY	Sulaxana Baraily	4
MISS PASSANG D. SHERPA	Passang D Sherpa	5
MISS SUJATA KALIKOTAY	AB	6
MISS BASUNDHARA TAMANG	Basundhara Tamang.	7
MISS DEEWA BASNET	Deewa Basnet	8
MISS SUSHMA THAPA	Sushma Thapa	9
MISS INSHA GURUNG	Insha Gurung	10
MISS KESANG SHERPA	Kesang Sherpa	11
MISS REENA PRADHAN	Reena Pradhan	12
SMT. JYOTSNA MOTHEY	apology letter submitted.	13
SMT. SHYAMALI DATTA	AB	14
MISS PINKY THAPA	Pinky Thapa	15
SRI YUGAL LABAR	ON LEAVE (leave submitted to GC)	16
SRI MOHAN KR. GUPTA	Mohan Kumar Gupta	17
MISS LAHANGMA LAWATI	Lahangma (LAW)	18
MISS ANUPAMA PRADHAN	ON LEAVE. (CL)	19
SRI PEMA SHERPA	Pema Sherpa	20
MISS SONALI THAPA	Sonali Thapa	21
SRI SURENDRA CHAMLING	S. C.	22
SRI PASSANG RINJI TAMANG	Passang R. Tamang	23
SRI PRAKASH RAI	Prai	24
SRI DIPEN TAMANG (GHISING)	D.T	25
SRI NIRAJ RAI	Niraj Rai	26
SRI AMAR SHARMA	Amar Sharma	27
MISS BINUPA RAI	Binupa Rai	28
SRI SAROJ RAI	Saroj Rai	29
SRI SHYAMSUNDAR LAHA	AB	30
MISS ANJALI GIRI	LEFT	31
MISS SRIJANA RAI	Srijana Rai	32
MISS SAROJA CHHETRI	Saroja Chhetri	33
MISS SITOSHNA SINHA	Sitoshna Sinha	34
MISS MISHA YOLMO	Misha Yolmo	35
MISS PRATIBHA MUKHIA	Pratibha Mukhia	36
MISS SUSHMIKA PRADHAN	Sushmika Pradhan	37
SRI RAKESH VERMA	Ravna 3-7-18	38
SRI SACHIN THAPA	Thapa 3/7/18	39
MISS BANDANA THAPA	Thapa 3/7/18	40
MISS REWATI PRADHAN	MATERNITY LEAVE	41
MISS SANDEEPA RAI	Sai 3/7/18	42
MISS ASNA LEPCHA	Asna Lepcha	43
MISS NAVASHREE CHHETRI	Navashree Chhetri 3/7/18	44
SIKHA PRADHAN.	Sikha. Pradhan 3/7/18.	

Resolution

1. The meeting started with Dr. Henry welcoming everyone present and giving an introductory speech. He discussed the importance of the impending NAAC visit. Prof. Sovik Mitra also further addressed the function of NAAC to everyone present in the meeting. TCS was also present in the meeting.
2. The involvement of all the P.T.T. for conducting a successful NAAC evaluation was pressed up and requested all to actively participate in various committees.
3. Dr. Henry briefed everyone about CBCS being introduced in the college and how each has to do his/her parts as it is going to be strictly based on credits.
4. The IQAC Director talked about how IQAC Committee functions as a parental body for both regular and P.T. teachers.
5. Also if the P.T.T. have any grievances regarding anything, they can always address their issues without any hesitation to the IQAC Committee.
6. P.T.T.s were requested to actively participate in other departmental activities, other than just focusing on the completion of their portion of the syllabus, and should work as a team in the department.
7. P.T.T.s were further instructed to respond to OIC's letters/ notices regarding various meetings positively. Also, in case of their inability to attend any such meetings, they should send a prior intimation of it through an apology letter. Dr. Jyotsna Mothay, who was not present for this meeting, had sent an apology letter.
8. Failing to attend three consecutive college meetings may result in their suspension by the TCS.
9. Prof. Souvik Mitra read out the names of all those P.T.T.s who were included in various committees.

- Hospitality- Pinky Thapa, Sonali Thapa, Srijana Rai & Saroja Chhetri
- Teaching Support- Dipen Tamang & Niraj Rai
- Reporting- Anupama Pradhan & Surendra Chamling
- Documentation- Sachin Thapa & Mohan Kr. Gupta
- Reception- Navashree Chhetri, Sangita Thapa & Kesang Sherpa
- Cultural- Sulaxana Baraily, Kesang Sherpa, Sangita Thapa & Pasang D. Sherpa
- Finance- Pema Sherpa
- Hostel Management- Passang Rinji Tamang
- Food and Refreshment- Asna Lepcha, Susmika Pradhan, Lahangma Lawati & Saroj Rai.

Minutes of the Meeting held on 05/07/2018

**INTERNAL QUALITY ASSURANCE CELL
DARJEELING GOVERNMENT COLLEGE**

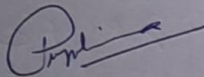
NOTICE

Date: 04/07/2018

No: 13/NT/IQAC/18

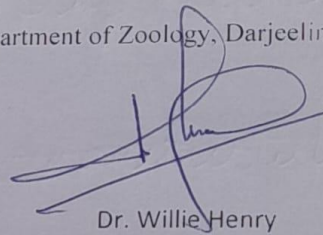
The entire Non-Teaching and Daily Wages Staff of Darjeeling Government College are hereby requested to attend a meeting with the Principal, Internal Quality Assessment Cell (IQAC) Director/Co-ordinator, Teachers Council Secretary and NAAC Committee regarding the forthcoming NAAC visit.

