

IQAC Review Meeting

26.01.2024

Signature of the members, The review meeting of the IQAC is conducted on 26th January 2024 in the chamber of the Principal's office. The following agendas were discussed.

- ① Implementation of e-office Digitization of Files/records - Reg
- ② NIRF - National Institutional Ranking Framework - Dr. Subrata Debbasrna
- ③ Stiphen of Students
- ④ Aadhaar Based Biometric Attendance
- ⑤ Celebration of Ksh Proth Day on 19 January
- ⑥ Construction of Obstacle Course OT, NCC
- ⑦ Celebration of National Voter Day on 25 January
- ⑧ observation of National Road Safety Month 2024.

Decisions Taken :->

- ① e-office Digitization of File and records will be implemented as per the directives of DHE. Dr. Subrata Debbasrna, will be the Nodal officer of e-office digitalization. Dr. Subrata Debbasrna will do the needful in getting all the process done for the implementation of e-office in place.
- ② Dr. Subrata Debbasrna will be continue as the Nodal officer for for National Institutional Ranking Framework for doing the needful in uploading all the data for our College in NIRF.
- ③ With regard to stiphen of students ~~Dr~~ Sri Rabindra Debbasrna will look into the matter of stiphen of Students. Sri Nripendra Raang, LDC will look into upgradation of student data. He will assist Sri Rabindra Debbasrna.

④ As per the direction of the DHE, Aadhaar Based Biometric Attendance will be introduced in the college. The detail matter of implementation will be taken charge by. Dr. Subrata Debbarna. He will do the needful in consultation with concern staff of DHE.

⑤ Lokhobok Day will be celebrated on 19th January 2024 in the College Campus. Sri Rabindra Debbarna will be the convener of the program. It will be organized in grand way in the college campus. The detail estimate will be placed by Sri Rabindra Debbarna.

⑥ Construction of OT for NCC will be coordinated by Lt Daniel Debbarna for the execution of OT for NCC cadets.

⑦ Celebration of National Voters Day will be organized in the college on 25th January 2024 in 105 Room. Sri Prasenjit Debbarna will be incharge of hosting the program.

⑧ Observation of National Road Safety Month for 2024 will be initiated by our college under the leadership of Sri Pradip Debbarna, TCS. The meeting ended with vote of thanks by Dr. Pranabjit Bardhan Roy at 2 Pm.

Signature

1. Pradip Debbarna
2. Subrata Debbarna
3. Aparupa Bhosonik
4. Bhramendra Debbarna
- 5.

6. Prasenjit Debbarna

7. Surajit Debbarna

8. Subila Debbarna

9. Satyajit Roy

10. Daniel Debbarna



Dr. Pranabjit
Principal-in-Charge
Head of Office
College

Bardhan
26/01/24

IQAC Monthly Meeting

13.02.2024

The monthly meeting of IQAC is held on 13th Feb. 2024 at 1 Pm in the office chamber of Principal. The meeting began with review of progress and initiative of IQAC cell.

The agendas:-

- ① Stipend of Students and issuing of Annual Income certificate for students.
- ② Book Selection Committee (BSC)
- ③ Tender Quotation for Godrej Furniture under Hindi department for upgradation of library.
- ④ Controlling the Menance of AIDS.
- ⑤ NEP, Academic, college, related issues
- ⑥ Attend a Seminar on "Raja Ram Mohan Roy: Father of Indian Renaissance" to be organized by Birchandra State Central Library, Agartala on 16 & 17 Feb 2024.
- ⑦ Submission of IPR by all staff of GDC.
- ⑧ Internal Marks entry of TDP 5th Semester.
- ⑨ New method of admission under Samarth Portal for New Academic Session.
- ⑩ NCC B Certificate Examination to be held on 3rd March 2024 at BSM College, Agartala.
- ⑪ Registration in SWAYAM through Tripura University (Local Chapter).
- ⑫ NCC C-Certificate Examination will be held on 16 March at MSRCC and BBMC.

Decisions Taken:-

- ① Stipend related query about producing Annual Income Certificate for students can be easily made available from soft office online. This message will be circulated among students by the Students office by Sri Rabintra Datta and Narendrakumar Beang.

② Book Selection Committee of the Bir chandra State Library will be attended by ~~Dr.~~ Dr. Pranabjit Bardhan Roy.

③ Tender Committee is constituted with the following members:-

- ① Tender Creator:- Dr. Subrata Debbarna A/P
- ② Tender Publisher: Sri Prasenjit Debbarna A/P
- ③ Tender Bid opener: Smt. Maharani Hranghant A/P
- ④ Tender Evaluator:- Sri Pradip Debbarna A/P

This committee will open the tender for procurement of Godrej Furniture for upgradation of Library of Hindi Department.

④ Controlling the Menace of AIDS is discussed in detail as the area is affected by HIV & AIDS particularly the youth of the area. Smt. Maharani Hranghant will be incharge of disseminating the awareness about the ill effect of HIV & AIDS.

