

****Meeting Minutes for the General TC Meeting held on 01.12.2022****

****Date:** 01.12.2022**

****Time:** 2:30 PM**

****Venue:** Office of the Principal, GGDC, Lalgarh**

****Agenda:****

1. Discussion regarding NAAC Accreditation of the college.

****Resolutions:****

1. The meeting was convened to discuss the preparations and requirements for the NAAC accreditation process, emphasizing the importance of compliance with the standards set by the accreditation body.
2. It was resolved that all faculty members and the librarian are required to actively participate in the upcoming meetings related to NAAC accreditation to ensure that all necessary documentation and processes are in place .
3. A timeline for the completion of required documents and preparations for the accreditation visit will be established in subsequent meetings .

****Action Items:****

- Faculty members to gather and prepare necessary documents for NAAC accreditation.
- Schedule follow-up meetings to monitor progress and address any challenges.

****Next Meeting:** To be scheduled based on the progress of the action items.**

****Adjournment:** The meeting was adjourned at 4.30 P.M.**

****Minutes Prepared by:****

TCS, GGDC, Lalgarh

****Meeting Minutes for the General TC Meeting held on 07.11.2023****

****Date:**** 07.11.2023

****Time:**** 1:00 PM

****Venue:**** Office of the Principal, GGDC, Lalgarh

****Agenda:****

1. Creation of E-Service Book
2. Election Duty Related Discussion
3. Matters Arising .

****Resolutions:****

1. It was resolved that the completion of the physical service book and the updating process for the concerned teachers will be prioritized .
2. The confirmation status of the teachers will be reviewed in the upcoming meetings to ensure compliance with institutional requirements .
3. Necessary steps will be taken to allot election duties according to the designations of the teachers .
4. Preparations for the upgradation of the college website will be initiated .
5. Installation of name-plates for faculty members in each department will be carried out .

****Action Items:****

- The administration will oversee the completion of the physical service book.
- A follow-up meeting will be scheduled to finalize the election duty assignments and review teacher confirmations.

****Next Meeting:**** To be determined based on the progress of the action items.

****Adjournment:**** The meeting was adjourned at 3.30 p.m.

****Minutes Prepared by:****

TCS

GGDC, Lalgarh

****Meeting Minutes for the General TC Meeting held on 07.02.2024****

****Date:**** 07.02.2024

****Time:**** 1:00 PM

****Venue:**** Office of the Principal, GGDC, Lalgarh

****Agenda:****

1. NAAC related working modalities
2. Matters arising

****Resolutions:****

1. The NAAC Committee will provide a proper format to all faculties to assist in preparing the required documents for accreditation .
2. GGDC, Lalgarh has identified several potential partner institutions that align with its educational values and goals. It was resolved that the college shall enter into a Memorandum of Understanding (MOU) with these institutions, outlining terms for shared research projects and joint academic programs .
3. Preparations will be made to initiate Value Added Courses from each department .

****Action Items:****

- The NAAC Committee to distribute the document format to faculties.
- The administration to draft the MOU with identified partner institutions.
- Each department to prepare for the implementation of Value Added Courses.

****Next Meeting:**** To be scheduled as per the requirements of the ongoing discussions.

****Adjournment:**** The meeting was adjourned at 4 p.m.

****Minutes Prepared by:****

TCS

GGDC, Lalgarh

Meeting of the Exam Committee held on 15.11.2022

- Meeting begins at 6:05pm.
- The convenor proposes to discuss the dates for 5th Sem Internals.
- A couple of members mentions that there is a possibility of the Annual Sports, Cultural events and even some University exams being held in the month of December. So, they opine, that the 5th Sem Internals be held by the end of November.

After some minor disagreements, November 30 and December 1 are settled upon.

- The convenor mentions that the modalities for conducting the tests will remain the same as usual, with central notification and department specific preparations.
- Professor Baisakhi Saha Mondal raises the issue of the dissolution of classes. Most members oppose the idea and it is agreed upon that classes of other semesters may be held simultaneously.
- Meeting ends.

Meeting of The Exam Committee

~~1380494~~

Date : 06/03/24

Minutes :

- Meeting begins at 12:10 pm
- The convenor states the agenda of the meeting. The much debated matter of the SEC exams for Sem I students is raised by him.
- A few dates are discussed before March 20 & 21 are agreed upon.
- Prof. Arindam Ghosh strongly opposes the idea of specifying a fixed time for the tests, as is the practice. He opines that diff diff departments might have diff needs, hence requiring varied time frames.
- It is agreed upon that a larger window of time over the two dates will be specified in the central notification.
- The convenor now raises the topic of Continuous Assessment. He insists that the number of int. tests be increased as much as practicable.

Most members agree with this ~~of~~ view but the exact number is hotly debated.

After much discussion, it is settled that the departments must conduct at least 3 exams per semester for each Honors Core/Major Paper.

- Several modes like quiz, paper presentation, project, viva-voce are discussed and all are considered to be valid.