The Meeting will be held at 2:30 p.m. in room number 101, Department of Zoology, Darjeeling Government College. on 05.07.2018



Countersigned
Officer-in-Charge
Darjeeling Government College

Officer-in-Charge
Darjeeling Government College
Darjeeling



Dr. Willie Henry
Director/Co-ordinator
Internal Assurance Quality Cell

A meeting was held between IQAC, NAAC, and members of Non-Teaching and Daily wage staff at 2.30 p.m. in Room No. 10, Zoology Department. The OIC and TCS were also invited to join the meeting.

Resolution:

1. The OIC commenced the meeting by giving a brief discussion about NAAC and how the college is preparing for a NAAC evaluation shortly.
2. He requested staff from various Departments who deal with different sections and carry out different job profiles to be prepared for the NAAC visit. He highlighted how the help and support of these non-teaching staffs are pivotal in making the visit successful and requested their help and assistance as their long association with the college have provided them with an in-depth experience which can prove to be of immense value to the college.

3. The IQAC Director, Dr. W. Henry addressed the House and reminded everyone present about their responsibilities and duties towards the institution. They should perform their duties to their fullest capacities.
4. Dr. Henry also informed everyone about the Service rules.
5. He, further, pointed out how the Non-Teaching staff do not organize meetings amongst themselves. He advised them to form a Non-Teaching Council and elect a representative from amongst them. He also advised them to hold regular meetings and maintain a record of all the details of meeting minutes, and resolutions taken in a register.
6. On the encouragement of the IQAC Director and support of the OIC, the Non-Teaching members nominated two representatives who would form a Non-Teaching Council. The nominated members are:
 - Norjin Bhutia
 - Sagar S. Ruchal
7. The IAQC Director requested the Hostel committee to prepare and submit a report.
8. Next, the Non-Teaching members were enquired if there are any grievances which they put forward one by one, the top one being the influx of outside people creating a nuisance and a security threat to the campus. This was due to a shortage of security personnel on the campus. This concern was duly noted by the OIC who would soon come up with a permanent solution.
9. The Non-Teaching staff also notified the House that due to the IGNOU office and study center within the college premises, the outsiders had access to the college, which is difficult for the guards to monitor.
10. A plea was made to renovate the Guard room at the earliest.
11. NT Representatives proposed to clean the campus and took the responsibility of looking after the cleanliness of the campus.

Attendance of non teaching staff in the meeting of ^{10th} NACC, held on 5th June 2018

- ① Ujjal Kishor (Botany)
- ② Norja Debnath (Botany)
- ③ M. Muhammad Saad (Zoology)
- ④ Rajiv L. Adhikari (Zoology)
- ⑤ Bina Raut
- ⑥

रिजिस्ट्रार

- ⑦ अमिता - Zoology.
- ⑧ Sagar Singh Ruchel
- ⑨ Nandini Tcheering Blution
- ⑩ Bina Pradhan
- ⑪ Kunti Thakur
- ⑫ अमिता अमिता
- ⑬ Sima Rauth (Hostel)
- ⑭ Laxmi Lakshmi
- ⑮ Meena Kalikatey (Hostel)
- ⑯ Sujata Sarki (Office)
- ⑰ Rashima Dhobi
- ⑱ Mamta Rawat
- ⑲ Punam Rasaily
- ⑳ Namita Lakandru (Hostel)
- ㉑ Guman Chhetri (Mico)

