



**IQAC**



**GOVERNMENT DEGREE COLLEGE, KAMALPUR**

**(Affiliated to TRIPURA UNIVERSITY)**

**Garodtilla, P.O & P.S- Kamalpur, Dist.- Dhalai, PIN: 799285**

**Email: [gdekamalpur@gmail.com](mailto:gdekamalpur@gmail.com) Web-link: <http://gdcktripura.nic.in>**

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**Minutes of Internal Quality Assurance Cell (IQAC) Meeting**

<b>Meeting No</b>	<b>: 01</b>
<b>Day and Date</b>	<b>: Monday, 10<sup>th</sup> June, 2019</b>
<b>Time</b>	<b>: 3.30 PM</b>
<b>Venue</b>	<b>: Principal's Chamber</b>

**Agenda:**

- Preparation of Action Plan for the academic year 2019-2020.
- Preparation of Academic Calendar for the current year.
- Focus on academic classes (ICT based) and extra-curricular activities.
- Updating college website.
- Maintaining teacher's diary regular basis.
- Appointment of guest teachers.
- Feedback form
- Miscellaneous

**Members Present:**

1) Dr. D. Chakrabarti	Chairperson
2) Dr. B. C. Das	Coordinator
3) Dr. S. Dinda	Member
4) Mr. S. C. Das	Member
5) Mr. J. C. Saha	Member
6) Mr. S. Suklabaidya	Member (External)
7) Mr. J. Das	Member (Alumni)
8) Mr. S. Pal	Member (Alumni)
9) Sri J. Das	Member (Student)
10) Sri R. Das	Member (Student)

**Minutes of the meeting:-**

After threadbare discussion the following decision have been taken:

- 1) IQAC committee will prepare Action Plan for the academic year 2019-2020 in the next week of this month.

- 2) It is decided that maximum classes of the college will be taken by using smart classroom or ppt mode and emphasis is given on extra-curricular activities.
- 3) IQAC will request the college academic committee to prepare the Academic Calendar for the year 2019-2020 in a very short time and the same should be fixed in the Teachers' common room.
- 4) IQAC deliberated on management of College website on regular basis.
- 5) Feedback will be distributed in the second week of the next month and the filled up forms will be collected within 20 days.
- 6) Teacher's diary will be maintained by the faculties of the each department in every month and the work will be supervised by the HOD of every department.
- 7) The department which needs guest faculties will be requested to submit their requirement on the basis of their un-attended classes as early as possible for appointment of guest teachers.
- 8) There will be one or more garden to be prepared for beautification of the campus.

  
10/06/2019  
Coordinator

  
10/06/2019  
Chairperson



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### Minutes and Action Taken Report of Internal Quality Assurance Cell (IQAC) Meeting

Meeting No : 02  
Day and Date : Monday, 5<sup>th</sup> August, 2019  
Time : 3.30 PM  
Venue : IQAC Room

#### Agenda:

- Action taken report of previous meeting.
- Organising seminar/workshops.
- Proposal for MRP (Minor/Major) by the faculties.
- Analysis of results (Even semester).
- Formation of various committees for extension activities sports, NSS, NCC and related others.
- Proposal for management of College water bodies.
- Parents'-Teachers' meeting.
- Miscellaneous.

#### Members Present:

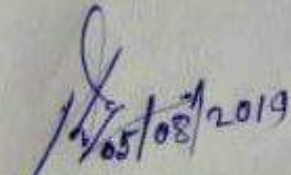
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|-----------------------|-------------------|
| 1) Dr. D. Chakrabarti | Chairperson       |
| 2) Dr. B. C. Das      | Coordinator       |
| 3) Mr. J. C. Saha     | Member            |
| 4) Mr. S. Suklabaidya | Member (External) |
| 5) Mr. S. C. Das      | Member            |
| 6) Mr. J. Das         | Member (Alumni)   |
| 7) Sri J. Das         | Member (Student)  |
| 8) Sri R. Das         | Member (Student)  |

**Action taken report:** IQAC committee and academic committee of the college already prepare their action plan and academic calendar respectively in due time. Guest faculty recruitment process completed.

