



GOVERNMENT GENERAL DEGREE COLLEGE, CHAPRA
OFFICE OF THE PRINCIPAL
GOVERNMENT OF WEST BENGAL

VILL-SHIKRA, P.O.- PADMAMALA, P.S-CHAPRA, DIST- NADIA - 741123, W.B, INDIA.

Email: cgcollege2015ku@gmail.com

SUB-COMMITTEES BY THE TEACHERS' COUNCIL
(2023-2024)

List of the various Sub-Committees for the Academic Session 2023-2024 to promote Academic Work of the College in tune with the necessity of the students and objectives of the institution:-

TCS- Sri Rudra Sekhar Basu, Assistant Professor of Political Science

1. ADMISSION

Convenor: Sri Sunayan Mukherjee, Assistant Professor of English

Joint Convenor: Sri Ajoy Ghosh, Assistant Professor of History

Members:

Dr. Supriya Mondal, Assistant Professor of Physics

Dr. Manan Saha, Assistant Professor of Chemistry

Dr. Pabitra Kumar Mistri, Assistant Professor of Bengali

Dr. Latif Uddin, Assistant Professor of Bengali

2. University CBCS Examination

Convenor: Dr. Pabitra Kumar Mistri, Assistant Professor of Bengali

Members:

Dr. Aninda Chakraborty, Assistant Professor of Mathematics

Dr. Manan Saha, Assistant Professor of Chemistry

Sri Arunava Sinha, Assistant Professor of History

Sri Sunayan Mukherjee, Assistant Professor of English

3. New Examination System as per NEP 2020

Convenor: Dr. Ayan Bandopadhyay, Assistant Professor of Chemistry

Joint Convenor: Dr. Aninda Chakraborty, Assistant Professor of Mathematics

Members:

Dr. Pankaj Biswas, Assistant Professor of Bengali

Shri Biswajit Paul, Assistant Professor of Mathematics

Sri Sumit Rajak, Assistant Professor of English

Dr. Latif Uddin, Assistant Professor of Bengali

4. Internal/College Examination

Convenor: Dr. Asim Kumar Das, Assistant Professor of Mathematics

Members:

Dr. Ayan Bandopadhyay, Assistant Professor of Chemistry

Sri Sunayan Mukherjee, Assistant Professor of English



Sri Jaydeb Mandal, Assistant Professor of History

5. Time-Table, Routine and Academic Calendar

Convenor: Dr. Aninda Chakraborty, Assistant Professor of Mathematics

Joint Convenor: Dr. Shaikh Safikul Alam, Assistant Professor of Physics

Members: All the HODs

6. Library

Convenor: Sri Arghya Thakur, Librarian

Members: All the HODs

7. Seminar Library

Convenor: Sri Sudipta Das, Assistant Professor of Physics & IQAC Coordinator

Joint Convenor: Sri Arghya Thakur, Librarian

Members: All the HODs

8. Seminar, Webinar, Wall Magazine, Student Magazine and Students Publication

Convenor: Sri Sunayan Mukherjee, Assistant Professor of English

Jt. Convenor: Dr. Shaikh Safikul Alam, Assistant Professor of Physics

Members:

Dr. Pankaj Biswas, Assistant Professor of Bengali

Sri Krishna Gopal Mohanto, Assistant Professor of Political Science

Dr. Aninda Chakraborty, Assistant Professor of Mathematics

Smt. Priyanka Pradhan, Assistant Professor of Sociology

9. Students' Cultural Activities

Convenor: Dr. Pankaj Biswas, Assistant Professor of Bengali

Jt. Convenor: Sri Rudra Sekhar Basu, Assistant Professor of Political Science & TCS

Members:

Dr. Supriya Mondal, Assistant Professor of Physics

Sri Sunayan Mukherjee, Assistant Professor of English

Sri Jaydeb Mandal, Assistant Professor of History

Dr. Manan Saha, Assistant Professor of Chemistry

10. Games and Sports

Convenor: Sri Krishna Gopal Mohanto, Assistant Professor of Political Science

Joint-Convenor: Sri Biswajit Paul, Assistant Professor of Mathematics

Members:

Sri Rudra Sekhar Basu, Assistant Professor of Political Science & TCS

Sri Sunayan Mukherjee, Assistant Professor of English

Dr. Supriya Mondal, Assistant Professor of Physics

Dr. Pabitra Kumar Mistri, Assistant Professor of Bengali

Dr. Pankaj Biswas, Assistant Professor of Bengali

Sri Jaydeb Mandal, Assistant Professor of History

11. The National Service Scheme (NSS)

Programme Officer: Sri Sudipta Das, Assistant Professor of Physics



Members:

Sri Rudra Sekhar Basu, Assistant Professor of Political Science & TCS
Dr. Pankaj Biswas, Assistant Professor of Bengali

12. National Cadet Corps (NCC)**In-Charge**

Dr. Manan Saha, Assistant Professor of Chemistry
Sri Krishna Gopal Mohanto, Assistant Professor of Political Science

13. National/State level Quiz and related competitions for Students

Convenor: Dr. Aninda Chakraborty, Assistant Professor of Mathematics

Joint Convenor: Sri Sunayan Mukherjee, Assistant professor of English

Members:

Smt. Priyanka Pradhan, Assistant Professor of Sociology
Dr. Pankaj Biswas, Assistant Professor of Bengali
Dr. Pabitra Mistri, Assistant Professor of Bengali
Sri Krishna Gopal Mohanto, Assistant Professor of Political Science
Sri Arunava Sinha, Assistant Professor of History
Dr. Latif Uddin, Assistant Professor of Bengali

14. Anti-Ragging and Prevention of Sexual Harassment

Convenor: Smt. Kajal Pradhan, Assistant Professor of Sociology

Jt. Convenor: Dr. Aninda Chakraborty, Assistant Professor of Mathematics

Members:

Sri Arunava Sinha, Assistant Professor of History
Sri Sunayan Mukherjee, Assistant Professor of English

15. Student Grievance Redressal Committee (SGRC) [visit GGDCC website for details]

Dr. Subhasis Panda (Chairperson), Principal
Sri Sudipta Das (Member), Assistant Professor of Physics & IQAC Coordinator
Sri Ajoy Ghosh (Member), Assistant Professor of History
Sri Sumit Rajak (Member), Assistant Professor of English
Smt. Priyanka Pradhan (Member), Assistant Professor of Sociology

16. Website Monitoring and updation

Convenor: Dr. Saikh Safikul Alam, Assistant Professor of Physics

Joint Convenor: Sri Biswajit Paul, Assistant Professor of Mathematics

Members:

Dr. Aninda Chakraborty, Assistant Professor of Mathematics
Dr. Manan Saha, Assistant Professor of Chemistry
Sri Krishna Gopal Mohanto, Assistant Professor of Political Science
Sri Ajoy Ghosh, Assistant Professor in History
Arghya Thakur

17. AISHE

Nodal Officer- Sri Rudra Sekhar Basu, Assistant Professor of Political Science & TCS



Members:

Dr. Pabitra Kumar Mistri, Assistant Professor of Bengali
Dr. Ayan Bandyopadhyay, Assistant Professor of Chemistry
Sri Sumit Rajak, Assistant Professor of English
Dr. Asim Kumar Das, Assistant Professor of Mathematics

18. Purchase & Tender

Convenor: Dr. Supriya Mondal, Assistant Professor of Physics

Jt. Convenor: Sri Sudipta Das, Assistant Professor of Physics & IQAC Coordinator

Members:

Sri Rudra Sekhar Basu, Assistant Professor of Political Science & TCS
Dr. Asim Kumar Das, Assistant Professor of Mathematics
Dr. Ayan Bandyopadhyay, Assistant Professor of Chemistry
Sri Biswajit Paul, Assistant Professor of Mathematics
Smt. Priyanka Pradhan, Assistant Professor of Sociology

19. Income Tax, Arrear and Pay Fixation

Convenor: Dr. Aninda Chakraborty, Assistant Professor of Mathematics

Jt. Convenor: Dr. Asim Kumar Das, Assistant Professor of Mathematics

Members:

Dr. Pabitra Kumar Mistri, Assistant Professor of Bengali
Sri Krishna Gopal Mohanto, Assistant Professor of Political Science
Dr. Manan Saha, Assistant Professor of Chemistry

19. Service Book

Convenor: Sri Ajoy Ghosh, Assistant Professor of History

Joint Convenor: Dr. Pabitra Kumar Mistri, Assistant Professor of Bengali

Members:

Sri Biswajit Paul, Assistant Professor of Mathematics
Dr. Supriya Mondal, Assistant Professor of Physics
Dr. Latif Uddin, Assistant Professor of Bengali

20. Teachers' Career Advancement Scheme

Convenor: Sri Sudipta Das, Assistant Professor of Physics & IQAC Coordinator

Members:

Dr. Pabitra Kumar Mistri, Assistant Professor of Bengali
Dr. Asim Kumar Das, Assistant Professor of Mathematics
Dr. Supriya Mondal, Assistant Professor of Physics
Sri Ajoy Ghosh, Assistant Professor of History

21. Scholarship

Convenor: Dr. Manan Saha, Assistant Professor of Chemistry

Jt. Convenor: Dr. Asim Kumar Das, Assistant Professor of Mathematics

Members:

Dr. Shaikh Safikul Alam, Assistant Professor of Physics
Sri Biswajit Paul, Assistant Professor of Mathematics
Sri Jaydeb Mandal, Assistant Professor of History



22. NAAC

Coordinator: Dr. Aninda Chakraborty, Assistant Professor of Mathematics

Joint Coordinator: Sri Rudra Sekhar Basu, Assistant Professor of Political Science & TCS

Members:

Criteria-I: Convenor: Dr. Pabitra Kumar Mistri, Assistant Professor of History

Members: Sri Sunayan Mukherjee, Assistant Professor of English

Sri Ajoy Ghosh, Assistant Professor of History

Criteria-II: Convenor: Sri Ajoy Ghosh, Assistant Professor of History

Members: Dr. Ayan Bandopadhyay, Assistant Professor of Chemistry

Dr. Asim Kumar Das, Assistant Professor of Mathematics

Criteria-III: Convenor: Shaikh Safikul Alam, Assistant Professor of Physics

Members: Dr. Supriya Mondal, Assistant Professor of Physics

Dr. Pabitra Kumar Mistri, Assistant Professor of Bengali

Criteria IV: Convenor: Sri Sudipta Das, Assistant Professor of Physics & IQAC Coordinator

Members: Sri Arunava Sinha, Assistant Professor of History

Sri Krishna Gopal Mohanto, Assistant Professor of Political Science

Criteria V: Convenor: Dr. Pankaj Biswas, Assistant Professor of Bengali.