22) Nihf yuand Ram Subba

23) MDRADAD ZOOLOGY

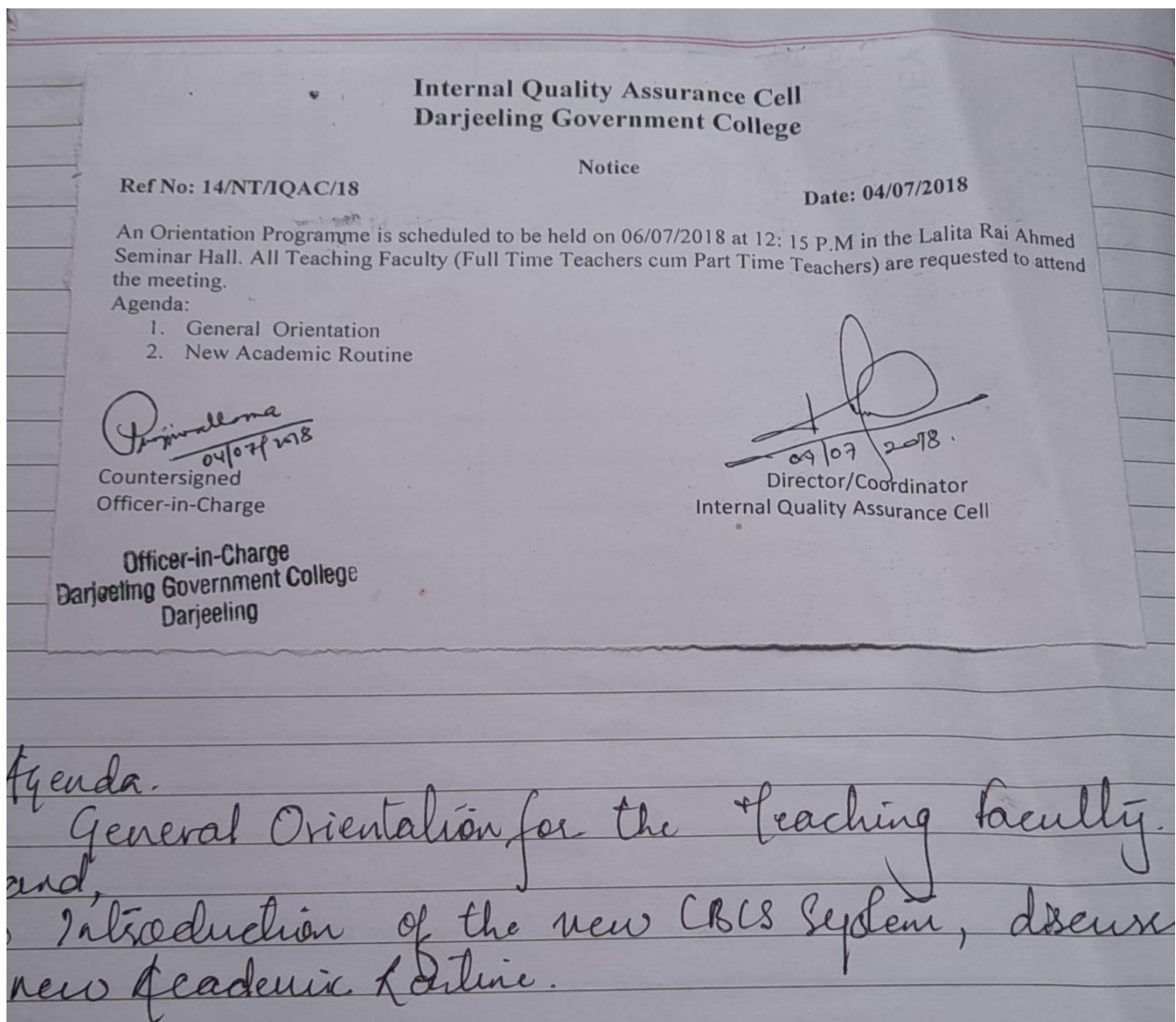
24) Tsheny D Bhuti

25) Pemba Bhutia ~~Phut~~

26) ~~24~~ Subarna Gheluy s. yul

27) ~~25~~ Agnes Zamang - Atamang

Minutes of the Meeting held on 06/07/2018



Resolution:

1. The Orientation Program was inaugurated by the Officer-in-Charge of Darjeeling Government College. He welcomed everyone present for the program and briefed on the CBCS System that would be applicable from the current academic session.
2. After the introductory speech by the OIC, the IQAC Director Sr. Henry discussed the need to build a good teacher-student relationship.
3. He suggested the importance and incorporation of Value Education.
4. He further discussed how in the upcoming students' Orientation Programme, teachers need to motivate the students, help in building their confidence and welcome them with open hearts.
5. In the next part of the session, Prof. Yuvraj Gurung provided a detailed explanation about the Choice Based Credit System to all present in the program. He also presented an excellent PowerPoint Presentation.

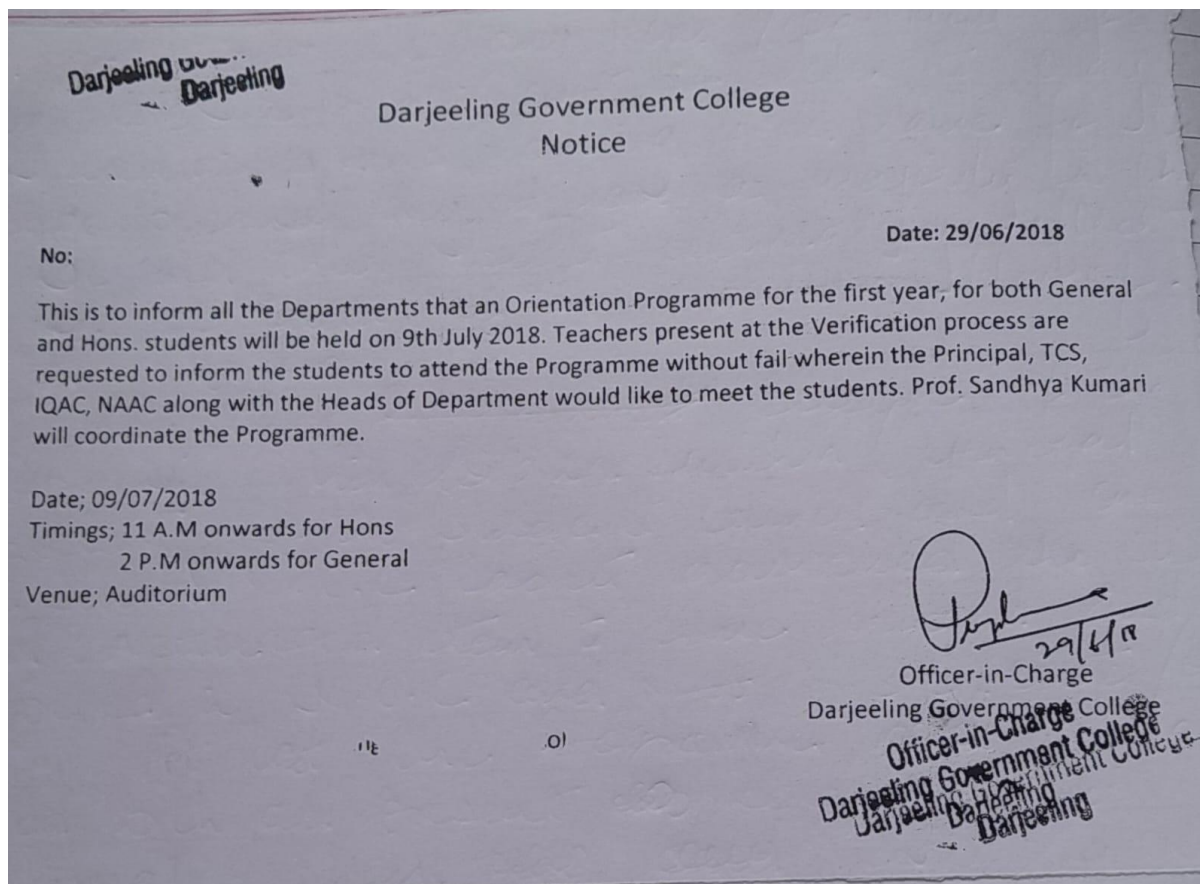
6. Next, Dr. Henry thanked Prof. Yuvraj Gurung for carrying out the Herculean task and undergoing through such a hardwork to make everyone understand the new CBCS System.
7. Lastly, the newly formed routine for the new session was shared with the various Departments and asked to come up with suggestions, if any.

