

# Minutes of the Meeting held on 10/07/2019



GOVERNMENT OF WEST BENGAL  
**Office of the Principal**  
**Darjeeling Government College**  
Darjeeling - 734 101, West Bengal, INDIA  
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**Memo No:** Not.01/IQAC/2019

**Dated:**05/07/2019

## NOTICE

A meeting of IQAC will be held on 10/07/2019 at the Principal's Ante-Chamber at 1.00 P.M. with the Admission Committee, Routine Committee, and Heads of all Departments. The presence of all is highly solicited.

Counter-signed

Officer-in-Charge,  
Darjeeling Govt. College

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

Signed

IQAC Coordinator  
Darjeeling Govt. College

Coordinator  
IQAC  
Darjeeling Government College  
Darjeeling

On July 10, 2019, the IAQC Committee scheduled a meeting with the Admission Committee, Routine Committee, and Heads of all departments. The Officer-in-Charge, Dr Projjwal Lama, was present as the meeting got underway at one o'clock in the afternoon in the Principal's Ante-Chamber. The meeting was opened by Dr Willie Henry, the IQAC Coordinator.

**Resolution:**

1. The IQAC Coordinator requested an update from the admission committee on the activities taking place in relation to admission for the upcoming academic year 2019–2020.
2. The Routine Committee then presented the new Master preliminary routine for the upcoming academic year.
3. The Department Heads for English, History, Nepali, and Political Science raised the issue of the classroom's limited capacity to hold students, particularly during program classes when that number typically exceeds 100 all the time.
4. The Heads asked for the allocation of larger classrooms for the upcoming academic year.
5. Hence, the Routine Committee was asked to update the schedule and assign classes in the college auditorium, Chemistry Hall, IGNOU Hall, and WBCS Hall to various Departments at various times throughout the day. To avoid misunderstanding, the routine itself needs to be updated with the new timings.
6. The committee instructed all Department Heads to prepare a report outlining all of the departmental activities as well as a plan of action for the academic year 2019–2020.
7. The IQAC Committee resolved to visit each Department in the coming weeks.

# Minutes of the Meeting held on 26/09/2019



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**Memo No:** Not.02/IQAC/2019

**Dated:** 20/09/2019

## NOTICE

This is to inform the TCS and the Heads of all Departments that an IQAC meeting will be held at the Principal's Ante-Chamber on 26 /09/2019 at 2.30 P.M. All are requested to attend the meeting positively.

Counter-signed

Officer-in-Charge,  
Darjeeling Govt. College

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

Signed

IQAC Coordinator  
Darjeeling Govt. College

Coordinator  
IQAC  
Darjeeling Government College  
Darjeeling

The IQAC Committee planned a meeting with the Heads of every Department on September 26, 2019, at 2:30 PM in the principal's ante-chamber. Officer-in-Charge Dr Projjwal Lama, IQAC Coordinator Dr Willie Henry, Teacher Council Secretary Prof. Prabir K. Sen, and the other committee members attended the meeting.

### **Resolution**

1. The IQAC Coordinator commenced the meeting with an overview of the academic initiatives undertaken by the several Departments.
2. As noted in the previous meeting, some of the Departments still hadn't submitted their reports on departmental activities. Each Department that had not yet filed their reports received a reminder.
3. Dr Willie Henry asked all the Department Heads to keep a record of all the leaves taken by the other faculty members of their respective departments as well as any OP, RC, FDP, Seminars, and Workshops they participate in. It is necessary to provide the IQAC Committee with a copy of all the paperwork, Dr W. Henry insisted.

# Minutes of the Meeting held on 03/12/2019



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Memo No: Not.03/IQAC/2019

Dated: 28/11/2019

## NOTICE

This is to inform all that a meeting will be held on 03/12/2019 at 2.00 P.M. in the Principal's Ante-Chamber. The U.G. & P.G. Examination Committees, Heads of all Departments, and Non-Teaching members are requested to attend the meeting positively.

Counter-signed

Officer-in-Charge,  
Darjeeling Govt. College

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

Signed

IQAC Coordinator  
Darjeeling Govt. College

Coordinator  
IQAC  
Darjeeling Government College  
Darjeeling



The IQAC Committee scheduled a meeting for 3<sup>rd</sup> December 2019, at 2 PM in the Principal's Antechamber. The meeting was brought to order and included departmental heads, non-teaching personnel, P.G., and UG Examination Committees. Dr Projjwal Lama, the Officer-in-charge, presided over the meeting.