#### Minutes of the meeting:-

After threadbare discussion the following decision have been taken:

- 1) IQAC has given a proposal to the bigger departments of the college to organise workshop/seminar and IQAC suggested all the faculties for applying minor or major research project.
- 2) Result for even semester will be analysed by the IQAC and college Academic Committee. The weaker points will be identified.
- 3) IQAC has given emphasis to organise a inter departmental volleyball tournament in the last week of this month.
- 4) In these meeting members given focus on NSS and NCC activity and they suggest for more such performance.
- 5) One additional committee will be formed in the name of '*Water Bodies Observation and Beautification Committee*' consisting few members including office staff of the college.
- 6) Decision has been taken on parents teachers meeting which will be conducted in every 4 months by the department concerned.

  
Coordinator

  
Chairperson



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**Minutes and Action Taken Report of Internal Quality Assurance Cell (IQAC) Meeting**

**Meeting No** : 03  
**Day and Date** : Friday, 4<sup>th</sup> October, 2019  
**Time** : 3.30 PM  
**Venue** : Principal's Chamber

**Agenda:**

- Action taken report of previous meeting.
- Analysis of feedback forms.
- Introduction of new courses/programmes.
- Infrastructural matters (increasing of class room).
- Remedial classes for slow learners.
- Discussion on college boundary (entry/exit).
- Miscellaneous.


**Members Present:**

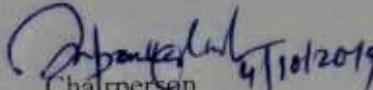
1) Dr. D. Chakrabarti	Chairperson
2) Dr. B. C. Das	Coordinator
3) Dr. S. Dinda	Member
4) Mr. S. C. Das	Member
5) Mr. J. C. Saha	Member
6) Mr. S. Suklabaidya	Member (External)
7) Mr. J. Das	Member (Alumni)
8) Mr. S. Pal	Member (Alumni)
9) Sri J. Das	Member (Student)
10) Sri R. Das	Member (Student)

**Action taken report:** Two proposals one from Political Science and other from Bengali department have been sent to the appropriate authority for organising a national level seminar. Result analysis has been done. One committee has been formed for supervising college water bodies. Inter departmental volleyball tournament not yet conducted.

**Minutes of the meeting:-**

- 1) All the feedback forms have been analysed and decisions have been taken for the slow learners, that few remedial classes will be conducted in the afternoon session of the college for them.
- 2) Proposal has been taken for introduction of B.Sc honours courses Physical Science and B.Sc Bio pass courses for the next academic year.
- 3) Decision has been taken for permanently closing of two unnecessary college gates.

  
04/10/2019  
Coordinator

  
4/10/2019  
Chairperson



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**Minutes and Action Taken Report of Internal Quality Assurance Cell (IQAC) Meeting**

Meeting No : 04  
Day and Date : Wednesday, 27<sup>th</sup> November, 2019  
Time : 3.30 PM  
Venue : Teachers Common Room

**Agenda:**

- Action taken report of previous meeting.
- End semester examination.
- Analysis of faculty feedback.
- College alumni meeting.
- Proposal taken from faculties.
- Library and IT matters.
- S. T. boys hostel.
- Miscellaneous.

**Members Present:**

1) Dr. D. Chakrabarti	Chairperson
2) Dr. B. C. Das	Coordinator
3) Dr. S. Dinda	Member
4) Mr. S. C. Das	Member
5) Mr. S. Pal	Member (Alumni)
6) Sri J. Das	Member (Student)
7) Sri R. Das	Member (Student)


**Action taken report:** Proposal has been send to the appropriate authority for introduction of new courses. Inter departmental volleyball tournament conducted.


**Minutes of the meeting:-**

- 1) It is decided that in the coming semester examination maximum number of duties of investigation will be given to the regular college faculties.
- 2) The Alumni Association will be requested to conduct a meeting in the middle of the month of December.