Attendance for the Teacher's Orientation Program on CBCS

SIGNATURES.

1. Banarthy (Botany) 06/07/18
2. Sone " 06/07/18
3. Sabin " 06/07/18
4. DRainett " 06/07/18
5. Srijana Rai (Micro) 06/07/18
6. Sidshra Shiba 6/7/18 (Micro)
7. Basundhara Tamang 6/7/18 (Botany)
8. Kesang Sharna Bot-6/7/18 "
9. Pasang D. Sherna "
10. Sangita Shapa 6/7/18. "
11. Saransu Hame 06/07/18
12. Rimla 06/07/18
13. Ekrant Kabi 6/7/18
14. Md. Sarim Hame 06/07/18
15. Jadab Roy 06/07/18
16. Chandan Naskar 06/07/18 (Botany)
17. Rana Saha 6/7/18
18. Mohan Krjyoti 6/7/18
19. Rejendra Sah 6/7/18
20. Subrata Kar 6.7.18
21. Kabi Basul (Nep) 6.7.18
22. Anurit Lami (Math) 8/2/18
23. Samir Halder (Bot) 06/07/18
24. A. Bhattacharya
25. Soumya Chatterjee (Botany) 06/07/2018

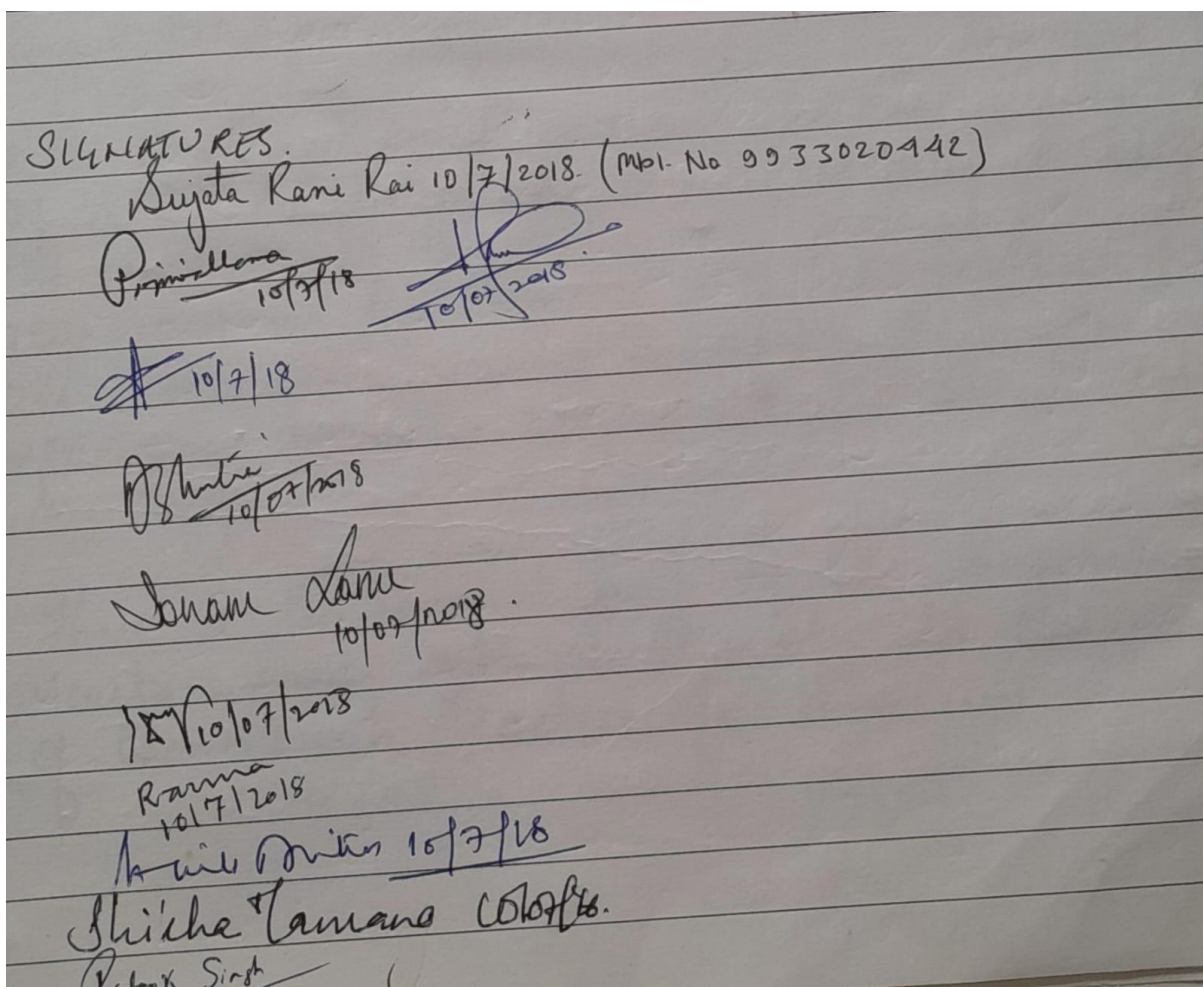
Orientation Programme for Students conducted on 09/07/2018