Members: Sri Krishna Gopal Mohanto, Assistant Professor of Political Science

Dr. Supriya Mondal, Assistant Professor of Physics

Smt. Priyanka Pradhan, Assistant Professor of Sociology

Criteria VI: Convenor: Dr. Subhasis Panda, Principal

Members: Sri Sudipta Das, Assistant Professor of Physics & IQAC Coordinator

Criteria VII: Convenor: Dr. Subhasis Panda, Principal

23. Institution Discipline

Convenor: Sri Sudipta Das, Assistant Professor of Physics & IQAC

Jt. Convenor: Sri Rudra Sekhar Basu, Assistant Professor of Political Science & TCS

Members: All the HODs

24. Student Counseling

Convenor: Sri Rudra Sekhar Basu, Assistant Professor of Political Science & TCS

Jt. Convenor: Dr. Pabitra Kumar Mistri, Assistant Professor in Bengali

Member: Smt. Priyanka Pradhan, Assistant Professor in Sociology

25. Disabled Students and Divyang:

Convenor: Dr. Pankaj Biswas, Assistant Professor of Bengali

Members

Sri Sudipta Das, Assistant Professor of Physics & IQAC Coordinator

Sri Krishna Gopal Mohanto, Assistant Professor in Political Science



26. Sanitization Supervision

Convenor: Dr. Pankaj Biswas, Assistant Professor of Bengali

Members:

Dr. Supriya Mondal, Assistant Professor in Physics

Sri Sunayan Mukherjee, Assistant Professor in English

Sri Jaydeb Mandal, Assistant Professor of History

27. Green Campus monitoring & Garden Supervision

Convenor: Dr. Subhasis Panda, Principal

Members:

Dr. Supriya Mondal, Assistant Professor of Physics

Dr. Pabitra Kumar Mistri, Assistant Professor of Bengali

Dr. Ayan Bandopadhyay, Assistant Professor of Chemistry

Dr. Aninda Chakraborty, Assistant Professor of Mathematics

Sri Sumit Rajak, Assistant Professor of English

Sri Arghya Thakur, Librarian

28. Green Audit & Environment Audit

Convenor: Dr. Subhasis Panda, Principal

Joint Convenor: Dr. Shaikh Safikul Alam, Assistant Professor of Physics

Members:

Dr. Asim Kumar Das, Assistant Professor of Mathematics

Sri Krishna Gopal Mohanto, Assistant Professor of Political Science,

Dr. Supriya Mondal, Assistant Professor of Physics

Dr. Pabitra Kumar Mistri, Assistant Professor of Bengali

29. Energy Audit

Convenor: Dr. Ayan Bandopadhyay, Assistant Professor of Chemistry

Jt. Convenor: Sri Sudipta Das, Assistant Professor of Physics & former OIC

Members: Sri Biswajit Paul, Assistant Professor of Mathematics

Dr. Shaikh Safikul Alam, Assistant Professor of Physics

30. Gender Audit

Convenor: Sri Rudra Sekhar Basu, Assistant Professor of Political Science & TCS

[For details of Members and outside experts: please visit GGDCC website]

31. ICT [Information and Communication Technology]

Convenor: Dr. Shaikh Safikul Alam, Assistant Professor of Physics

Joint Convenor: Sri Arghya Thakur, Librarian

Members:

Dr. Manan Saha, Assistant Professor of Chemistry

Sri Biswajit Paul, Assistant Professor of Mathematics

32. Students Credit Card

Nodal Officer: Sri Jaydeb Mandal, Assistant Professor of History

Help Desk Officer: Sri Rudra Sekhar Basu, Assistant Professor of Political Science & TCS

33. Prospectus & e-Prospectus



Convenor: Dr. Pabitra Kumar Mistri, Assistant Professor of Bengali
Joint Convenor: Sri Ajoy Ghosh, Assistant Professor of History
Members:
Dr. Shaikh Safikul Alam, Assistant Professor of Physics
Sri Sumit Rajak, Assistant Professor of English
Sri Krishna Gopal Mohanto, Assistant Professor of Political Science

34. Alumni Monitoring

Convenor: Sri Krishna Gopal Mohanto, Assistant Professor of Political Science
Members: All HODs.

35. Students Placement and Competitive Examination Grooming

Convenor: Sri Arghya Thakur, Librarian
Jt. Convenor: Sri Krishna Gopal Mohanto, Assistant Professor of Political Science
Members:
Sri Arunava Sinha, Assistant Professor of History
Dr. Pankaj Biswas, Assistant Professor of Bengali
Dr. Latif Uddin, Assistant Professor of Bengali
Sri Jaydeb Mandal, Assistant Professor of History

36. E-Waste & Waste Management

Convenor: Dr. Manan Saha, Assistant Professor of Chemistry
Jt. Convenor: Dr. Ayan Bandopadhyay, Assistant Professor of Chemistry
Members: Sri Biswajit Paul, Assistant Professor of Mathematics
Dr. Shaikh Safikul Alam, Assistant Professor of Physics

37. Rainwater Harvesting, Solar Panel and Water Management

Convenor: Dr. Ayan Bandopadhyay, Assistant Professor of Chemistry
Jt. Convenor: Dr. Supriya Mondal, Assistant Professor of Physics
Members:
Dr. Asim Kumar Das, Assistant Professor of Mathematics
Dr. Manan Saha, Assistant Professor of Chemistry
Dr. Shaikh Safikul Alam, Assistant Professor of Physics
Sri Biswajit Paul, Assistant Professor of Mathematics
Sri Arghya Thakur, Librarian

38. Vermicompost & Biofertilizer preparation training & Monitoring

Convenor: Dr. Subhasis Panda, Principal
Jt. Convenor: Sri Sudipta Das, Assistant Professor of Physics & Former OIC
Members:
Dr. Manan Saha, Assistant Professor of Chemistry
Sri Arghya Thakur, Librarian

39. Green Campus & Campus Cleaning Monitoring

Convenor: Dr. Subhasis Panda, Principal
Jt. Convenor: Sri Sudipta Das, Assistant Professor of Physics & IQAC Coordinator
Members:
Sri Rudra Sekhar Basu, Assistant Professor of Political Science & TCS



Dr. Supriya Mondal, Assistant Professor of Physics
Dr. Pankaj Biswas, Assistant Professor of Bengali
Sri Ajoy Ghosh, Assistant Professor of History
Smt. Priyanka Pradhan, Assistant Professor of Sociology
Sri Arghya Thakur, Librarian

40. IQAC

Coordinator: Sri Sudipta Das, Assistant Professor of Physics
[For details of Members and outside experts: please visit GGDCC website]

41. Internal Complaint Committee (ICC)

Presiding Officer: Smt Kajal Pradhan, Assistant Professor of Sociology
[For details of Members and outside experts: please visit GGDCC website]

42. Girls Common Room

Convenor: Smt. Priyanka Pradhan, Assistant Professor of Sociology

43. Boys Common Room, Canteen & Student UNIT of GGDCC

Convenor: Sri Rudra Sekhar Basu, Assistant Professor of Political Science & TCS
Jt. Convenor: Sri Sudipta Das, Assistant Professor of Physics & IQAC Coordinator

44. PWD Electrical & Civil

Convenor: Sri Sudipta Das, Assistant Professor of Physics & IQAC Coordinator
Jt Convenor: Sri Krishnagopal Mohanto, Assistant Professor of Political Science

45. Class Room Cleaning Monitoring Subcommittee

Convenor: Sri Krishna Gopal Mohanto, Assistant Professor of Political Science [2nd Floor Class Rooms---pl contact Dobir Shaikh 7029674722]

Members:

Sri Biswajit Paul, Assistant Professor of Mathematics

Sri Jaydeb Mandal, Assistant Professor of History

Convenor: Sri Arghya Thakur, Librarian [1st Floor & Ground Floor incl. Library & Rest Room: pl contact Jahanar/Zakir.....pl ask our Security to call them]

Members:

Sri Ajoy Ghosh, Assistant Professor of History

Sri Sumit Rajak, Assistant Professor of English

Convenor: Dr. Pabitra Kumar Mistri, Assistant Professor of Bengali [Students Activity & Students Common Room incl. Butterfly Park seats---Please contact Dobir Shaikh 7029674722]

Members: Sri Arunava Sinha, Assistant Professor of History

Dr. Asim Kumar Das, Assistant Professor of Mathematics

46. Research Advisory Council [Please visit GGDCC website]

47. Students' Welfare Subcommittee

Convenor: Sri Krishna Gopal Mohanto, Assistant Professor of Political Science
[Please visit GGDCC website for details]



48. Women Development Cell

Convenor: Smt. Priyanka Pradhan, Assistant Professor of Sociology

[Please visit our website for details]

49. Kanyasree Monitoring Subcommittee & Kanyasree Club [pl visit GGDCC website]

Convenor: Smt. Priyanka Pradhan, Assistant Professor of Sociology

Joint Convenor: Sri Rudra Sekhar Basu, Assistant Professor of Political Science & TCS

50. Electoral Literacy Club [please visit our GGDCC website for details]

Coordinator: Sri Krishna Gopal Mohanto, Assistant Professor of Political Science

Joint Coordinator: Sri Rudra Sekhar Basu, Assistant Professor of Political Science

Members: All Teachers, Non-teaching staff and students

51. Academic Subcommittee

Convenor: Dr. Aninda Chakraborty, Assistant Professor of Mathematics

Jt. Convenor: Sri Sudipta Das, Assistant Professor of Physics & IQAC Coordinator

Members:

Dr. Supriya Mondal, Assistant Professor of Physics

Dr. Asim Kumar Das, Assistant Professor of Mathematics

Dr. Pankaj Biswas, Assistant Professor of Bengali

Dr. Ayan Bandopadhyay, Assistant Professor of Chemistry

Sri Sunayan Mukherjee, Assistant Professor of English

Sri Ajoy Ghosh, Assistant Professor of History

Smt. Priyanka Pradhan, Assistant Professor of Sociology

52. Environmental Management subcommittee

Convenor: Dr. Ayan Bandopadhyay, Assistant Professor of Chemistry

Jt. Convenor: Sri Sudipta Das, Assistant Professor of Physics & IQAC Coordinator

Members:

Dr. Supriya Mondal, Assistant Professor of Physics

Dr. Asim Kumar Das, Assistant Professor of Mathematics

Dr. Pabitra Mistri, Assistant Professor of Bengali

Dr. Ayan Bandopadhyay, Assistant Professor of Chemistry

Dr. Shaikh Safikul Alam, Assistant Professor of Physics

Sri Arghya Thakur, Librarian

Smt. Kajal Pradhan, Assistant Professor of Sociology

53. Remedial Cell

Convenor: Sri Ajoy Ghosh, Assistant Professor of History

Jt. Convenor: Sri Sudipta Das, Assistant Professor of Physics & IQAC Coordinator

Members:

Dr. Supriya Mondal, Assistant Professor of Physics

Dr. Asim Kumar Das, Assistant Professor of Mathematics

Dr. Pabitra Mistri, Assistant Professor of Bengali
Sri Arunava Sinha, Assistant Professor of History

54. Publication Subcommittee

Convenor: Sri Arghya Thakur, Librarian

Jt. Convenor: Dr. Ayan Bandopadhyay, Assistant Professor of Chemistry

Members:

Dr. Supriya Mondal, Assistant Professor of Physics
Dr. Pabitra Mistri, Assistant Professor of Bengali
Dr. Asim Kumar Das, Assistant Professor of Mathematics
Sri Jaydeb Mandal, Assistant Professor of History
Smt. Priyanka Pradhan, Assistant Professor of Sociology

55. Vector-borne diseases supervision subcommittee

Convenor: Sri Rudra Sekhar Basu, Assistant Professor of Political Science & TCS

Jt. Convenor: Sri Sudipta Das, Assistant Professor of Physics & IQAC Coordinator

Members:

Dr. Pankaj Biswas, Assistant Professor of Bengali
Sri Krishna Gopal Mohanto, Assistant Professor of Political Science
Dr. Ayan Bandopadhyay, Assistant Professor of Chemistry
Sri Arghya Thakur, Librarian
Smt. Priyanka Pradhan, Assistant Professor of Sociology

56. NIRF


Convenor: Sri Sumit Rajak, Assistant Professor of English

Members:

Members:

Dr. Asim Kumar Das, Assistant Professor of Mathematics
Dr. Ayan Bandopadhyay, Assistant Professor of Chemistry
Sri Arghya Thakur, Librarian

Countersigned by:


(DR. SUBHASIS PANDA)
Principal
Govt. General Degree College, Chapra
Vill.-Shikra, P.O.-Padmamala
Nadia-741123



Dr. Subhasis Panda
Principal
Date: 6th May 2023, Shikra, PO. Padmamala, Chapra

Sri Rudra Sekhar Basu
Secretary, Teachers' Council



GOVERNMENT GENERAL DEGREE COLLEGE, CHAPRA

OFFICE OF THE PRINCIPAL

HIGHER EDUCATION DEPARTMENT

GOVERNMENT OF WEST BENGAL

AT: SHIKRA, P.O.PADMAMALA, DIST: NADIA, PIN CODE: 741123, W.B, INDIA. Email: cgcollege2015ku@gmail.com

(AFFILIATED TO UNIVERSITY OF KALYANI)

No:

Date:

IQAC Plan of Action for the Academic Year 2018-19

1.	Academics Introduction of CBCS system under KU made it compulsory for sufficient deliberations among teachers to impart lessons in class. -Plan of conducting and participating in more seminars, workshops to understand the CBCS system -Focus on Remedial Class - Focus on Mentor Mentee system -Doubt Clearing sessions -Parent Teacher Meeting
2.	Infrastructure and Development - Establishment of Canteen for students -Students Recreation Centre - Active role of NSS to keep campus green and clean
3	Preparation of NAAC

	<ul style="list-style-type: none"> - IQAC constructed under the guidance of Shri Arunava Sinha, Coordinator and Assistant Prof in History - Construction of IQAC Committee
4.	<p>Infrastructure and Development</p> <ul style="list-style-type: none"> - Establishment of High Speed Data Connection - - Renaovation of Class Rooms <p>Renovation of College Playground</p>

IQAC Plan of Action for the Academic Session 2019-20

1.	Academic Planning
	<ul style="list-style-type: none"> -Promote Remedial coaching & Peer group teaching -Develop PPT bank, Question bank and Video tutorials -. Take step to start youtube channel, blog,facebook page of the college. -. Conduct at least one parents meeting (online) in each semester
2.	Curriculum Planning and Design
	<ul style="list-style-type: none"> -Ensure the transparency of internal assessment by the Academic monitoring committee. -Implement the uniform pattern for the internal assessment as per university norms. -Properly maintain the minutes of academic monitoring committee. - Encourage the presentations or discussions on course outcomes and programme outcomes by the departments. -Make arrangements for the display of course outcomes and programme outcomes in class rooms or share it with students. -Academic monitoring committee should conviene meetings regularly to decide all the academic matters like online teaching, internals, seminars, workshops etc.The committee should evaluate the university result and provide suitable suggestions for the improvement.
3.	Administration
	<ul style="list-style-type: none"> - Encourage teachers to participate in more courses such as OP and RC - - Participation in seminars

- Conducting more Research work in and outside campus
- Enhanced academic flexibility among teachers both in intra as well as inter Department levels

Plan of Action Chalked Out by IQAC for the Academic Session 2020-21 (In the Wake of COVID 19 Crisis)

1.	Admission Aspects
	a) Admitting students from socio-economically marginalized in alignment with Institution Vision b) Plan to streamline online admission process c) Proposed to strengthen admission committee d) Strict adherence to roaster guidelines during the admission process e) Plan to enhance overall enrolment of students in all streams
2.	Curricular Aspects
	a) Continuation of all classes on Online Mode b) Syllabus Distribution among teachers c) Effective Curriculum Planning d) Doubt Clearing Session e) Using Google Classroom for effective teaching
3.	Quality Teaching
	Quality teaching - Learning Process with intent of ensuring enhanced learning outcomes -Teaching days as per the UG mandate -Department teaching-learning-evaluation plan - Student centric teaching-learning-evaluation process
4.	Infrastructure and Development
	a) PWD Engineer is summoned to check the campus for Amphan affected areas and initiate repair work

5.	Student Feedback and Support
	a) Parent Teacher Meeting will be carried Online b) Different Student Satisfaction Survey will be carried out Online/ Offline mode.

Action Planned by IQAC for the Academic Session 2021-22

1.	Curriculum and Planning
	<ul style="list-style-type: none"> - Continuation of Online Classes as per Covid protocols - Preparation for Offline Classes - Regular feedback from students - Periodic Assessment in Google Classroom platform - Hosting of Webinars for student enrichment program
2.	Administration
	<ul style="list-style-type: none"> - Sanitation and upkeep programs in college post Covid - Formation of the new Governing Body in the college - The renovation of science laboratories for regular classes - Cleaning programs

3.	Social Outreach Program
	<ul style="list-style-type: none"> - A scheduled vaccination program for all the students of the college on 22.12.21 - Awareness programs in and around college area, village of Hatkhola and Shikra about Corona virus and its effective treatment
4.	Student Support, Development and Recognition
	<ul style="list-style-type: none"> - Mentoring support <p>Remedial program for slow learners</p> <ul style="list-style-type: none"> - Career development programs - Counseling sessions - Scholarship for needy

Action Planned by IQAC for the Academic Session 2022-23

1.	Academics <ul style="list-style-type: none"> - Initiative to launch a Wall Magazine by every Department - Initiative to launch a College Magazine - Orientation Program for the new students - Conducting Quiz competitions and various other events to encourage students in holistic learning
2.	Feedback <ul style="list-style-type: none"> - Organizing a Alumni group for collection of feedback from the previous year students who have graduated from the college - Emphasis on more intensive Parent Teacher Meet programs for better attendance of students - Proposal for organization of Department tours
3.	Infrastructure and Development

	<p>-Establishment of KOHA software in the library for better access</p> <p>Students and Teachers will both be benefitted</p> <ul style="list-style-type: none">- Installation and repair of Water Purifiers, Computers, Printers and other accessories for better maintenance
4.	<p>Administration</p> <ul style="list-style-type: none">- Initiative taken for conducting Energy Audit- Green Audit- Financial Audit-

**Government General Degree College, Chapra
Admission Committee**

Notice

A Meeting was held by the different members of the Admission Committee at the office of the Principal on 29.08.2022 regarding the upcoming Undergraduate Admission of the Academic Session 2022-23. In the presence of all the members it was decided that-

1. The Admission Process will consist of twelve (12) rounds of student counselling
2. The objective is maximum number of students can get admitted in the institution
3. All the dates are fixed keeping in mind the guidelines of the Higher Education Department, Govt of West Bengal
4. The entire process will be monitored by Mr Shrikanta Basak as part of Website Team, Shri Sunayan Mukherjee (Convenor, Admission Sub-Committee) and Shri Ajoy Ghosh (Joint Convenor)

Students are hereby requested to follow the schedule for Admission at GGDC Chapra

Opening date of 7th Round of Counseling- 10.09.22

Closing date of 7th Round - 11.09.22

Opening date of 8th Round of Counselling- 12.9.22

Closing date of 8th Round of Counselling-13.9.22

Opening date of 9th Round of Counselling - 14.9.22

Closing date of 9th Round of Counselling - 15.9.22

Opening date of 10th Round of Counselling - 16.9.22

Closing date of 10th Round of Counselling - 17.9.22

Opening date of 11th Round of Counselling - 18.9.22

Closing date of 11th Round of Counselling - 19.9.22

Opening date of 12th Round of Counselling - 20.9.22

Closing date of 12th Round of Counselling - 21.9.22

Opening date of Willing Box for students - 22.9.22

Closing date of Willing Box - 24.9.22

Publication of Final Merit List- 25.9.22

Signature –

1. Dr Subhasis Panda (Principal)



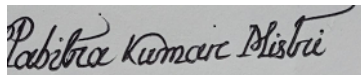
2. Shri Sunayan Mukherjee (Convenor)



3. Ajoy Ghosh (Jt Convenor)



4. Dr Pabitra Kumar Mistri (Member)



5. Dr. Latif Uddin (Member)

Latif Uddin

6. Dr Manan Saha (Member)

Manan Saha

GOVERNMENT GENERAL DEGREE COLLEGE, CHAPRA

**OFFICE OF THE PRINCIPAL
HIGHER EDUCATION DEPARTMENT
GOVERNMENT OF WEST BENGAL**

AT: SHIKRA, P.O. PADMAMALA, DIST: NADIA, PIN CODE: 741123, W.B, INDIA. Email: cgcollege2015ku@gmail.com

(AFFILIATED TO UNIVERSITY OF KALYANI)

Ref. No.

