

Minutes of the Meeting held on 22/07/2022



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: No15/IQAC/2022

Dated: 18/07/2022

NOTICE

This is to inform the Admission Committee, the Routine Committee, and the Heads of all Departments that a meeting will be held on 22/07/2022 at 1:00 P.M. in the Principal's Ante-Chamber with the Officer-in-Charge and the IQAC Committee.

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 Admission Committee, the Routine Committee, and the Heads of all departments to a meeting on July 22, 2022. The meeting began at 1:00 pm in the Principal's Ante-Chamber with the Officer-in-Charge, Dr. Prajjawal Lama, in attendance. The IQAC Coordinator, Dr. Sherap Bhutia, gave the gathering its opening remarks.

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 2022–2023.
2. The Routine Committee then presented the new Master preliminary routine for the upcoming academic year.
3. 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 2022–2023.
4. The Officer-in-Charge also talked about the existing infrastructure and enquired from the admission committee and Heads of all Departments about the total intake capacity in the previous years and a feasible number of seats that can be increased in each Department in the new academic session.
5. The Heads however requested the OIC Sir to keep the number of seats the same like the previous year as it was not possible to accommodate a huge number of students due to the lack of larger classrooms.

Minutes of the Meeting held on 29/11/2022



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Website: www.darjeelinggovernmentcollege.com
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Memo No: No16/IQAC/2022

Dated: 21/11/2022

NOTICE

1. This is to inform the IQAC committee members that a meeting is scheduled to be held on 29/11/2022 at 3.00 P.M. along with the eight teachers whose CAS is due. The following teachers are requested to attend the meeting positively.
 - 1) Prof. Rujas Yonle, Zoology,
 - 2) Prof Nirmalaya Shee, Zoology,
 - 3) Prof. Nirmal Subba, Economics,
 - 4) Dr. Md. Salim Masud Molla, Mathematics,
 - 5) Dr. Ekramul Kabir, Physics,
 - 6) Prof. Md. Hasanujjaman, Physics,
 - 7) Prof. Sunita Lama, English, &
 - 8) Prof. Rippandi Lepcha, English.

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

A committee meeting was called in by the IQAC Coordinator on 29/11/2022 at 3.00 P.M at the Principal's Ante-Chamber. The eight teachers whose CAS were due were called for the meeting. The meeting was joined by the Officer-in-Charge Sir, Dr. Projjwal C. Lama.

Resolution:

1. The IQAC Coordinator, Dr. Sherap addressed the House and discussed the impending CAS of eight teachers.
2. The name of eight teachers are-
 - 1) Prof. Rujas Yonle, Zoology, Stage 3 to 4
 - 2) Prof Nirmalaya Shee, Zoology, Stage 1 to 2
 - 3) Prof. Nirmal Subba, Economics, Stage 2 to 3
 - 4) Dr. Md. Salim Masud Molla, Mathematics, Stage 1 to 2
 - 5) Dr. Ekramul Kabir, Physics, Stage 1 to 2
 - 6) Prof. Md. Hasanujjaman, Physics, Stage 1 to 2
 - 7) Prof. Sunita Lama, English, Stage 1 to 2 &
 - 8) Prof. Rippandi Lepcha, English, Stage 1 to 2.
3. The eight teachers are instructed to prepare PBAS first and submit a copy of PBAS to the IQAC Committee.
4. Dr. S. Bhutia also instructed the teachers to collect all necessary documents and certificates required for CAS.
5. He further instructed his committee members to go through Category III of each of the eight teachers and report to him if any discrepancy is found.
6. He also suggested creating a WhatsApp group for CAS for sharing all necessary information.
7. Based on his previous experience, Prof. Jadab Roy, an IQAC member was requested to take responsibility for arranging everything related to CAS Screening at the NBU Guest House.

Meeting Minutes held on 31/05/2023



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Memo No: No17/IQAC/2023

Dated: 30/05/2023

NOTICE

An urgent meeting is being called on 31/05/2023 at 1.00 P.M. in the Principal's Ante-Chamber to discuss the NAAC preparation with IQAC Committee. All the members of the IQAC and NAAC committees 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

An urgent meeting was held on 31/05/2023 at 1.00 P.M. in the Principal's Ante-Chamber to discuss the NAAC preparation with IQAC Committee.