1. An Orientation Programme was conducted for all the first year students (Hons & General). The programme for the Hons students began from 11.00 A.M. and the same was conducted for the General students at 2.00 P.M. onwards.
2. The O.P. was conducted on the behest of the IQAC Committee who had proposed this idea during a meeting with the Heads on 22/06/2018.
3. At first, the Teacher Council's Secretary started the programme by welcoming everyone present in the Hall. He invited all the Heads of various Departments on to the stage to introduce themselves to the students.
4. Next, the Officer-in-Charge Dr. Prajjawal Pradhan, addressed the students, asking them to feel at home in college. He then, informed the students about the new CBCS system and spoke at length about the various facilities offered by the college. He even asked the students if they are facing any difficulties in the college.

5. This was followed by the IQAC Director Dr. Willie Henry's motivating speech to the students. He very firmly asked the students to maintain a proper decorum in the college.
6. Prof. Dipti Tamang gave a virtual-tour of the college to all the students through her excellent skill at PPT.
7. Then after, the Heads took their respective students to their Departments and oriented them regarding class schedules, syllabus, library timings etc.
8. As the programme was coming to a close, Miss Dipika Mukhia, General Secretary of the Students Council and one of the senior NCC cadets, addressed the new students and encourage them to get themselves enrolled in either NCC or NSS.
9. The Programme was officially ended by singing the National Anthem signifying national integrity.
10. The same was repeated in the afternoon session with the General students.

Minutes of the meeting held on 10/07/2018



A meeting was held amongst the members of the IQAC and NAAC Committees on 10/07/2018 at 3.30 p.m. in the Zoology Department. The meeting was graced by the Officer-in-Charge.

Resolution:

1. This was a very important meeting called up on an urgent basis to discuss the induction of one more member in the IQAC committee.
2. A proposal to include Prof. Sujata Raini, Head of the Department of Nepali, who was previously nominated as one of the representatives from the Management side, into the IQAC Committee.
3. Prof. Raini agreed to become the member of the IQAC Committee and was inducted on the same day.

Minutes of the Meeting held on 11/07/2018

Office of the Principal Darjeeling Government College, Darjeeling

Date:.....

Memo No. :

Notice

A meeting of the Principal and the Teachers of Darjeeling Government College with the Parents of the Enrolled students of the running session is scheduled to be held on 11th of July 2018 at 12 Noon in the College Auditorium. All the Parents are requested to attend the meeting positively for discussing issues related to the development of the Institution.

All the elected members of the Students' Council are requested to attend and coordinate the meeting.

Note; All the Teachers are also requested to inform the students from their respective Department regarding the above mentioned meeting.



Officer-in-Charge
Darjeeling Government College

Parent Teachers Meeting
Darjeeling Government College
Parents Attendance Sheet (11th July 2018)

Sl No	Name of Student	Subject/Course /Stream	Parent / Guardians Name	Mob No
1	Rosina Chettri	English Honours 1 st Yr	B.B. Chettri	96097-60354
2	Lakpa Dicky	Pol Sc Hons. 1 st Yr	Lakpa Sherpa	90028-44635
3	Hiru Bhattarai	ZOOLOGY Hons.	P.B. Bhattarai	XXXXXXX
4	Kriti Subba	ZOOLOGY Hons.	K.B. Subba	95935-20381
5	Aarju Gajmer	English Honours 1 st Yr	N. BiswaKarma	84485-71660
6	Pasang Sherpa	Geog. ??? 1 st Yr	B.K. Sherpa	97755-83168
7	Reshav Khawas	Zoology Honours 2 nd Yr	S.Khawas	95937-54248
8	Shristi Rai	English Honours 1 st Yr	Sonam Rai	89726-00181
9	Ruen Tsh. Lepcha	Pol. Sc. Honours 1 st Yr	J.Lepcha	97350-92723
10	Aman Raut	Pol. Sc. Honours 1 st Yr	Aarju Raut	83919-41470
11	Nima D. Lepcha	English Honours 1 st Yr	Nirmal Tamang	XXXXXXX
12	Prabhakaran Rai	History Honours 1 st Yr	Saran Rai	96477-89628
13	Joyeeta Dasgupta	Zoology Honours 1 st Yr	A.K. Dasgupta	90461-34315
14	Anos Rasaili	English Honours 1 st Yr	P.B. Rasiali	97350-94813
15	Aniket Rai	Pol. Sc. Honours 1 st Yr	K.K. Rai	91342-48976
16	P.Rai	Pol. Sc. Honours 1 st Yr	D. Rai	XXXXXX
17	Yashodha Subba	Nepali Honours 1 st Yr	F.Subba	96479-06791
18	Sukmit Lepcha	Pol. Sc. Honours 1 st Yr	<i>Only Signature Placed</i>	62959-69629
19	Sonam Lepcha	B.A. General	S. T. Lepcha	XXXXXX
20	Manisha Subba	Nepali Honours 1 st Yr	M. Rai	96097-83675
21	Shristi. D. Lama	Geog. Honours 1 st Yr	D. K. Lama	98008-23246
22	Pratik Sarki	Nepali Honours 1 st Yr	T.B. Sarki	84368-10523
23	Bijeyta Mothey	Nepali Honours 1 st Yr	A. Sunam	96092-48506
24	Dickey Tamang	English Honours 1 st Yr	Dilip Tamang	95477-22954
25	Prerana Kafley	Nepali Honours 1 st Yr	Man Kr. Sharma	90933-43254
26	Dicky Sherpa	"	"	"
27	Sushila Rai	Science???	H.Rai	89676-61639
28	Kabita Dey	Microbiology Hons. 1 st Yr	Kabita Dey	98009-93971
29	Visakha Rai	Botany Hons. 1 st Yr	Sushma Rai	96478-23784
30	Shahil Ansari	Micro Bio. Hons 1 st Yr	Ranjita Thapa	95639-55066
31	Vishma Giri	B.A. General	Kamala Giri	95933-21581
32	Nishant Thapa	History Hons. 1 st Yr	XXXXXXX	97333-05878
33	Lakpa S Yolmo	Pol. Sc. Hons. ? Yr	XXXXXXX	XXXXXXX
34	Subhas Rai	"	XXXXXXX	97758-13774
35	Khusbu Rai	Pol Sc. Hons. 1 st Yr	Ajila Rai	97334-41499
36	Amar Rai	Eng. Hons. ? Yr	Jauna Rai	XXXXXXX
37	Priyanka Gurung	Eng. Hons. 1 st Yr	Jasinta Gurung	96478-37248
38	Bisaka Tamang	Bot. Hons. 1 st Yr	Bikram Tamang	96143-34890