Date : 15.07.2022

NOTICE

It is hereby notified that a meeting of the Anti - Ragging Committee , Government General Degree College, Chapra will be held on 22.07.2022 at 2:30 PM to discuss the following agendas. Committee members are requested to attend the meeting at the Principal's Chamber.

Agendas :

1. To read out and confirm the minutes of the previous meeting.
2. Introduction of the committee in the orientation programme.
3. Display of anti-ragging flexes.
4. Providing information to the students.
5. Preparation of brochure and prospectus



P.P.
**Convener
Anti Ragging Committee**

**Convener
Anti - Ragging Committee
Government General Degree College, Chapra**

Minutes and Resolution of the meeting held on 22.07.2022, at 2:30 PM at the Principal's Chamber, Government General Degree College, Chapra

• Members present in the meeting ;

1. RUDRA SEKHAR BASU

2. SUDIPTA DAS

3. AJAY GHOSH

4. KRISHNA GOPAL MOHANTA

5. ARUNAVA SINHA

6. SUNAYAN MUKHERJEE

7. JAYDEB MANDAL

8. KAJAL PRADHAN

9. DR. PABITRA KUMAR MISTRY

10. DR. PANKAJ BISWAS

RSB

SD

AG

KGM

AS

JM

K.P.

PKM

PB

• Agenda ;

1. To read out and confirm the minutes of the previous meeting
2. Introduction of committees in orientation programme
3. Display of anti-ragging flexes
4. Providing information to the students
5. Preparation of brochure and prospectus

The Chairperson, Anti-Ragging Committee, Government General Degree College, Chapra welcomed the gathering. The committee considered the agendas and the followings were resolved,


Agenda 1; The minutes and resolution of the previous meeting held on 29.03.2022, were read out and confirmed.

Agenda 2; Resolved unanimously that the newly admitted students to be introduced to the members of both Anti-Ragging Committee and Anti-Ragging Squad in the next orientation programme. It was further resolved that posters and power point presentations be shown to them for communicating the message that ragging would strictly be prohibited.

Agenda 3; Resolved that flex boards to be prepared and displayed to in multiple key points of college campus.

Agenda 4; Resolved that necessary actions be taken by the Anti-Ragging Committee for wide publicity of the measures which the institution might take to curb the menace of ragging from time to time. It was further resolved that students be made properly aware of the mode of complaining to the concerned committee members in case of occurrence of any such incident.

Agenda 5; Resolved that, to prevent ragging, information about measures and actions taken against ragging by the institutions, information for complaints lodging etc. are to be incorporated in brochure and to be shared among the students.


Convener
Anti Ragging Committee


Principal
Govt. General Degree College, Chopra

Government General Degree College, Chapra

Vill- Shikra, P.O- Padmamala, Dist-Nadia Pin-741123

Email-cgcollege2015ku@gmail.com

(AFFILIATED TO UNIVERSITY OF KALYANI)

Date:13.02.2023

Cultural Sub-Committee's Meeting for observation of International Mother Language Day on 21.02.2023

As we know on 17th November 1997 UNESCO declared 21st February as International Mother Language Day and we all also know that the sacrifice of the Bengali's for the sake of the Bengali Language played a big role behind it.

Discussion and Resolution:

This year we are going to observed International Mother Language Day in our College and will show respect to all the Mother Language in the world. On this auspicious occasion various cultural events will be performed.

Teacher and Student's will participate in various cultural activities on that day.

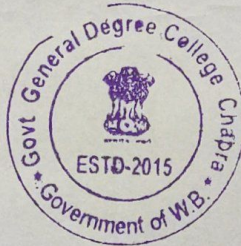
Latifuddin

Convenor

13.02.23

Cultural Sub-Committee

(2022-23)



[Signature]
Principal

Govt. General Degree College, Chapra

Principal

Govt. General Degree College, Chapra

Member's

1.Dr. Supriya Mondal, Assistant Professor of Physics

2.Dr. Aninda Chakraborty, Assistant Professor of Mathematics

4.Sri Jaydeb Mandal, Assistant Professor of History

5.Dr. Manan Saha, Assistant Professor of Chemistry

[Signature]
13.02.23

[Signature]
13/2/23

[Signature]

[Signature]

Government General Degree College, Chapra

Vill- Shikra, P.O- Padmamala, Dist-Nadia Pin-741123

Email-cgcollege2015ku@gmail.com
(AFFILIATED TO UNIVERSITY OF KALYANI)

Date: 02.08.2022

Meeting regarding social awareness towards Disabled Students and Divyang

We know in our society we have people who are differently able and it is our duty to help and provide conducive environment for their growth and development. In our College we provide full support to the students of these categories.

Discussion and Resolution:

In this meeting we discuss that from the beginning of new session (2022-23) from the day of document verification and Commencement of Classes of UG 1st Semester (20.09.2022) we ask every department to spread social awareness towards Disabled and Divyang students. Also request every Department to inform the Committee if there is any student of these categories has admitted their Department.

There is also a discussion made that with help of our College NSS unit we will spread social awareness to the society near to the College.

Latifuddin
Convenor
02/08/2022
Disabled Students and Divyang
(2022-23)

Members:

Dr Shaikh Safikul Alam, Assistant Professor of Physics

Sri Biswajit Paul, Assistant Professor of Mathematics

Sri Krishna Gopal Mohanto, Assistant Professor of Political Science

[Signature]
Principal
2/8/2022

Govt. General Degree College, Chapra

Principal
Govt. General Degree College, Chapra



MINUTES OF THE MEETING OF EXAMINATION SUB-COMMITTEE

Date: 02.01.2023

Time: 12 PM

Place: Principal's Chamber

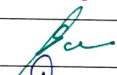



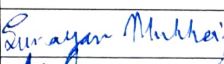
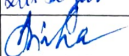
The Agenda of Discussion:

1. Discussion on U.G B.A/ B.SC./ B.COM 5th Semester University Examination, 2023.
2. Discussion on number of rooms required for the aforesaid examination.
3. Discussion on Invigilation duty allotment among the teachers.
4. Matters arising.

The members of the examination sub-committee were cordially welcomed to the meeting by Dr. Subhasis Panda, the Principal, GGDC Chapra. The following topics were discussed under the chairmanship of Principal Sir.

1. The Invigilation duty allotment has to be produced five days prior to examination of each semester.
2. The examinations to be conducted in Room no 11, 12 and Seminar Hall.
3. During the examination, the teaching or non-teaching staff will not to take mobile phones into the examination hall.
4. No teacher can take leave on examination days without informing the principal or examination convenor.
5. On examinations days, teaching and non- teaching staff should reach the college at least 45 minutes before the commencement of the examination.

Attendance

Sl. No.	Name	Designation	Position	Signature
1	Dr. Subhasis Panda	Principal	HOI	
2	Dr. Aninda Chakraborty	Assistant Professor	Convenor	
3	Dr. Pabitra Kumar Mistri	Assistant Professor	Member	
4	Dr. Manan Saha	Assistant Professor	Member	
5	Sri Sunayan Mukherjee	Assistant Professor	Member	
6	Sri Arunava Sinha	Assistant Professor	Member	

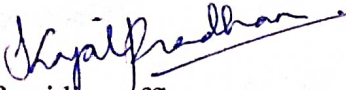
GOVERNMENT GENERAL DEGREE COLLEGE , CHAPRA
GOVERNMENT OF WEST BENGAL

VILL-SHIKRA, P.O.- PADMAMALA, P.S-CHAPRA, DIST- NADIA, PIN CODE: 741123,W.B, INDIA. Email:
cgcollege2015ku@gmail.com

NOTICE

DATE: 04.07.2022

A meeting of the Internal Complaints Committee will be held on 18.07.2022 at 1.00 pm in the office of the Principal. All HOD'Ss and members of the ICC and WDC are requested to be present in the meeting.



Presiding officer,

Internal Complaints Committee.

Internal Complaints Committee.
Government General Degree College, Chapra.



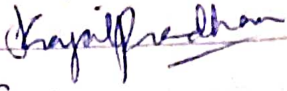


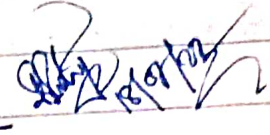
Minutes of the Meeting
Date : 18.07.2022.

A meeting of the Internal Complaints Committee, was held on 18.07.2022 at 1.00 pm in the Principal's office. During the meeting a review of the previous resolutions of the last meeting was discussed and it was confirmed that all the resolutions has been met. No cases of sexual harassment or any harassment of any kind were reported to the committee. To combat the pandemic situation, it was decided to maintain social distance. It was also discussed to celebrate Women's Day in the college and organize awareness programmes.

Resolution of the Meeting.

