

Minutes of the Meeting held on 15/09/2020



GOVERNMENT OF WEST BENGAL
Office of the Principal
Darjeeling Government College
Darjeeling - 734 101, West Bengal, INDIA
Website: www.darjeelinggovernmentcollege.com
E-mail: dgc.principal@gmail.com

Memo No: Not.06/IQAC/2020

Dated: 14/09/2020

NOTICE

This is to inform the Teacher Council Secretary and Heads of all Departments that an urgent virtual meeting will be held tomorrow i.e., on 15/09/2020 through the Google Meet platform at 2.00 P.M. with the members of IQAC and Officer-in-Charge. The link to the meeting will be shared 15 mins before the meeting starts.

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 September 15, 2020, the IAQC Committee scheduled an online meeting with the Teacher Council Secretary and Heads of all departments at 2.00 P.M. The Officer-in-Charge, Dr. Projjwal Lama presided over the meeting. The meeting was opened by Dr. Willie Henry, the IQAC Coordinator.

Resolution:

1. The IQAC Coordinator started the meeting with a general discussion of how each Department is conducting the online classes and the problems faced both on the teachers' and students' end.
2. Then he moved on to the most important agenda of the meeting and that was the G.O. with Memo. No. 517-Edn(A)/10M-21/20 dated 10/09/2021.
3. According to the said G.O., the Governor accords approval for consideration of all Online Refresher Courses, Orientation Programmes, and other short-term courses recognized by the University Grant Commission and conducted online from or after 03.12.2018 i.e. the issuance of UGC D.O No. F-2-16/2002(PS)Pt fl.II dated 03.12.2018 for the purpose of Career Advancement of Teachers and equivalent cadres in the Govt. and Govt. Aided College in West Bengal.
4. In this connection, the IQAC instructed all present in the meeting that the teachers can opt for online RC, OP, and short-term courses provided it be approved by UGC HRDC only.
5. In this connection, all Heads were instructed to inform the departmental teachers about the same. The Departmental Heads were instructed to mail the details of all online courses undertaken by teachers so far to the IQAC.

Minutes of the Meeting held on 25/11/2020



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Memo No: Not.07/IQAC/2020

Dated: 21/11/2020

NOTICE

This is to inform the Heads of all Departments that an online meeting will be held with the Officer-in-Charge and IQAC members on 25/11/2020 at 3.00 P.M. through the Google Meet Platform. A meeting link will be provided in due time.

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 summoned the heads of every department to a meeting online on November 25, 2020, at 3 p.m. Dr. Projjwal Lama, the officer in charge, was present during the meeting. Dr. Willie Henry, the IQAC Coordinator, gave a welcome address to the group.

Resolution:

1. The IQAC Co-ordinator asked all Departmental Heads to submit a report of the recent online mode university examination.
2. Then he asked for feedback on the ongoing online classes from each Head.
3. Most of the Heads commented on the lack of interaction from the students in an online mode of teaching. As the students turn off their audio and videos, it is hard to determine whether the students are really taking the classes seriously and understanding the lectures.
4. The students who are not regular complain of network failures. Some of the network failure cases seem genuine as the students also come from remote localities where network connections are not strong.
5. Also due to the lockdown, the students who come from economically weaker sections are finding it very difficult to pay for mobile data, some even have a single mobile phone in the entire house, and it was difficult to attend for these students to attend the classes, especially those who have siblings in the schools.
6. The OIC requested the IQAC Committee to come up with a solution regarding this problem.
7. The IQAC Coordinator asked each department to make a list of those students who come from economically unsound families.
8. The IQAC Coordinator, the OIC, and the heads came up with a solution that poor-aid funds can be utilized to help these students as they believed that no students should be deprived of education.

Meeting Minutes held on 20/02/2021



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Memo No: Not.08/IQAC/2021

Dated: 17/02/2021

NOTICE

This is to inform the members of the IQAC committee, the Teacher Council Secretary, UG & PG Examination committees, and Departmental Heads that an online meeting on Google Meet is scheduled on 20/02/2021 at 5.00 P.M. All are requested to be present in 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**

An online meeting was scheduled on 20/02/2021 at 5.00 pm by the IQAC Committee. Members of the committee, OIC Sir, TCS Sir, UG & PG Examination committees, and Departmental heads attended the meeting. The IQAC Coordinator inaugurated the meeting by welcoming everyone to the meeting

Resolution:

1. The IQAC Coordinator stated that the agenda of this meeting was to conduct an online unit test on an urgent basis as it was very important to determine the growth of students.
2. Dr. Willie Henry Bhutia enquired if it was possible to conduct an online Unit Test in March 2021.
3. All the Departmental Heads and the UG & PG Examination Convener responded positively.
4. Next, the model and marks of the Unit Test were determined.
5. It was decided unanimously that an online Unit Test will be conducted in the second week of March. Total marks will be 60 for theory and 15 marks for assignments/ internals. It was also decided that for now no practical test will be given as the college is under lockdown.
6. The Departments would be responsible for preparing the question sets and evaluating the scripts. Question papers should be sent on the day of the test 15 mins before the commencement of the test and the question paper needs to be sent to the students in their WhatsApp groups for easy access. However, each department should give a specific email address for submitting the answer scripts. The students should be prohibited from sending the answer scripts in the WhatsApp groups.
7. Lastly, the conveners of UG & PG Examination committees were requested to prepare a common exam routine for all Departments urgently.

Minutes of the Meeting held on 28/05/2021



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Memo No: Not.09/IQAC/2021

Dated: 18/05/2021

NOTICE

The IQAC Committee hereby informs the members of the Routine committee and the Heads of all the Departments that a virtual meeting is scheduled on 28/05/2021 at 3.00 P.M. The meeting will be held through Google Meet Platform and a link for the same will be provided in the College's official WhatsApp group 15 mins before the meeting begins.

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**

An online meeting was organized by the IQAC Committee in the presence of the OIC Sir, Routine committee and the Heads of all the Departments at 3.00 pm on 28/05/2021.

Resolution:

1. The IQAC Coordinator opened the House by discussing the effects of the pandemic and lockdown on education. Dr. Willie Henry Sir asked each Department Head to share their experience of teaching online and the difficulties the teachers and the students are facing.
2. Most of the Heads highlighted network issues especially on the students' side as not everyone can afford wifi connections or good internet speed, part of the problem is due to their far-fetch locations.
3. The IQAC Coordinator made a proposal of giving the students a fair chance of picking up the classes if they have missed some by providing them with a series of remedial classes for 10 days.
4. The OIC Sir responded positively followed by the Heads.
5. Dr. W. Henry then asked the routine committee to prepare a common routine for remedial classes of 10 days in the month of June.
6. Lastly, the IQAC Coordinator asked the Heads to keep a record of all the teachers who are taking up various online courses, seminars, FDPs and workshops.