39	Sadhna Mangar	Bot Hons. 1 st Yr	Shyam Mangar	89062-63871
40	Umang Sunam	Pol Sc Hons. 1 st Yr	Kavita Sunam	98324-82031
41	Nawnadi Kanaujia	Eng Hons. 1 st Yr	Sarita. K.	98517-66862
42	S. Das	"	Sabita Nandi	97352-51372
43	S. Dey	ZOOLOGY Hons. 1 st Yr	Ive Dey	94344-29881
44	Unclear!!!	Pol. Sc. ???	Kabita Chettri	74777-35731
45	B.B. Chettri	History Hons. ? Yr	B.B. Chettri	97758-42940
46	Migma L. Sherpa	Nepali Hons. IInd Yr	Nim Lhamu Sherpa	74679-55536
47	Ashna Sundas	Geog. Hons. 1 st Yr	Asha Sundas	70630-91558
48	Sudarsha Tamang	Geography???	Nilam Tamang	74070-56945
49	Nehal Rai	Mathematics???	Kanchan Rai	74785-26738
50	Mili Mukhia	Nepali Honours ? Yr	Minu Mukhia	70018-80227
51	Punam Kumari	Geog. Hons ? Yr	Pinky Devi	74377-73527
52	Mohana Thapa	ZOOLOGY Hons. 1 st Yr	Mamta Thapa	97759-27230
53	S. Mangar	English Hons. 1 st Yr	Nirmala Mangar	97340-76313
54	Kripa Rai	Pol Sc. Hons. 1 st Yr	Sujala Gurung	81458-26833
55	Nikhil Pradhan	Pol Sc. 1 st Yr	S. Tamang	81720-27473
56	Brasha Gurung	Geog. Hons. 1 st Yr	XXXXXXX	XXXXXXX
57	Upeksha Rai	XXXXXXX	B. Gurung	XXXXXXX
58	Shriya Pradhan	Nepali Hons. 3 rd Yr	Bhagwati	XXXXXXX
59	Visakha tamang	History Hons.	Tshering Doma Tamang	97340-46078
60	Norbu. Tsh. Bhutia	History Hons.	Bishal Chettri	98320-66086
61	Sadhana Tamang	General ???	Norjen Tamang	XXXXXXX
62	Arpan Thami	Geog. Hons. 1 st Yr	Mamta Thami	XXXXXXX
63	Menuka Gurung	"	Usha Gurung	89674-34138
64	Yugna Bhandari	B Com ? Hons ? Yr	"	"
65	Salma Khatoon	Geography ? Yr	Md. Ajijsk	96417-42339
66	Labit Lepcha	Geog. 1 st Yr Gen /Hon???		XXXXXXX
67	Alangkrit Rai	Physics Hons. 1 st Yr	<i>Only Signature Placed</i>	98515-15579
68	Upashna Rai	Nepali Hons. 1 st Yr	Sarita Pakhrin	81166-49350
69	Suchitra Rai	"	"	"
70	Purushottam Sharma	Mathematics Hons. 1 st Yr	Bholanath ...	99339-91885
71	Santosh Tamang	Nepali Deptt. ? Yr	<i>Only Signature Placed</i>	94745-31633
72	Pravesh Tamang	Chemistry ? Yr	J. Tamang	97350-23624
73	Dinu Gurung	English ? Yr	<i>Only Signature Placed</i>	97341-24480
74	Shrayane Dey	Zoology Hons 1 st Yr	<i>Only Signature Placed</i>	94344-29881
75	Rosila Sarki	XXXXXXX	XXXXXXX	74310-63488
76	Suban Sherpa	Nepali Hons. 1 st Yr	S. Pradhan (Sherpa)	81457-67372
77	Aakash B.K.	General ???	Amar B.K.	97330-02162
78	Anusatya Subba	Nepali Hons. ? Yr	Prerana Subba	70318-28172
79	Pradip Pradhan	Science???	XXXXXXX	90649-44608
80	Sangya T.	English Hons 1 st Yr	Phurba Tamang	83270-45201
81	Neha Rai	Pol Sc. Hons. ?Yr	Rewati Rai	99330-20476
82	Samiksha Pradhan	English ? Yr	Surekha Pradhan	70476-36984
83	Samip Chettri	Mathemantics Hons ? Yr	XXXXXXX	90912-10043