- 1) Resolved to organize students talent show to celebrate Women's Day in the college.
- 2) To organize seminars and workshops on gender issues.
- 3) To make posters and banners and place them in different areas in the college.

Members Present.

- 1) Principal
- 2) Shri Suddipta Das, IQAC Coordinator. 
- 3) Shri Rudra Sekhar Basu, TCS. 
- 4) Members of ICC. 
- 5) Members of WDC.
- 6) All HOD'S  18.7.22  18.7.22 



GOVERNMENT GENERAL DEGREE COLLEGE, CHAPRA
OFFICE OF THE PRINCIPAL
HIGHER EDUCATION DEPARTMENT
GOVERNMENT OF WEST BENGAL
AT: SHIKRA, P.O. PADMAMALA, DIST: NADIA, PIN CODE: 741123, W.B, INDIA.
Email:cgcollege2015ku@gmail.com
(AFFILIATED TO UNIVERSITY OF KALYANI)

Date: 15/09/2022

General Meeting of Information and Communication Technology [ICT] Sub-Committee

Respected Members,

Kindly be informed that the upcoming meeting of the Information and Communication Technology [ICT] Sub-Committee is scheduled for 23rd September 2022, 12pm at the Principal's chamber of the college. Your presence is crucial as we convene to address significant issues related to the advancement and management of our technological infrastructure.

Agenda for Discussion:

1. Evaluation of Current Technological Infrastructure
2. Proposal of ICT Development Strategies
3. Allocation of Tasks and Responsibilities
4. Establishment of Implementation Timeline
5. Any Other Matter

Thank you for your attention to this matter. Looking forward to fruitful discussions and collaborative efforts.

Warm regards,

Shaikh Safiul Alam

(Convener)
Website Monitoring and Updation
GGDC, CHAPRA


Principal
Govt. General Degree College, Chapra

Principal
GGDC, CHAPRA

Copy to :

1. Principal Office

2. IQAC

Minutes of the Information and Communication Technology (ICT) Sub-Committee Meeting

Meeting: Website Monitoring and Updation Sub-Committee

Date- 23/09/2022

Time- 12 pm

Place - Principal's chamber

Agenda for Discussion:

1. Evaluation of Current Technological Infrastructure
2. Proposal of ICT Development Strategies
3. Allocation of Tasks and Responsibilities
4. Establishment of Implementation Timeline
5. Any Other Matter

The meeting commenced with hon'ble Dr. Subhasis Panda, Principal, GGDC, Chaprapresiding over and welcoming all the members present. The agenda for discussion was then presented and deliberated upon as follows:

1. The Chairperson initiated the discussion by reviewing the current state of our technological infrastructure, highlighting strengths and weaknesses. Members shared their observations and concerns regarding existing systems and resources. It was unanimously agreed upon that an in-depth assessment of our technological infrastructure is necessary to identify areas for improvement.

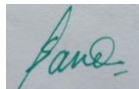
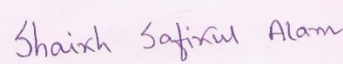

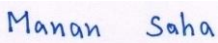
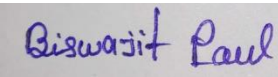
2. Various strategies for advancing our ICT capabilities were proposed, including upgrading hardware and software, enhancing cybersecurity measures, and improving network infrastructure. Members deliberated on the feasibility and potential impact of each proposed strategy. A consensus was reached to prioritize initiatives that align with the college's long-term goals and budgetary constraints.

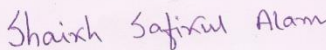
3. Responsibilities were delegated among committee members based on their expertise and availability. Specific tasks included conducting research, liaising with vendors, drafting proposals, and overseeing implementation. A timeline for task completion was established to ensure accountability and progress tracking.

4. The committee discussed a realistic timeline for implementing proposed ICT development strategies. Factors such as resource availability, budget constraints, and potential disruptions were taken into consideration. A phased approach to implementation was favored, with regular progress reviews scheduled to address any issues or adjustments needed.

5. Members were encouraged to raise any additional matters or concerns related to ICT. Future meeting dates and agenda items were briefly discussed, with a consensus to schedule regular follow-up meetings to monitor progress and address emerging issues.

As there were no further matters for discussion, the meeting concluded with a vote of thanks to all the members present for their active participation and valuable contributions.

S.N	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr.Subhasis Panda	Principal	HOI	
2	Dr. Shaikh Safikul Alam	Assistant Professor of Physics	Convenor	
3	Sri Arghya Thakur	Librarian	Joint-Convenor	
4	Dr. Manan Saha	Assistant Professor of Chemistry	Member	
5	Sri Biswajit Paul	Assistant Professor of Mathematics	Member	



(Convener)
Website Monitoring and Updation
GGDC, CHAPRA


Principal
Govt. General Degree College, Chapra

Principal
GGDC, CHAPRA



GOVERNMENT GENERAL DEGREE COLLEGE, CHAPRA

**OFFICE OF THE PRINCIPAL
HIGHER EDUCATION DEPARTMENT
GOVERNMENT OF WEST BENGAL**

AT: SHIKRA, P.O. PADMAMALA, DIST: NADIA, PIN CODE: 741123, W.B, INDIA. Email: cgcollege2015ku@gmail.com

(AFFILIATED TO UNIVERSITY OF KALYANI)

Date: 08. 12. 2022

General Meeting of Internal Examination Sub-Committee

Respected Member,

This is to bring your kind attention that a general meeting of Internal Examination Sub-committee will be held on **14th December'2022, 12 pm** at Principal's chamber of the college to discuss the following agenda. All the Internal Examination Sub-committee members are requested to attend the meeting.

Agenda of Discussion

1. Discussion on time and date of the 1st, 3rd and 5th semester Internal Examination, 2023
2. Discussion on Full Marks and Time of each question paper of aforesaid examination to be taken.
3. Discussion on number of papers to be examined in a single day.
4. Discussion on number of rooms required for the aforesaid examination.
5. Discussion on Invigilation duty allotment among the teachers.
6. Any other matter.

(Convener)

**Internal Examination
GGDC, Chapra**



**Principal
GGDC, Chapra**

*Principal
Govt. General Degree College, Chapra*

Copy to:

1. Principal Office
2. IQAC



MINUTES OF THE MEETING OF INTERNAL EXAMINATION SUB-COMMITTEE

Date: 14/12/2022

Time: 12 PM

Place: Principal's Chamber

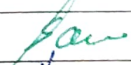




The Agenda of Discussion:

1. Discussion on Time and Date of the 1st, 3rd and 5th semester Internal Examination, 2023
2. Discussion on Full Marks and Time of each question paper of the aforesaid examinations to be conducted.
3. Discussion on number of papers to be examined in a single day.
4. Discussion on number of rooms required for the aforesaid examination.
5. Discussion on Invigilation duty allotment among the teachers.
6. Matters arising.

The members of the internal examination committee were cordially welcomed to the meeting by Dr. Subhasis Panda, the Principal, GGDC Chapra. The following topics were discussed under the chairmanship of Principal Sir.

1. Two papers for **Core Course** and two or three papers for **DSE /SEC/AECC** papers to be examined in a single day.
2. The Date of Internal Examination was decided respectively **11, 12th Jan'23** for 5th Semester, **18, 19th Jan'23** for 3rd Semester and **30, 31st Jan'23** for 1st Semester.
3. Full marks of CC and DSE papers are **15 and 10** marks for AECC and SEC papers for each semester.
4. **40 minutes** time has been allotted for 15 marks question papers and **30 min** time has been allotted for 10 marks question papers.
5. Last date of submission of question papers by the respective teachers has to be notified to the teachers.
6. The Invigilation duty allotment has to be produced three days prior to examination of each semester.
7. The examinations to be conducted in Room no 11, 12 and Seminar Hall.

Attendance

Sl. No.	Name	Designation	Position	Signature
1	Dr. Subhasis Panda	Principal	HOI	
2	Dr. Asim Kumar Das	Assistant Professor	Convenor	
3	Dr. Latif Uddin	Assistant Professor	Member	
4	Dr. Manan Saha	Assistant Professor	Member	
5	Shri Biswajit Paul	Assistant Professor	Member	

Minutes of the Income Tax subcommittee meeting held on 10.03.2023

A meeting of the Income Tax subcommittee held on 10th March, 2023, 2 PM at the Staff Room, GGDC Chapra to discuss the following agendas:




Agenda:

1. The confirmation of complete tax payments of the teachers.
2. Create and disburse of Form-16 to all the teachers.
3. Collection of necessary documents.
4. Miscellaneous.

Firstly, the present members are cordially welcomed by Hon'ble IQAC coordinator of the college, Mr. Sudipta Das and the following topics are discussed

1. A MS-Word document will be made and send to all the teachers to fill and submit.
2. The teachers should provided the supporting documents in case of they want to implement the old tax regime.
3. The e-copies of the form 16 will be send to the teachers by May 31st and the signed & authorized hardcopy will be available by mid June.

4. Members Present:

1. , Sudipta Das, IQAC Coordinator
2. , Aninda Chakraborty, Convenor
3. , Pabitra Kumar Mistri
4. , Asim Kumar Das

Notice

Dear Faculty Members,

You are cordially invited to attend a crucial meeting to discuss the development of our college library. The details are as follows:

1. **Date:** March 3, 2023
2. **Time:** 12:00 noon
3. **Venue:** Principal's Office
4. **Invitees:**
 - All Heads of Departments (HODs)
 - TCS
 - IQAC Coordinator

Agenda:

- Discuss strategies for enhancing library facilities.
- Explore options for increasing subscriptions to academic journals.
- Evaluate internet facilities and reading room access for students.
- Consider daily newspaper subscriptions.
- Access to competitive exam books.
- Implementation of KOHA ILMS.

Your active participation is essential for shaping the future of our college library. Let's work together to create a conducive learning environment for our students.

Thank you for your cooperation.