**Resolution:**

1. The IQAC Coordinator questioned the Departmental Heads over their exam preparation and whether or not their departments had finished the course content. He also mentioned that if the curriculum wasn't finished, the department may schedule some additional classes for January if necessary.
2. The security guards were asked to take particular care of the college as it will be closed for the winter break. To enable the Departments to create an Internal Mark List, the Non-Teaching Members who work in college office desks were asked to provide a list of students to each Department, particularly those students who have GE, LCC, AECC, and Programme studies.
3. The UG and PG Examination Committees were asked to compile a list of invigilation responsibilities.
4. The conveners of the two exam committees voiced their concern about the lack of teachers, particularly during breaks.
5. The IQAC Coordinator requested that all Heads inform the other faculty members in their respective departments to positively report for the invigilation duties and to notify the Exam committee as soon as possible if they are unable to perform the invigilation duties due to unforeseen circumstances.

# Minutes of the Online Meeting held on 09/04/2020



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**Memo No:** Not.04/IQAC/2020

**Dated:**06/04/2020

## NOTICE

This is to inform all the members of the IQAC Committee that a virtual meeting will be held on 09/04/2020 at 4 PM through the WhatsApp call with the Officer-in-Charge and the Teacher Council Secretary.

**Agenda:** To discuss the modality of classes during the lockdown.

Counter-signed

Officer-in-Charge,  
Darjeeling Govt. College

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

Signed

IQAC Coordinator  
Darjeeling Govt. College

Coordinator  
IQAC  
Darjeeling Government College  
Darjeeling

On 09/04/2020 at 4 PM, the Officer-in-Charge, the IQAC Coordinator, the Teacher Council Secretary, and the committee members held a virtual meeting to discuss the format of the classes that would be taught during this lockdown.

### Resolution:

1. The Officer-in-Charge opened the meeting by outlining the impact of the lockdown on educational institutions in the Hills. The colleges in the Hills lost that vital period due

to the winter break, unlike the colleges in the plains where there were full-fledged classes during the winter. In the hills, lessons had just started in earnest when the covid broke out, forcing an unavoidable lockdown since 16.03.2020. In this case, the institution must devise a method to finish the curriculum and assist the students with their academics.

2. The IQAC Coordinator urged everyone in attendance to consider appropriate ways of communicating with the students.
3. The majority of those in attendance at the discussion proposed using online platforms like WhatsApp, Google Meet, and Zoom to take online lectures.
4. In the meantime, teachers should continue using WhatsApp to provide their students with books, study materials, and YouTube video lectures.
5. The IQAC Coordinator suggested the teachers to sign up for a variety of online FDP courses on MOOCs, which would allow the teachers take online classes efficiently.



# Minutes of the Meeting held on 15/06/2020



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**Memo No:** Not.05/IQAC/2020

**Dated:** 12/06/2020

## NOTICE

IQAC Committee calls for an online meeting through the Google Meet Platform on 15/06/2020 at 3 P.M. All H.O.D.s and TCS are requested to attend the meeting positively.

The link to the meeting will be shared on the college's official WhatsApp group 15 mins before the commencement of the meeting.

Counter-signed

Officer-in-Charge,  
Darjeeling Govt. College

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

Signed

IQAC Coordinator  
Darjeeling Govt. College

Coordinator  
IQAC  
Darjeeling Government College  
Darjeeling

On June 15, 2020, at 3 PM, the OIC, IAQC, TCS, and Heads of all Departments convened an online meeting through Google Meet.

**Resolution:**

1. The IQAC coordinator gave a review of the online courses taken by various departments to start the meeting. Dr. Willie Henry spoke about the potential of Google Classrooms and how this tool offers a forum for professors and students where notes can be published by teachers, questions can be asked, and students can communicate and upload their assignments as well as properly track their attendance.
2. As a result, the OIC asked Dr. W. Henry to assign someone who was knowledgeable about Google Classroom to lead an orientation programme for teachers so that everyone could learn how to use Google Classroom.
3. The Induction programme was approved by every Head.
4. Next, the Induction programme was scheduled for June 18, 2020. The TCS in the college group would inform all the professors. The programme would run from 2:00 PM until 4:00 PM.