Resolution:

1. The OIC Sir, Dr. Projjwal C. Lama, requested all present in the meeting to go through all previous documents related to NAAC Accreditation as the college has to again get ready for NAAC Evaluation.
2. It was decided that the Google form for AQAR needs to be prepared urgently and circulated to all Department Heads for the collection of data.
3. IQAC Committee will provide all necessary help required by the NAAC Committee.
4. Both committees were requested to go through the process of creating profiles on the Vidwan website.
5. The last date for the collection of data from the Departments were fixed to be 15th June 2023.

Meeting Minutes held on 09/06/2023



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Memo No: No18/IQAC/2023

Dated: 07/06/2023

NOTICE

This is to inform all the IQAC committee members that a meeting will be held in the Principal's Ante-Chamber on 09/06/2023 at 11.30 A.M. to discuss the issue related to the NAAC Accreditation process. All are requested to be present in 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

A committee meeting was called by the IQAC Coordinator on 09/06/2023 from 11.30 A.M. at the Principal's Ante-Chamber. The meeting was graced by OIC Sir, Dr. Projjwal Lama.

Resolution:

1. The main agenda of the meeting was to rephrase the IQAC Committee and induct new members to the IQAC Committee as previous IQAC members Prof. Manas Kundu, Prof. Subhojit Oaja, Prof. Amarjeet Tamang, and Prof. Shikha Tamang were transferred to different PSC colleges.
2. As a result, four new teachers were inducted into the committee. Prof. Sandip Mondal, Asst. Professor (Chemistry) and Prof. Sourav Chakraborty, Asst. Professor (Botany) and the two newly transferred teachers, Prof. John Kapil Chettri, Asst. Professor (Pol. Sc.) and Prof. Sunita Lama, Asst. Professor (English) were inducted into the committee, in the capacity of internal members.
3. Prof. Prabir Kumar Sen, Associate Professor (Chemistry) was inducted as an Internal member, Teacher Representative.
4. Shri. Chandra Prakash Rai, Secretary, Darjeeling Municipality, was inducted as an External member, Alumni, and Dignified Senior Administrative Officer.
5. Mr. C.K. Jha, Executive Engineer, PWD Darjeeling Division, was inducted as an External member, Dignified Senior Administrative Officer.
6. Dr. Padam Nepal, Associate Professor in Political Science, St. Joesph's College, Darjeeling was inducted as an External member, Dignified member of the society.
7. Mr. Jiwan Chettri, Principal of Yashshree Institute of Hotel Management, Darjeeling, was inducted as an External member, Dignified Senior Administrative Management.
8. Mrs. Norjin T. Bhutia, Office Staffa, Darjeeling Government College, was inducted as an Internal member, Non-Teaching Staff Representative.
9. Next, the name of Aswin Rai, P.G. 2nd Semester, from the Department of English was proposed and accepted as an Internal member, Student Representative.
10. Prof. Sunita Lama was given the responsibility of preparing the softcopies of the IQAC Meeting Minutes and Action Plan.
11. Preparation/compilation of the Annual College Report and Action Plan Report will be handled by Prof. Jadav Rot, Asst. Professor (Philosophy) and Prof. Sourav Chakraborty, Asst. Professor (Botany).
12. NAAC committee will prepare the AQAR but it would be verified by the IQAC committee.
13. Preparation of Students Satisfaction Survey Report and Action taken Report on students' feedback will be handled by Prof. Dewki Limbu, Asst. Professor (Geography) and Dr. Banani Dutta, Asst. Professor (Mathematics).

14. Academic Calendar will be handled by Prof. Dawa Bhutia, Asst. Professor (Zoology).
15. Criteria VII & Best Practices will be prepared by Prof. John Kapil Chettri, Asst. Professor (Political Science).
16. Preparation of Academic Audit & Administrative Report (AAA) will be handled by Dr. Prabir K. Sen, Dr. Subrato Kar, and Dr. Prantik Hazra (NAAC Committee member).
17. Gender Audit Report will be prepared by Dr. Shraddhanjali Singh (NAAC Convenor) and Mrs. Norjin T. Bhutia, Office staff.
18. Green Audit Report will be prepared by Dr. Sonam Lama, NSS convenor.
19. Reports organized inside & outside the college including sports will be prepared by Prof. Prajjawal Pradhan, NAAC Committee Member).
20. Lastly, a notice needs to be circulated to each Department Head for the timely submission of all data /information /reports/ materials needed by the NAAC Committee.
21. Also, all teachers need to be notified regarding the creation of a profile in the Vidwan website.
22. ASIHE has already been updated.