Sincerely,

Arghya Thakur, Librarian Government General Degree College Chpara

Date : 24.02.2023

Meeting Agenda: Library Development (March 3, 2023)

Date: March 3, 2023

Time: 12:00 Noon

Venue: Principal's Office, GGDC Chapra

Present:

1. Principal Dr. S. Panda
2. Dr. A. Chakraborty (Mathematics)
3. Dr. P. K. Mistri (Bengali)
4. Mr. S. Das (Physics & IQAC Coordinator)
5. Dr. A. Bondyopadhyaya (Chemistry)
6. Mr. Ajay Ghosh (History)
7. Mr. S. Mukherjee (English)
8. Ms. P. Pradhan (Sociology)
9. Mr. R. S. Basu (Political Science & TCS)
10. Mr. A. Thakur (Librarian)
11. Dr. S. Mandal (Physics & Coordinator Purchase and Tender)

Agenda Topics with Decisions:

1. **Enhancing Library Facilities:**
 - Discuss strategies to improve the physical infrastructure of the library.
 - Explore options for comfortable seating, lighting, and ventilation.
 - Consider additional study spaces and collaborative areas.
2. **Subscriptions to Academic Journals:**
 - Evaluate existing journal subscriptions.
 - Identify gaps and explore new subscriptions.
 - Discuss access to online databases and research repositories.
3. **Internet Facilities and Reading Room Access:**
 - Assess the availability and speed of internet connectivity.
 - Discuss measures to enhance Wi-Fi coverage within the library.
 - Review reading room policies and access hours.
4. **Daily Newspaper Subscriptions:**
 - Consider subscribing to daily newspapers for students and faculty.
 - Discuss the selection of newspapers and distribution logistics.
5. **Access to Competitive Exam Books:**
 - Evaluate the collection of competitive exam preparation books.
 - Discuss ways to expand the range of available materials.
 - Explore collaboration with nearby coaching centers.
6. **Implementation of KOHA Integrated Library Management System (ILMS):**
 - Discuss the transition to KOHA ILMS.
 - Assign responsibilities for data migration, training, and system maintenance.
 - Set a timeline for implementation.

Next Steps:

- Assign action items based on the decisions made during the meeting.

- Schedule follow-up sessions to track progress.

Thank you for your commitment to improving our college library. Let's work together to create a vibrant and resourceful learning space for our students!



GOVERNMENT OF WEST BENGAL

Office of the Principal

Government General Degree College, Chapra

Vill-Shikra, P.O.-Padmamala, Dist-Nadia, -Pin-741123

Memo No:-

Date: 22/02/2022

NSS NOTICE

This is to inform all HOD and NSS committee members that a meeting will be held on 24/02/22 at 12.00 noon and all are requested to attend the meeting positively.

Sl. no	Name	Designation	Signature
1	Dr. Subhasis Panda	Principal	
2	Dr. Pankaj Biswas	Asst. Prof. of Bengali & Programme Officer	
3	Sri Rudra Sekhar Basu	Asst. Prof. of Pol. Sc & TCS	
4	Sri Sudipta Das	Asst. Prof. of Physics	
5	Sri Sunayan Mukharjee	Asst. Prof. of English	
6	Dr. Aninda Chakraborty	Asst. Prof. of Mathematics	
7	Sri Arunava Sinha	Asst. Prof. of History	
8	Smt. Kajal Pradhan	Asst. Prof. of Sociology	
9	Dr. Ayan Bandyopadhyay	Asst. Prof of Chemistry	



GOVERNMENT OF WEST BENGAL

Office of the Principal

Government General Degree College, Chapra

Vill-Shikra, P.O.-Padmamala, Dist-Nadia, -Pin-741123

Memo No:-

N.S.S Meetings Minutes: 2022-2023

Date:

Venue: Principal Room

Date: 24/02/22

Time: 12.00 Noon

Members Present.

1. Dr. Subhasis Panda (Principal)
2. Dr. Pankaj Biswas (Programme Officer)
3. Sri Rudra Sekhar Basu(TCS)
4. Sri Sudipta Das(Asst. Prof. of Physics)
5. Dr. Aninda Chakraborty(Asst. Prof. of Mathematics)

Agenda of the meeting:

- 1) Yearly NSS Plan (Regular activities & Special camp).
- 2) Discussion about preparation for various NSS Activities.
- 3) Any other

Meeting started at 12.00 noon at Principal Chamber with Dr. Subhasis Panda (Principal, GGDC, Chapra) in chair.

The Programme Officer briefed about NSS activities and its objectives to the members. and also mentioned roles and responsibilities of the members.

The following points were discussed.

1) Yearly NSS regular activities and special camp activities

- In this meeting we discussed about what are the schedule of NSS regular activities in college campus. We prepared a list of regular activities such as Campus cleaning (Swachh Bharat Abhiyan), Tree plantation programme, Blood donation camp, Save drive save life, Health check-up and awareness programme on vector- borne diseases will be organized by NSS members and volunteers.
- Discussion about preparation for various NSS activities.

- Date of special camp and adoption of village. In this programme we will be organized seven different activities (Social services, Medical camp, Environment related, Awareness on dengue, chikungunya, snake bite, Distribution of pen & copy among primary students etc.)
- Discussed the students doubts and cleared everything.
- In matter arising, the Principal suggested to give more T-shirts and cap to the members and volunteers . Members and volunteers shall wear the T-shirt and cap during NSS activities.
- As there was no more point for further discussion, the meeting was adjourned at 1.30pm.

Principal
Govt. Gen. Degree College, Chapra

Programme Officer
GGDC, Chapra



Government General Degree College, Chapra
Government Of West Bengal
Office of the Principal

Vill-Shikra, P.O.- Padmamala, P.S.-Chapra, Dist- Nadia, Pin Code: 741123, W.B, India.
Email: cgcollege2015ku@gmail.com

Notice
Memo No: 14/22/CGC

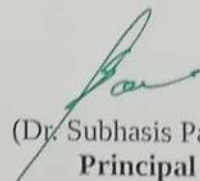
Date: 15.03.2022

Notice

It is hereby notified that a meeting with purchase committee's convenor & all members will be held on 30.04.2022 from 12:30 pm onwards in the Principal's Room. Convenor & all members are requested to attend the meeting positively.

Agenda:

- a. Forthcoming purchase 2022-2023 (including Chemical, glass goods, equipments)
- b. As matters will be arising


(Dr. Subhasis Panda)
Principal
Government General Degree
College, Chapra

Meeting
Venue: Principal's room
Date: - 30.04.2022

Agenda: In ~~the~~ forthcoming Purchase & Tender for
2022-23
a) General Tender for 2022-23
b) Chemicals and glass goods complaints from HED
c) Equipments.

Resolutions:

In this meeting it is decided that the Heads of
very departments would enlist the requirements to be
purchased later. The requirement of different items and
equipments has been discussed in this meeting.

Approximate/Tentative Date for Tender Advertisement for
the Financial Year 2022-2023 ;
3rd (Third) Week of May '2022

Signature of members :

1. Smt 30/04/22
2. ASBare 30/04/2022
3. Ayan Bondhupatya 30/04/2022
4. Bm 30/4/2022.
5. Ja 30/4/2022
6. Din
- 7.
- 8.

Conver-Sign

30/04/2022.

Supriya Mondal,
Convener, Purchase &
Tender Sub-Committee.



Government General Degree College, Chapra

Government Of West Bengal

Office of the Principal

Vill-Shikra, P.O.- Padmamala, P.S.-Chapra, Dist- Nadia, Pin Code: 741123, W.B, India.

Email: cgcollege2015ku@gmail.com

No 6u

Memo No: 47/22/2022

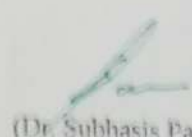
Date: 05.07.2022

Notice

It is hereby notified that a meeting with purchase committee's convenor & all members will be held on 12.07.2022 from 12:30 pm onwards in the Principal's Room. Convenor & all members are requested to attend the meeting positively.

Agenda:

- a. Opening of Tender Box & Quotations
- b. As matters will be arising


(Dr. Subhasis Panda)
Principal
Government General Degree
College, Chapra

Meeting.
Date: - 12.07.22 Time: - 12.30 pm. Venue: Principal's Room

Agenda: a) Opening of tender box & Quotations for the financial year 2022-2023.

① Matters arising

Resolutions:-

It has been decided in this meeting full process i.e. comparative statement, selection work order will be placed ~~with~~ through the financial year 2022-2023. according to the financial allotment of HED, Govt. of West Bengal.

Signature of member

① @ 12/07/22

Ayan Bandyopadhyay 12/07/2022

Diswanjit Paul 12/07/2022

12/07/2022

12/07/2022

Country Signature

12/7/22

Supriya Mondal
Convener, Purchase &
Tender Committee.



Government General Degree College, Chapra
Government Of West Bengal
Office of the Principal
Vill-Shikra, P.O.- Padmamala, P.S-Chapra, Dist- Nadia, Pin Code: 741123, W.B, India.
Email: cgcollege2015ku@gmail.com

No. 53
Memo No: 53/22/2022

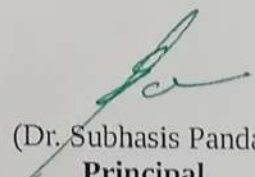
Date: 21.07.2022

Notice

It is hereby notified that a meeting with purchase committee's convenor & all members will be held on 25.07.2022 from 12:30 pm onwards in the Principal's Room. Convenor & all members are requested to attend the meeting positively.

Agenda:

- a. Workorder placement of Physics & Chemistry Lab instruments
- b. As matters will be arising


(Dr. Subhasis Panda)
Principal
Government General Degree
College, Chapra

Date: 25.07.2022
Urgent Meeting


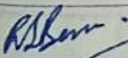
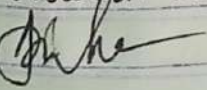



Venue: Principal's Room

Agenda 1 a) Administrative approval by HED.
Govt. of West Bengal vide memo no. GO2223065302
H.E. dt 20.07.2022 for purchase ~~the~~ of
instruments for the laboratories of physics
Chemistry.

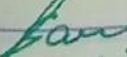
Resolution:

In this meeting, it has been decided ~~that~~ that the
work order will be placed "To Jayanta
Das for 'laboratories of Chemistry &
To Saha Scientific Supplier for the
Laboratories of physics (Instruments)"

Signature:

1.  25/07/22
2.  25/07/2022
3. Atyan Banerjee 25/07/2022
4. Biswajit Paul 25/07/2022.
5. 
6. 
7.  25/07/2022
8. 