- 3) It is noted in the meeting that College Library has shortage of reference books for the students. IQAC committee will request to the college Librarian to purchase few books in this regard.
- 4) IQAC proposed to increase the number of seats in the hostel.
- 5) Parents-Teachers meeting will be held in the second week of January,2020.

The discussion in the meeting was successful.

  
27/11/2019  
Coordinator

  
27/11/2019  
Chairperson





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**Minutes and Action Taken Report of Internal Quality Assurance Cell (IQAC) Meeting**

Meeting No : 05  
Day and Date : Tuesday, 4<sup>th</sup> February, 2020  
Time : 3.30 PM  
Venue : Principal Chamber

**Agenda:**

- Action taken report.
- Discussion on current Covid-19 situations.
- College development activities.
- Research activity.
- Attending refresher/orientation/workshops etc. by the faculties.
- Sports activity.
- Miscellaneous.

**Members Present:**

1) Dr. D. Chakrabarti	Chairperson
2) Dr. B. C. Das	Coordinator
3) Dr. S. Dinda	Member
4) Mr. S. C. Das	Member
5) Mr. J. C. Saha	Member
6) Mr. S. Suklabaidya	Member (External)
7) Mr. J. Das	Member (Alumni)

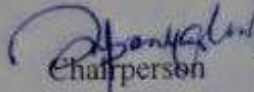
**Action taken report:** December semester examination conducted successfully. Initiative has been taken by the authority for extension of S.T. boy's hostel. Initiative has been taken to purchase books for the library.

**Minutes of the meeting:-**

- 1) IQAC raised important to increase health measures for preventing Covid-19 hazards.
- 2) IQAC will request all the faculties to increase research activities and submit the information regarding their published articles/reviews/letters to the IQAC.
- 3) Some faculties will be requested to apply for online refresher/orientation/FDP programmes.

- 4) College indoor stadium will be used by the faculties for maintaining their physical fitness.

  
04/02/2020  
Coordinator

  
Chairperson 4/2/2020



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**Minutes and Action Taken Report of Internal Quality Assurance Cell (IQAC) Meeting**

**Meeting No** : 06  
**Day and Date** : Friday, 13<sup>th</sup> March, 2020  
**Time** : 02.00 PM  
**Venue** : Teachers Common Room

**Agenda:**

- Managing academic classes through online mode due to covid-19 pandemic.
- Immunity building plan for students teaching and non-teaching staff.
- Plan for awareness program on, not to spread of Corona Virus-19 among the neighbouring villagers.
- Organising seminar/workshop through online mode.
- Action taken report of previous meeting.
- Miscellaneous

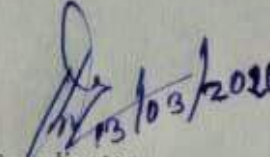
**Members Present:**

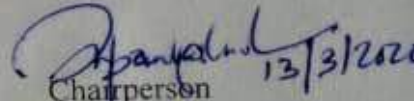
1) Dr. D. Chakrabarti	Chairperson
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8) Mr. S. Pal	Member (Alumni)
9) Sri J. Das	Member (Student)
10) Sri R. Das	Member (Student)

**Action taken report:** College indoor stadium is using regularly by the students and faculties.

**Minutes of the meeting:-**

1. As the Covid-19 patients increasing in the whole country as well as in our state Tripura, it is decided to make our academic classes through online mode, if situation arises.
2. IQAC has given emphasis on plan suggested by the administration for immunity building measures for student, teaching and non-teaching staff as well as outsider of the college.
3. IQAC will suggest to organise awareness program not to spread of coronavirus among the students and local peoples.
4. IQAC will suggest all the HOD of the each department to organise seminar/workshop in national and international level through online mode.
5. It is suggested to immediately close the gates of the college after classes are over and one gateman must be there in the gate for controlling the gathering.

  
13/3/2020  
Coordinator

  
13/3/2020  
Chairperson