



HALDIA GOVERNMENT COLLEGE

Minutes of the 1st IQAC meeting on 10th August 2022

Venue : IQAC Room

Time: 2: 00 pm

Dated 10.08.2022 :: Place : IQAC Room

Members Present :

1. Dr. P. K. Tripathi (in the Chair)
2. Dr. Debbarayan Roy
3. Dr. Debasish Banerjee (Online)
4. Dr. D. Sadhukhan
5. Mr. Tanmay Kr. Maity
6. Mr. L. N. Maity
7. Dr. Dipankar Pramanik
8. Dr. Shyamsundar Sahoo
9. Mr. Himadri Mukhopadhyay

- a) Resolutions of the last meeting of the IQAC have been approved unanimously.
- b) Resolved that : Dr. Ananya Chatterjee, Assistant Professor, Department of Sociology, and Dr. Debolina Das, Assistant Professor, Department of Physics, Dr. Lakshmi Narayan De, Assistant Professor, Department of Mathematics will be included in the IQAC.
- c) Dr. U. S. Midya, Assistant Professor, Department of Chemistry will be inducted in place of Dr. Tuhinsubhra Bhattacharyya, Assistant Professor, Department of Statistics (transferred).
- d) Necessary fund for NAAC preparation will be requisitioned from the Higher Education department at the earliest.
- e) Administrative approval for withdrawal of fund in advance for NAAC preparation will have to be sought.
- f) Initiative for Academic audit will be taken.
- g) Initiative for formation of Alumni Association needs to be taken as early as possible so that it may be registered before NAAC SSR preparation. It has been learnt that three documents will be required for registration of Alumni Association: (i) duly filled-in Application Form (ii) Resolution for formation of Alumni Association and (iii) the Principal's signature
- h) A letter to be written to the PWD (Civil Construction) for starting the new academic building.

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- i) Deputy General Manager, Indian Oil Corporation, will be requested to be a member of the IQAC.
- j) Admission for SEM-I, TTM course will be suspended until the necessary clearance/ permission is obtained from the HED, and V U. Meantime, the College will adopt fresh initiative to introduce a new 4-year TTM Vocational Course and apply to the proper authorities at the earliest.
- k) Latest status and facts relating the UGC letter for refund of unutilised money with interest will be intimated to the HED for necessary guidance and instruction.
- l) In all, 14 cases of CAS (Stage I to Stage II) have been approved in this year, till date.
- m) Research Sub-Committee has proposed that a letter may be written to the HED for sanction of Rs. 1,50,000/-+Rs. 50,000/-for submission of fees charged by the VU or the VU may be requested by the HED to waive the fees at their end.
- n) The Principal, Jhargram Raj College, shall be requested to provide guidance and assistance to our college for acquiring status of DBT star College.
- o) DST-FIST may be applied at the earliest.
- p) For KOHA database development in the library, teachers may be requested to provide voluntary service for data entry under the supervision of the Librarian.
- q) A letter to the DPI needs to be written for sanction of Rs. 1, 04, 00, 000/- for development of infrastructure.
- r) For the development of CCTV infrastructure private funds may be used if Govt. fund is not available.
- s) It was unanimously decided that the departments will be asked to conduct 30 Hrs (minimum duration) Value Added Courses for the benefit of the students.




Dr. P. K. Tripathi
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Minutes of the 2nd IQAC meeting on 10th March 2023

Venue : IQAC Room

Time: 2: 50 pm

Agenda

1. Preparation of AQAR for the session 2021-2022.
2. Discussion regarding preparation of upcoming NAAC visit.
3. Discussion regarding preparation of upcoming CAS.
4. Discussion regarding Departmental Shortfall in Odd Semesters.
5. Discussion regarding Value added courses in the ongoing Session.
6. Discussion regarding Seminars and Workshops.
7. Matters arising.

Minutes

With Prof. Debnarayan Roy and Prof. Debashish Banerjee present online, the other members of IQAC met at the IQAC Room with Dr. Pijush Kanti Tripathi (Officer-in-Charge, Haldia Government College) in the chair. The Meeting started at 2.50 p.m.