Counter Sign

 25/7/2022

Supriya Mondal.

Convener

Purchase & Tender
Committee.



Government General Degree College, Chapra

Government Of West Bengal

Office of the Principal

Vill-Shikra, P.O.- Padmamala, P.S-Chapra, Dist- Nadia, Pin Code: 741123, W.B, India.

Email: ggcollege2015ku@gmail.com

Noka
Memo No:

12/23/C4C

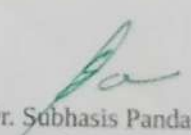
Date: 16.01.2023

Notice

It is hereby notified that a meeting with purchase committee's convenor & all members will be held on 27.01.2023 from 12:30 pm onwards in the Principal's Room. Convenor & all members are requested to attend the meeting positively.

Agenda:

- a. E-tender call for Security Guards for FY 2023-24
- b. As matters will be arising


(Dr. Subhasis Panda)
Principal

Government General Degree
College, Chapra

Date: 27.01.2023

Meeting

Venue: Principal's Room

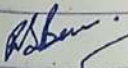
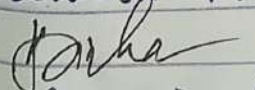
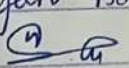

Agenda: a) E-tender of private Security Guards for the FY 2023-2024

(b) Matters arising

Resolutions: It has been decided in this meeting that approx. notification of inviting tender first week of February 2024 and the full process of e-tender i.e., Bid submission, start date, closing date, Bid opening date, will be completed with in February of 2024.

2
23

Signature of members,

1.  27/01/2023
2. Biswasjit Paul 27/01/2023
3. 
4. Ayan Banerjee 27/01/2023
5.  27/01/23
6.  27/01/2023

Counter signature

27/01/2023

Supriya Mondal,
Convener
Purchase & Tender
Sub committee,

~~Meeting~~

Meeting

Venue: Principal's Room

Date: 27.02.2024

Time: 12:30 pm

Agenda: (a) Cancellation of first e-tender of
memo No: 24/23/CGC/e-Tender of 07.02.2023,
(b) Matters arising.

Resolutions: (a) In this meeting, it has been
decided that a second call for e-
tender for the private Security Guards
for the FY 2023-2024 (As first call for
e-tender for the Security Guards, only
one company was participated).

(b) ~~After~~ Tomorrow i.e. 28.02.2024.
(Provides the notification for inviting tender.
Full process will be completed with in 15.03.2023)

Signature of members

1.

2. ~~AB~~ 27/02/2024

3. Arjun Barchha Paulhyary 27/02/2024

4. ~~Ma~~ ha

5. ~~Br~~ 27/02/2024

6. ~~CA~~ 27/02/24

7.

8. ~~Te~~ 27/02/2024

Contd. Signature

27/2/2024

Supriya Mondal

Convener of

Purchase & Tender

Sub committee



Government General Degree College, Chapra

Government Of West Bengal

Office of the Principal

Vill-Shikra, P.O.- Padmamala, P.S-Chapra, Dist- Nadla, Pin Code: 741123, W.B, India.

Email: cgcollege2015ku@gmail.com

Notice

-Memo No:

27/23/CGC

Date: 26.02.2023

Notice

It is hereby notified that a meeting with purchase committee's convenor & all members will be held on 27.02.2023 from 12:30 pm onwards in the Principal's Room. Convenor & all members are requested to attend the meeting positively.

Agenda:

- Second E-tender call for Security Guards for FY 2023-24 for cancelation of first one
- As matters will be arising

(Dr. Subhasis Panda)
Principal

Government General Degree
College, Chapra



GOVERNMENT GENERAL DEGREE COLLEGE, CHAPRA
OFFICE OF THE PRINCIPAL
HIGHER EDUCATION DEPARTMENT
GOVERNMENT OF WEST BENGAL

AT: SHIKRA, P.O. PADMAMALA, DIST: NADIA, PIN CODE: 741123, W.B, INDIA.
Email:cgcollege2015ku@gmail.com
(AFFILIATED TO UNIVERSITY OF KALYANI)

Date- 09/12/2022

Notice for the meeting of Quiz Sub-Committee

Respected all members of quiz sub-committee are cordially invited to attend the meeting scheduled on 19th December 2022, Monday at 12PM at the Principal's chamber of the college to discuss the following agenda.

The Agenda of Discussion:

1. Discussion on the matter related to conduct the quiz competition of the institution for the year 2023.
2. Discussion on the matter related with the selection process of the quiz competition.
3. Discussion on the matter related with the rules and regulations of the quiz competition
- 4.. Any other matter

Sri Rudra Sekhar Basu
(Convenor)
Quiz Sub-Committee,

Principal,
GGDC, CHAPRA

Copy to :

1. Principal Office
2. IQAC

Minutes of the Quiz Sub-Committee

Date- 19/12/2022

Time- 12 PM

Place - Principal's chamber

The Agenda of Discussion:

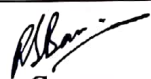
1. Discussion on the matter related to conduct the quiz competition of the institution for the year 2023.
2. Discussion on the matter related with the selection process of the quiz competition.
3. Discussion on the matter related with the rules and regulations of the quiz competition
- 4.. Any other matter

At the outset, hon'ble Dr. Subhasis Panda, Principal, GGDC, Chapra welcome members of quiz committee for attending the meeting. Under the chairmanship of Principal sir following points were discuss.

1. The final date of quiz competition is 10/01/2023.
 2. Sri Sri Sunayan Mukherjee and Dr. Aninda Chakraborty were given the responsibility of conducting the overall quiz as a quiz master.
 3. Four round are scheduled for the quiz competition.
 4. Lottery procedure will be followed to form the quiz team.
 5. First, second and third place quiz teams will be awarded to each student.
 6. Decisions were taken to make the college seminar hall suitable for quiz competition
- As there was no other matter for discussion, the meeting ended with vote of thanks to all the present members.

Attendance: -

S.N	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr.Subhasis Panda	Principal	HOI	
2	Sri Rudra Sekhar Basu	Assistant Professor of Political Science	Convenor	
3	Dr. Aninda Chakraborty	Assistant Professor of Mathematics	Joint-Convenor	
4	Smt. Priyanka Pradhan,	Assistant Professor of Sociology	Member	
5	Sri Sunayan Mukherjee	Assistant Professor of English	Member	
6	Dr. Pankaj Biswas	Assistant Professor of Bengali	Member	
7	Sri Arunava Sinha,	Assistant Professor of Physics	Member	


Convenor
Quiz Sub- Committee,
GGDC, CHAPRA (WB)


Principal,
GGDC, CHAPRA

MINUTES OF THE MEETING

Scholarship committee

A meeting of the scholarship committee will be held on 25.08.2022, 12 PM at the Principal's chamber of the college to discuss the following agenda. All the scholarship committee members are requested to attend the meeting.

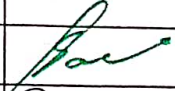
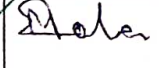




Agenda

1. Kanyashree
2. Swami Vivekananda Merit cum Means Scholarship by Govt. of WB
3. Swami Vivekananda Merit cum Means Scholarship for Minorities by WBMDFC/Aikyashree
4. Stipend under Talent Support Programme for Minorities by WBMDFC
5. Oasis scholarship for SC/ST/OBC Students by WBBCWD

Firstly, the members of the scholarship committee are cordially welcomed to the meeting by Hon'ble Dr. Subhasis Panda, Principal, GGDC, Chapra. The following topics were discussed under the chairmanship of Principal Sir.

1. Discussed about various scholarship (Kanyashree, SVMCM, Aikyashree, Oasis etc.) provided by the Government for the students.
2. Discussed about the collection of necessary documents from the students for availing the scholarship for the students.

Attendance: -

SERIAL NO.	NAME	DESIGNATION	POSITION	SIGNATURE
1.	Dr. Subhasis Panda	Principal	HOI	
2.	Dr. Manan Saha	Assistant Professor of Chemistry	Covenor	
3.	Dr. Asim Kumar Das	Assistant Professor of Mathematics	Jt. Convenor	
4.	Dr. Shaikh Safikul Alam	Assistant Professor of Physics	Member	
5.	Sri Biswajit Paul	Assistant Professor of Mathematics	Member	
6.	Sri Joydeb Mandal	Assistant Professor of History	Member	

MINUTES OF THE MEETING OF SERVICE BOOK SUB-COMMITTEE

Date: 03.03.2023

Time: 12 PM

Place: Principal's Chamber

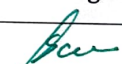




The Agenda of Discussion:

1. Opening of New service Book.
2. Updates of Service Book.
3. Matters arising.

The members of the Service Book sub-committee were cordially welcomed Dr. Subhasis Panda, the Principal, GGDC Chapra. The following work was done under the chairmanship of Principal Sir.

1. New service book of Sheikh Safikul Alam and Biswajit Paul has been opened.
2. Service book of Jaydeb Mondal and Asim Kumar Das has been updated.

Attendance

Sl. No.	Name	Designation	Position	Signature
1	Dr. Subhasis Panda	Principal	HOI	
2	Shri Ajoy Ghosh	Assistant Professor	Convenor	
3	Dr. Pabitra Kumar Mistri	Assistant Professor	Joint Convenor	
4	Dr. Supriya Mondal	Assistant Professor	Member	
5	Sri Biswajit Paul	Assistant Professor	Member	



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(AFFILIATED TO UNIVERSITY OF KALYANI)

Date-15/12/2022

7th Annual General Meeting of Sports Committee

Respected Member,

This is bring to your kind notice that the 7th Annual General sports committee meeting will be held on 23th December 2022, 12 PM at the Principal's chamber of the college to discuss the following agenda. All the sports committee members are requested to be present for the same.