Professor BSM suggests that at least one of ~~them~~ These exams be a written test for the sake of credibility and proper documentation. Most members voice their agreement.

- The consensus now suggests that the depts. intimate the specifics of these tests to the Exam Com. in a given format.
- Prof. Debborah Das raises the issue of Gen. Course students and that of the Common courses like MDC, VAC etc, as they involve a far greater number of students.

It is ~~about~~ unanimously decided that these be held centrally, as before.

- Meeting ends.

Library Sub Committee meeting Date: 14/11/22
Minutes

Meeting starts at 2:05 Pm

- The convenor of Library Sub Committee proposed the different matters of meeting's agenda.
 - * After several discussion the committee members decided to complete the 1st Semesters students' orientation to be done within the 1st week of December 2022.
 - * For newspapers subscription suggestion came from Dr. Sir The Telegraph & Ananda Bazar Patrika. But finally all members agreed on The Times of India & Bengali Ananda Bazar Patrika.
 - * OIC Sir recommended all the departments to help the librarian to separate the library stocks for issue, return & reference.
 - * Assistant prof Arindam Ghosh Sir recommend to submit all long overdue library books. After long discussion among all committee members we come to the conclusion user must submit or reissue the overdue books.
 - * Dr. Amrita Dey mam asks about the books without bills. Several points come out that books are procured by Thargram Raj College but bill is missing or lost. Final decision come out as the books are purchased so we must enter in the accession register but with notes and remarks.
 - * Asst prof. Kishore Majhi Sir raise the issue of lending of books. Committee members finally decide to issue the books to the students for seven days. also proposed to charge late fine.
 - * Tea served at the end from library.
- The meeting concluded with a vote of thanks by the Librarian.

Library Sub committee meeting

Minutes

Date: 13.03.2023

Meeting starts at 2:00 PM sharp.

At the beginning of the meeting the convenor of the Committee welcomes all Committee members and raised the different issues of books lending to the students.

* Baishakhi Saha Mondal mam highlights the points of limited stocks of books and large number of students near about two thousand. Dr. Goutam Bhari Sir raised the issue of issuing books time table and return policy. Siddhartha Dey Sir says about overdue fine. TCS Dwaipayan Mitra Sir asks about the Teachers books issue return. After long discussion all Committee members decide few points like one book for one student for seven days. Separate day wise timing for books issue return for different Semesters. Every student (final semester) must take library clearance before filling the final examination form.

* Separation of library stocks not fully done. This time OIC Sir advised to fix a date for each department to help the librarian for separation of library books.

* Committee members also came to a conclusion that library reference books will be consulted with in the library but in some special case reference books will be issued with proper permission.

* Tea Served to the members.

Meeting concluded with vote of thanks by the Librarian.

Library Committee Meeting

Minutes

Meeting starts at 2:30 P.M

The convenor propose to discuss the meeting agenda

All the Committee members propose to complete the UG 1st Semester library orientation by the middle of September. Arindam Ghosh Sir asks to complete the orientation in two days, All Honours and General Separately and all the members agreed with him. Dr. Debabrata Das Sir says about Gift / Complementary books to enter in the Acc. Register. But all the Committee members after discussion ask to prepare separate register for gift books and back log Sanlati Books.

* Gour Gopal Barman Sir tells about books divider requirements. Committee members agreed with him and suggest to procure book dividers for library. Committee also recommend to make different name plates for the library.

* Arindam Ghosh Sir asked to subscribe N-List e-Journal and e-books Subscription. All the Committee members express their need of N-List. Members ask the librarian to process for N-List Subscription.

* Dwaipayan Mitra Sir asks about the security and safety of library books. DIC Sir Bisweswar Chakraborty Sir assured all members that he will contact PWD a vendor for CCTV in the library.

* Debabrata Sir tells about the library automation which is out of the meeting agenda but accepted by all members. All members are agreed about the library Cloud based automation.

* Tea Served

The meeting concluded by the vote of Thanks by the chair.

Library Sub-Committee Meeting

Minutes

Meeting starts at 2:05 PM

Date: 14.03.2024

The convenor propose ~~to~~ discuss the meeting agendas.

- * Dr. Amrita Dey mam 1st wants to know about the gate register (automated) Librarian elaborates what's gate register and its benefits infront of all members. All the members agreed and proposed to install gate register in the library.
- * Anjan Kumar Mandal Sir tell about to give two computer with internet connectivity for wide use of library OPAC and internet facility in the library. After several discussion committee members all are agreed with him.
- * Siddhartha Dey Sir raised the issue of library security. Kishore Majhi Sir & suggested to install window net in the library. Dr. Goutam Bhattacharya Sir tells about sliding gate in the middle stair of the library. All members agreed with them and to implement both suggestions.
- * Nowser Rowaqsir Sir tells about few career orient magazines subscription. All members after discussion agreed to subscribe few journals & magazines.
- * A new library service, newspaper clipping will start as soon as the display board is acquired.
- * One Additional issue raised by Arindam Ghosh Sir about delay in the previous books procurement. After long discussion by the members it has been decided by the committee members that Mallick Pustak Bhandi, Midnapore, who delayed entire books procurement will not be selected further.
- * Tea Served.
- * The meeting concluded with the vote of thanks by the chair.