84	Saloni Thapa	Economics ? Yr	Rajiv Sherpa	80018-04311
85	Nisehal Thapa	Geography ???	<i>Only Signature Placed</i>	97333-6081
86	Amisha Rai	English ???	<i>Only Signature Placed</i>	74774-53907
87	Doma Lama	Science ???	<i>Only Signature Placed</i>	77974-40747
88	Annie Tamang	Arts ???	<i>Only Signature Placed</i>	"
89	Trishita Bose	Micro Bio. 1 st Yr	Surajit Bose	94346-36919
90	Alana Yonzon	B. Sc ?	Rahul Yonzon	78728-16129
91	Neha Gurung	English Hons???Yr	Rajen Gurung	87680-1245???
92	Prerana Kharka	English Hons ???Yr	Durga Kharka	86097-90192
93	Chugen Tamang	History Honours	Gauri Tamang	95933-95665
94	Kushagra Rai	Physics Hons 1 st Yr	Divya Dumi	70761-64586
95	Nimesh Rai	Zoology Hons 1 st Yr	"	"
96	Siddhant Gurung	Zoology ???	<i>Only Signature Placed</i>	70749-06616
97	Sangarsh Tamang	Zoology	J. Tamang	96358-61319
98	Shristi Sharma	Geog. Hons. 1 st Yr	Sunil Sharma	81166-65066
99	Neha Alley Mangar	History Hons ? Yr	<i>Only Signature Placed</i>	84368-29058

Resolution:

1. The meeting commenced with the introductory speech delivered by the Officer-in-Charge. He welcomed some of the senior teachers namely Dr. W. Henry, Prof. Sujata Raini, Prof. Tapan Kumar Paul and Prof. Sandhya Kumari Singh to the dais.
2. Next, the OIC Sir informed the parents about the motive of holding the meeting, one of which was the upcoming NAAC visit and another to bridge the gap between teachers and parents.
3. The other senior teachers too briefed the parents about the college, education, departments and so on.
4. Dr. W. Henry pressed the need and importance of forming a Parent-Teacher Association for the academic wellbeing of the students. The first session of the meeting came to an end with all the parents agreeing to the formation of PT Association.
5. In the second half of the meeting, few members were elected for the composition of the Parent-Teacher Association.
6. The composition of the Parent-Teacher Association is hereunder:

- President- Prof. Sujata Raini
 - Vice President- i) Prof. Tapas Kr. Paul & ii) Arjun Thapa
 - Joint Secretary- i) Prof. Namrata Pariyar & ii) Sona Sherpa
 - Treasurer- Prof. Sonam Lama
 - Cashier- Bishal Chettri
 - Patron- Prof. P.C. Lama
 - Executive Members- i) Subash Rai, ii) Sunam Rai, iii) Thamal Chhetri, iv) Rajiv Thapa, v) Mamta Thapa, vi) Sujata Gurung, vii) Surajit Bose & viii) Bijoy Rai.
7. One of the Executive members, Mr. Subash Rai proposed that an annual meeting should be held amongst the members of the Parent-Teacher Association.
8. Prof. Sujata Raini, gave a vote of thanks and officially ended the meeting.

Minutes of the Meeting held on 18/07/2018

Resolution:

1. The IQAC committee welcomed the idea put forward by Prof. Prajjawal Pradhan who advocated that the standard of the IQAC's PPT should be no less than any other Departmental PPTs.
2. The committee resolved to form a sub-committee of IQAC designated for the preparation of the PPT.
3. The sub-committee includes:
 - Prof. Dawa Bhutia, (leader)
 - Prof. Sonam Sherpa
 - Prof. Prajjawal Pradhan
 - Prof. Somenath Dey
 - Rakesh Verma

Minutes of the meeting held on 04.08.2018

04/08/2018.

Welfare and Educational Awareness for Women (WEAW) Organised an awareness program for the girls in the Darjeeling Government College. The awareness program was also followed up by the distribution of Sanitary Napkins for the girls and WEAW has also arranged for the distribution of the sanitary napkins in the college on a regular basis.

The program was conducted in the presence of O-i-C and was organised by Mr Vikram Sharma. Prof Sandi Sudha Kama is presently made incharge of distributing the pads to the staff.

Signatures.

Vikram Sharma

Coordinator, North Bengal

9734169009.

Purimona
4/8/18

Officer-in-Charge
Darjeeling Government College
Darjeeling

Ran
member IQAC

Prateek Singh
Member NAAC

2018
04/8

Minutes of the Meeting held on 13/08/2018

13/08/2018.

Routine meeting of IQAC was held on 13/08/2018 at 3:00 PM onwards as notified ~~28~~ vide notice no. 23/NT/IQAC/18 dated 13/08/2018. Apology received from Prof. Binsh Pradhan and Prof. Shikha Tamang. Both of them had appointment with doctor. Prof. Pradyumn Pradhan also seeking apology as he was busy with UAC related works. The following comments made by NAAC peer team member were

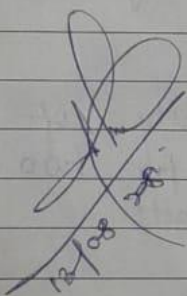
- 1) Govt. representatives and other governing members such as PWD Executive Engineer, ~~the~~ Vice Chancellor of the University were absent.
- 2) Issues related to ~~colleges~~ girls' hostel like food, sanitation and over crowding were raised.
- 3) The team also ~~recommended~~ recommended absence of teachers' common room.
- 4) Severe shortage of water in the college and especially drinking water non-availability within the college.
- 5) Students appreciated the availability of drinking water within the college for two days' during NAAC peer team visit.