The Agenda of Discussion:

1. Discussion on the matter related to conduct the annual sports of the institution for the year 2023 and dissemination of duties to the members.
2. Discussion on the matter related with the selection and fixation of sports category.
3. Discussion on the matter related with the estimation of the annual sports.
- 4.. Any other matte


(Convener)

Sports Committee,
GGDC, CHAPRA (WB)


Principal,
GGDC, CHAPRA

Copy to :

1. Principal Office
2. IQAC

MINUTES OF THE MEETING SPORTS COMMITTEE

Date- 23/12/2022

Time- 12 PM

Place - Principal's chamber




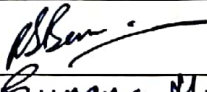
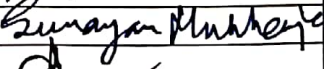
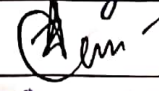
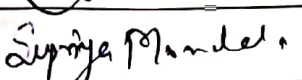
The Agenda of Discussion:

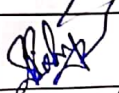
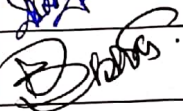
1. Discussion on the matter related to conduct the annual sports of the institution for the year 2023 and dissemination of duties to the members.
2. Discussion on the matter related with the selection and fixation of sports category.
3. Discussion on the matter related with the estimation of the annual sports.
- 4.. Any other matte

At the outset, hon'ble Dr. Subhasis Panda, Principal, GGDC, Chapra welcome members of sports committee for attending the annual meeting. Under the chairmanship of Principal sir following points were discuss.

1. Selected students best on their performances through proper selection process.
 2. It is decided that Annual Sports Fest to be conducted on 5th January 2023.
 3. The program list and the ports events were finalized. total 14 sports events will be held on sports day.
 4. The duty list of teaching and non-teaching staff has been finalized.
 5. Sports Judge and other official duties are assigned.
 6. Annual sports expenditure (tiffin, prizes and other expenses) will be borne by the college. A budget of approximately 20,0000/- (Twenty Thousand) has been fixed for annual sports.
 7. Decisions were taken to make the college grounds suitable for sports and to ensure proper maintenance.
- As there was no other matter for discussion, the meeting ended with vote of thanks to all the present members.

Attendance: -

S.N	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr.Subhasis Panda	Principal	HOI	
2	Sri Krishnagopal Mohanto	Assistant Professor of Political Science	Convenor	
3	Sri Biswajit Paul	Assistant Professor of Mathematics	Joint-Convenor	
4	Sri Rudra Sekhar Basu	Assistant Professor of Political Science	Member	
5	Sri Sunayan Mukherjee		Member	
6	Dr. Asim Kumar Das	Assistant Professor of Mathematics	Member	
7	Dr. Supriya Mondal	Assistant Professor of Physics	Member	

8	Dr. Pabitra Kumar Mistri	Assistant Professor of Bengal	Member	
9	Dr. Pankaj Biswas	Assistant Professor of Bengal	Member	



Convener
Sports Committee,
GGDC, CHAPRA (WB)


Principal,
GGDC, CHAPRA

MINUTES OF THE MEETING

Student Credit Card Scheme Committee

A meeting of the Student Credit Card Committee will be held on 22/08/2022, 12 PM at the Principal's Chamber of the college to discuss the following agenda. All the Student Credit Card Committee members are requested to attend the meeting.

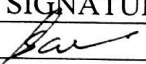


Agenda

1. All Features of West Bengal Student Credit Card Scheme.
2. Eligibility Criteria to apply West Bengal Student Credit Card Scheme.
3. Requirements document to apply in this scheme.

Firstly, the members of Student Credit Card Scheme Committee are cordially welcomed to the meeting by Hon'ble Dr. Subhasis Panda, Principal, GGDC, Chapra. The following topics were discussed under the chairmanship of Principal Sir.

1. Discussed about Student Credit Card Loan provided by the Government for the students.
2. Discussed about Eligibility Criteria to apply Student Credit Card Scheme.
3. Discussed about the collection of necessary documents from the students for availing the Student credit card loan for the students.

Attendance:-

SL. NO.	NAME	DESIGNATION	POSITION	SIGNATURE
1.	Dr. Subhasis Panda	Principal	HOI	
2.	Sri Jaydeb Mandal	Assistant Professor of History	Nodal Officer of WBSCC	
3.	Sri Rudra Shekhar Basu	Assistant Professor of Political science	Help Desk Officer of WBSCC	

Minutes of the Time-Table subcommittee meeting held on 05.07.2022

A meeting of the Time-Table subcommittee held on 5h July, 2022, 2 PM at the Staff Room, GGDC Chapra to discuss the following agendas:


Agenda:

1. The refurbished routine for the upcoming 2022-23 session.
2. Provisional Academic Calendar for the upcoming session.
3. Miscellaneous.

Firstly, the present members are cordially welcomed by Hon'ble IQAC coordinator of the college, Mr. Sudipta Das and the following topics are discussed

1. The Master routine first be prepared by the committee with the help of all head of the departments and then the departments will make their own departmental routine with the help of it.
2. The academic calendar will be prepared referring the provisional holiday list and with the help of internal examination committee and academic committee.
3. The lesson plan will be prepared by the department with the help of the master routine.
4. The remedial and tutorial classes are to be taken by the departments independently according to the necessity.

Members Present:

1. , Sudipta Das
2. , Aninda Chakraborty
3. , Pabitra Kumar Mistri
4. , Ajoy Ghosh
5. , Ayan Bandyopadhyay

GOVERNMENT GENERAL DEGREE COLLEGE CHAPRA

NOTICE

It is hereby notified to all Departments that a Wall Magazine will be launched by every department which will aid in teaching learning process. A Wall Magazine Committee is formed to look after this matter. There will be a meeting very soon regarding this subject.

Dr Subhasis Panda

(Principal)

Government General Degree College Chapra


WALL MAGAZINE COMMITTEE

A Meeting was held by the different members of the Wall Magazine Committee at the office of the Principal on 22.08.2022 regarding the launch of the **Department Wall Magazine** which shall be started from the current academic session 2022-23, to encourage students in participatory learning.

The following decisions were taken-

1. Setting up of Notice Board adjacent to the Dept Class Rooms.
2. Purchase of materials for the preparation of Wall Magazine such as chart papers, colours etc.
3. Creating different groups among students to facilitate the work.
4. Review meeting with all the HODs after a fortnight interval to discuss the progress of work.
5. It is proposed by all that the Wall Magazine shall be put up every two months interval.

Members Present

1. Dr Subhasis Panda (Principal)
2. Sri Sunayan Mukherjee (Convenor) 
3. Dr Sk Safikul Alam
4. Dr Pankaj Biswas
5. Dr. Aninda Chakraborty



GOVERNMENT GENERAL DEGREE COLLEGE, CHAPRA
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(AFFILIATED TO UNIVERSITY OF KALYANI)

Date: 28/01/2023

General Meeting of Website Monitoring and Updation Sub-Committee

Respected Members,

Kindly be informed that the upcoming meeting of the Website Monitoring and Updation Sub-Committee is scheduled for 07th February 2023, 12pm at the Principal's chamber of the college. Your presence is highly appreciated as we deliberate on important matters pertaining to the efficient functioning and maintenance of our college website.

Agenda for Discussion:


1. Review of Current Website Status
2. Identification of Necessary Updates
3. Delegation of Responsibilities
4. Timeline for Implementation
5. Any Other Matter

Thank you for your attention to this matter. Looking forward to fruitful discussions and collaborative efforts.

Warm regards,

Shaikh Safiqul Alam

(Convener)
Website Monitoring and Updation
GGDC, CHAPRA


Principal
Govt. General Degree College, Chapra

Principal
GGDC, CHAPRA

Copy to :

1. Principal Office

2. IQAC

MINUTES OF THE MEETING

Meeting: Website Monitoring and Updation Sub-Committee

Date- 07/02/2023

Time- 12 PM

Place - Principal's chamber

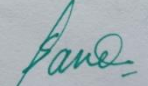
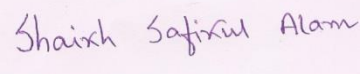
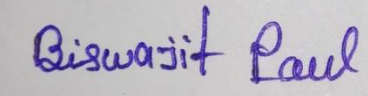

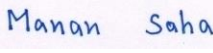
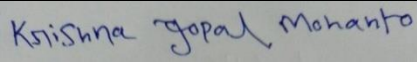


Agenda for Discussion:

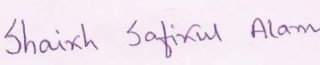
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The meeting commenced with hon'ble Dr. Subhasis Panda, Principal, GGDC, Chaprapresiding over and welcoming all the members present. The agenda for discussion was then presented and deliberated upon as follows:

1. The committee reviewed the current status of the college website, noting areas of strengths and identifying potential areas for improvement. Issues such as responsiveness, user experience, and content accuracy were discussed in detail.
2. Various updates required to enhance the website's functionality and user experience were identified. It was decided to prioritize updates such as security patches, content revisions, and design enhancements.
3. Responsibilities for implementing necessary updates and maintenance tasks were delegated among committee members based on their expertise and availability. A clear division of tasks was established to ensure efficiency and accountability in the website management process.
4. A timeline for the implementation of identified updates and maintenance tasks was discussed and finalized. Deadlines were set for each task to ensure timely completion and smooth functioning of the website.

As there were no further matters for discussion, the meeting concluded with a vote of thanks to all the members present for their active participation and valuable contributions.

S.N	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr.Subhasis Panda	Principal	HOI	
2	Dr. Shaikh Safikul Alam	Assistant Professor of Physics	Convenor	
3	Sri Biswajit Paul	Assistant Professor of Mathematics	Joint-Convenor	
4	Dr. Aninda Chakraborty	Assistant Professor of Mathematics	Member	
5	Dr. Manan Saha	Assistant Professor of Chemistry	Member	
6	Sri Krishna Gopal Mohanto	Assistant Professor of Political Science	Member	
7	Sri Ajoy Ghosh	Assistant Professor in History	Member	
8	Dr. Latif Uddin	Assistant Professor of Bengali	Member	



(Convener)
Website Monitoring and Updation
GGDC, CHAPRA


Principal
Govt. General Degree College, Chapra

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