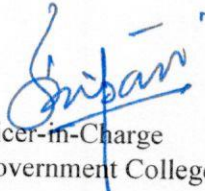
- The minutes of the last meeting read out and confirmed.
- The coordinator started with the discussion on the upcoming Green Audit, Energy Audit and Environmental Audit on an urgent basis as the team from the organization Greenvio Solutions informed us that they will visit our college from 12th March to 14th March 2023. For this purpose all the present members of the IQAC discussed about the duration of their visit in the college and the data they have asked for.
- In the meeting of the Heads of the Departments with the IQAC on shortfalls in the Odd Semester, most of the departments expressed concern about the poor attendance of the students and shortage of classrooms. In this IQAC meeting Dr. Sahoo (Head, Department of Statistics) suggested that regular parent-teacher meetings and continuous telephonic communication with the parents could improve the attendance. By following these practices, the Statistics department has already benefitted. Dr. Pramanik said that since local buses are not unwilling to accept the students' concession for bus fare, this also has led to poor attendance. Professor Roy suggested a letter should be written regarding this matter of concession to the District Magistrate and RTO officer.
- The IQAC proposed to all the departments to conduct seminars and workshops (As per NAAC guideline) and also to start the value added courses for the session 2022-2023.
- Our Officer-in-Charge, Dr. Tripathi, proposed that solar panels may be installed for solar energy in the college. Professor Roy and Professor Banerjee suggested

communication with the District Magistrate and West Bengal Renewable Energy Development Agency should be initiated in this regard.

- The IQAC discussed the need for immediate ISO registration and requested the Officer-in-Charge to take initiative.
- Since presently there is no acting Governing Body in this College, so Professor Roy and Professor Banerjee suggested to the Officer-in-charge to take immediate initiative for the GB formation for the upcoming NAAC visit. Quick communication with The Director of Public Instruction Government of West Bengal is to be made.
- A discussion on Industry-Institution collaboration and Research collaboration was held.
- For the upcoming CAS of some teachers, the IQAC will take the initiative according to procedure and for the CAS of IQAC Co-ordinator Dr. Sadhukhan, the CAS file will be checked and signed by a senior professor, Prof. Himadri Mukhopadhyay of Bengali Department.
- The IQAC resolved that for the preparation of SSR, NAAC convenor will distribute the work among the NAAC committee members and other teachers of the college as and when required.
- A discussion has also been made to include one member from industry in the IQAC.

With no remaining issue for discussion, the meeting was concluded with the Vote of Thanks given by the Officer-in-Charge.




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Minutes of the 3RD IQAC meeting on 28th June 2023

Venue : IQAC Room

Time: 2: 00 pm

Agenda

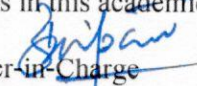
1. Submission of AQAR for the session 2021-2022.
2. Preparation of AQAR for the session 2022-2023.
3. Discussion regarding Admission under new structure.
4. Planning of IQAC for the session 2023-24.
5. Discussion regarding preparation and submission of SSR for upcoming NAAC.
6. Discussion regarding preparation of internal and external Audit.
7. Discussion regarding shortfall & action taken report of last semesters (Odd Semesters).
8. Matters arising.

Minutes

With Prof. Debnarayan Roy and Prof. Debashish Banerjee present online, the other members of the IQAC met at the IQAC room with Dr. Pijush Kanti Tripathi (Officer-in-Charge, Haldia Government College) in the chair. The Meeting started at 2.00 p.m.

The minutes of the last meeting of 10/03/2023 read out and confirmed.

- The coordinator started the discussion on the proposed IQAC Plan of Action for the upcoming session 2023-2024. Following the discussion, the plan of action was approved unanimously.
- After verifying AQAR for the Session 2021-2022, it was decided that AQAR will be submitted within due date.
- Also it was decided that the IQAC co-ordinator will take initiative for preparation of the AQAR 2022-23.
- It is resolved that OIC will take the initiative for Govt. Audit. Internal Audit has already been initiated.
- A Governing Body with 11 members needs to be formed, after proper resolution and consent of the DPI, Higher Education Department.
- Proposal to purchase Google Suite to fulfil students' requirement has been approved by the IQAC.
- Admission to the 2023-2024 session will be done as per the directives of Higher Education Department and Vidyasagar University norms.
- It has been resolved that teachers will be released for OP/RC on priority basis as per their due dates of promotion.
- IIQA for NAAC will be submitted tentatively by end of October 2023.
- 18 value added courses were held by various departments in this academic session.


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