Actions to be ^{proposed} taken up by IQAC, UAC -

- 1) Quarterly academic auditing.
- 2) Updation of pending UAC accounts (to 10th 11th plan).
- 3) Updation and ^{imply} updation of AQAR, ASHA, NIRA, college website, etc.
- 4) Data maintenance on students entry and

- exit, migrant, Divyangyan students Ratio,
5) college's new vision and yearly target.
6) Submission of all ~~to~~ sub-committee yearly plan and programme report.
7) Infrastructure and development.
8) Research and development.
9) Teachers' and students record.
10) Fund utilisation and future plan.
11) close monitoring of students' welfare schemes.
12) NAAC steering committee members to be incorporated in the IQAC.
13) Teachers' Council minute registers to be maintained properly and handed over to the successor ~~inclusion~~. This will be applicable to all sub-committees ~~as~~ respectively.
14) All the future actions / plans / activities have to be students' centric.
15) Prof. Somenath Day will represent IQAC for the P.C. (centenary & zoology) administration issues.

Somenath Day
13/08/2018


13/08/2018

Nanaskumbh
13/08/2018

Minutes of the Meeting held on 30/08/2018

30/08/2018 / Thursday

Proposals Meeting with the IQAC members and the Officer-in-Charge.

1) Fix a meeting with the Coordinator of IQAC. Students had a lot of complaints regarding the unavailability of bigger classrooms to accommodate large number of students in a class. In regard to this grievance of the students O-i-c suggested a meeting to be fixed between/amongst the IQAC Coordinator and HOD's Director to at the earliest.

2) The students who failed during ⁱⁿ their 1st year examination (Old System) will be facing problems with regard to the new CBCS introduced. Thus IQAC suggested/proposed to the O-i-c to include the failed students in the new CBCS system.


3) A letter to be sent to the ~~IQAC~~ IQAC centre and send a copy to the SPI regarding providing the classrooms for the use of the college students as ~~college students~~ college is suffering from the unavailability of bigger classrooms to accommodate large number of students. ~~with requested~~

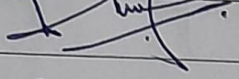
IQAC can shift their room that is under their occupancy to another alternate room that will be provided by the college.

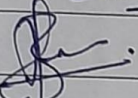
4) One IQAC member to be appointed as a permanent inviter in all future G.B meetings.

5) CAS Papers will be handled by Prof. Somnath Jey.

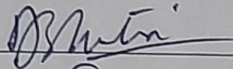
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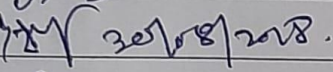
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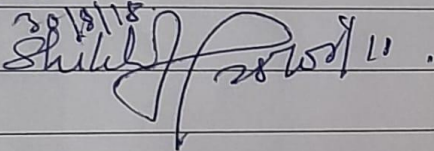
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4 Manekur 30/08/18

5 

6  30/08/2018.

7. Rama

8.  30/8/18

Minutes of the Meeting held on 26/11/2018

A meeting of LOAC members was ^{held} conducted on 26th of November 2018 at the zoology dept from 1 pm onwards. The agenda of the meeting was to discuss about the Delta sent to NAAC demanding an account of the expenditure of the funds released to NAAC.

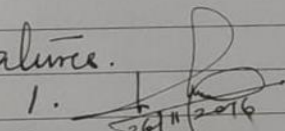
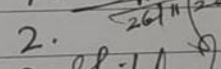
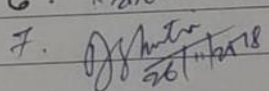
V.C. regarding V.C. of the grant for the period 2012-2017.

Prof. Prajwal Pradhan has been requested to comply with Annexure II and work out all expenditure details along with getting the Annexure form signed by the auditor. Section A, B1 was assigned to Prof. W. Henry. Section B2-4, B7, B8, B9, these details would be provided by Prof. Manas Kundu.

A resolution was passed that Prof. Manas Kundu and Prof. Shikha Tamang are going to sit with NAAC's members and find out data that they can procure from them.

A review meeting has been scheduled on 30th November 2018 to ensure the progress of the work assigned.

Signatures.

1.  26/11/2018
2. 
3. Shikha Tamang 26/11/18
4. Manas Kundu 26/11/2018
5. Prajwal Pradhan 26/11/2018
6. Parne 26/11/2018
7.  26/11/2018

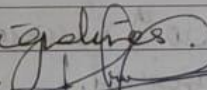
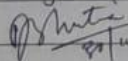
Minutes of the Meeting held on 30/11/2018

30/11/2018.

As per decision made on the previous meeting held on 26/11/2018, a review meeting was to be held on 30th Nov 2018 to take an account of the works related to compliance of letter from U.G.C and for submission of U.C of accounts and other state of affairs. It has been reported that the teachers concerned are extremely engaged in different examination process and thereby could not manage to proceed with further.

It is resolved that the issue of compliance be taken up steadily and subtly as and when possible and report to each other independently.

Signatures.

1.  20/11/2018
2. Sonam Dama 30/11/2018.
3. Shikha Chandra 30/11/2018.
4. Dibika Mukherjee 30/11/2018.
5.  30/11/2018