Meeting of the Routine committee held on
11.01.2023

- Meeting begins at 2:10 pm.
- Convenor of the Routine - sub committee asked the rest of the members for suggestions on how the routine of the 2nd, 4th & 6th Semesters could be prepared.
- Prof. Anjan Mondal suggested that we can follow the routine of 2nd, 4th & 6th Semester of the last sessions. Others also agreed to this proposal. Prof. Siddhartha Dey said, it will make departmental routines easier.
- It was decided that the committee will prepare the master routine and give it to the departments. HOD's will be asked to prepare the departmental routine and give it to the committee by 03.02.2023.
- The new routine will be effective from next 06.02.23. This decision was taken unanimously.

Meeting of the routine committee held on 28.07.2023.

- Meeting begins at 2:15 pm.
- The convenor proposes that a discussion is needed as NEP will effect from this session. convenor asked for suggestions on how 1st, 3rd & 5th sem routines could be ~~prepare~~. prepare.
- A member suggests that we can keep last ~~sem~~ semester 6th sem routine as 5th sem & 4th sem as 3rd sem. Only the 1st sem (NEP) routine should be made according to the new subject combination.
- In the discussion, it came out that making 1st sem routine will not be complicated, as all students (4 Year hon. & 3 Year MDS) have to study one Major and one minor subject except for compulsory subjects like VAC, MDC & AEC. As a result more slots will be available in routine.
- New routine have to effect from 01.08.2023. So, we will request to HOD's to submit their departmental routines ~~within~~ as soon as possible.

Meeting of the Cultural Sub-committee

Date: 9.11.23

Minutes

- Meeting begins at 2.15pm.
- The convenor state the agenda of the meeting that is to decide upon the dates and plan to organise the annual cultural competition.
- After discussion it was decided that the annual cultural competition 2023 will be held on 19/12/23 and 20/12/23.
- The various events to be organised is decided upon and it is decided after discussion that Quiz will be held on the first day, 2nd half because it will take most time to organise & conduct. It is emphasized by Prof. Gourabram Bhowmik.
- It is also decided upon that all events will be conducted if at least three students apply for it. Especially in case of recitation. This is emphasized by Prof. Hemanta Dutta, and Prof. Parbati Hembram.
- Meeting ends.

****Meeting Minutes for the Seminar/Webinar Sub-Committee Meeting held on 20.12.2023****

****Date:**** 20.12.2023

****Time:**** 2:00 PM

****Venue:**** Staff Room, Government General Degree College, Lalgah

****Agenda:****

1. Organization of a career counselling seminar.
2. Planning for a digital learning webinar as part of Students' Week celebration.

****Resolutions:****

1. The committee resolved to organize a seminar titled "Career Counselling - Higher Education and Jobs' Opportunity," to be conducted by Prof. Nowser Rowa Sk. This event is scheduled for January 6, 2024, starting at 11:00 AM in the Hall Room .
2. All faculty members, students, and interested participants are invited to attend the seminar, emphasizing the importance of active participation from the college community .
3. The committee will ensure that all necessary arrangements for the seminar are made, including logistics and promotional activities to encourage attendance .

****Action Items:****

- Finalize the logistics for the seminar by December 30, 2023.
- Prepare promotional materials to be distributed across the college to inform students and faculty about the event.

****Next Meeting:**** To be scheduled after the seminar for feedback and future planning.

****Adjournment:**** The meeting was adjourned at 4 p.m.

****Minutes Prepared by:****

****Meeting Minutes for the Seminar/Webinar/Publication Committee Meeting held on
26.12.2023****

****Date:**** 26.12.2023

****Time:**** 2:00 PM

****Venue:**** Staff Room, Government General Degree College, Lalgarh

****Agenda:****

1. Organization of a career counselling seminar.
2. Planning for a digital learning webinar as part of Students' Week celebration.

****Resolutions:****

1. The committee resolved to organize a seminar titled "Career Counselling - Higher Education and Jobs' Opportunity," to be conducted by Prof. Nowser Rowa Sk. This event is scheduled for January 6, 2024, starting at 11:00 AM in the Hall Room .
2. All faculty members, students, and interested participants are invited to attend the seminar, emphasizing the importance of active participation from the college community .
3. The committee will ensure that all necessary arrangements for the seminar are made, including logistics and promotional activities to encourage attendance .

****Action Items:****

- Finalize the logistics for the seminar by January 3, 2024.
- Prepare promotional materials to be distributed across the college to inform students and faculty about the event.

****Next Meeting:**** To be scheduled after the seminar for feedback and future planning.

****Minutes Prepared by:****

Convener, Seminar/Webinar/Publication Committee, GGDC, Lalgarh.