⑤ As the NEP 2020 is being implemented, the academic and admissions process will be followed as per the directions of the University and DHE.

⑥ Seminar on Raja Ram Mohan Roy: Father of Indian Renaissance: which is being organized by Bir Chandra State Central Library Agartala under Higher Education will be attended by Smt. Sabita Debbarna, Librarian, 9 Oct.

⑦ Signatures

① Subrata Debbarna ④ Pradip Debbarna ⑦ Surajit Debbarna

② ~~Prasenjit Debbarna~~ ⑤ Prasenjit Debbarna ⑧ Sabita Debbarna

③ Aparna Bhowmik ⑥ Satyajit Roy ⑨ Pranabjit Bardhan



Pranabjit Bardhan
Principal in Charge
Head of Department
Degree College
Tezpur

IOAE Monthly Meeting

12.03.2024

The meeting of IOAE cell ~~held~~ was held on 12th March 2024 at 19:00 hrs in the office of the ~~Dr.~~ Principal Incharge. The ~~to~~ meeting began with the brief review of the last reports of the committee. The following Agendas were discussed in the meeting.

Agendas:-

- ① Entry of Internal Marks of TDP 5th Semester
- ② New Admissions under Samarth Portal for new admission.
- ③ NCC 'B' Certificate Examination
- ④ Registration in SWAYAM through Tejapra University (Local chapter)
- ⑤ NCC 'C' Certificate Examination
- ⑥ Training on Library Office Management
- ⑦ Deputation of College Teachers for Central Evaluation
- ⑧ Installation of wifi in the college.

Decisions taken in the Meeting:-

- ① It is discussed and decided the entry of internal marks of 5th Semester shall be done by the HODs/In-charge of the respective department as per the given deadline by the University.
- ② Sri Daniel Debarma, Assistant Professor will be the Convener of Admission Cell Committee for the upcoming new session Admission under Samarth portal. The members will be selected during TC meeting as an Admission Committee of the college.
- ③ All the eligible NCC cadets will be given special classes to encourage them to write their NCC 'B' - Certificate Examination which is scheduled to be held on 3rd March 2024 at BBM College.

④ Dr. Subrata Debbarma is assigned to take the responsibility to register A.D.C. Khumlung through Tripura University through Local Chapter.

⑤ All the eligible NCC cadets who are eligible to attend NCC C Certificate exam will be held on 16 March at NSRCC and BSMC. Lt Daniel Debbarma, NCC Teacher will be in charge for the supervision of the examination.

⑥ Smt. Sabita Debbarma, Librarian will be attending the 3 days Training Program on "Training on Library office Management" from 12-14 March 2024.

⑦ Depnition Order issued for Central Evaluation at Tripura University release order will be issued by Head of office based on the work load and feasibility of the staff.

⑧ The college shall take initiative to get the wifi installed in the college campus. Dr. Subrata Debbarma will be responsible for the correspondence of wifi installation process.

Signature:-

① Bhupendra Debbarma

⑥ Titu Debbarma

② Pradip Debbarma

⑦ Sabita Debbarma

③ Aparupa Bhosomile

⑧ Satyajit Roy

④ Subrata Debbarma

⑨ Surajit Debbarma

⑤ Prasenjit Debbarma

⑩ Daniel Debbarma



Dr. Pranab Chandra Roy
Principal in Charge
Head Office
Govt. Degree College
Khumlung, West Tripura

IOAC Monthly Meeting 10.04.2024

The monthly meeting of the IOAC Cell is held on 10th April 2024 in the office of the Principal at 2 PM.

Agenda:-

- ① Training on e-office for the Nodal officers
- ② Creation of Samarth Account for CBC Khemling
- ③ Biometric Attendance.
- ④ RTI request from Rahul Panwar
- ⑤ Extension of Central Evaluation.

Decision taken :-

- ① Dr. Subrata Debarma has been assigned as the Nodal officer for e-office and he will attend all the requisite meetings time to time for the execution of e-office in the college.
- ② Sri Daniel Debarma A/P will be incharge of creation of ID and Password for Samarth Portal account of the college.
- ③ Biometric attendance record will be maintained by office staff. Head of office along with DDO, IOAC Coordinator and Jayashree will submit the monthly report to the office.
- ④ Dr. Bhupendra Debarma will attend to the RTI complaint filed by Rahul Panwar.

⑤ The extension of Central Evaluation will begin by Head of office as per requirement.

Signature:-

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|-----------------------|-------------------|-------------------|
| ① Anuragendra Debarma | ⑤ Pradyot Debarma | ⑨ Surajit Debarma |
| ② Indip Debarma | ⑥ Subrata Debarma | ⑩ Sabita Debarma |
| ③ Aparupa Bharmik | ⑦ Satyajit Roy | ⑪ |
| ④ Tapati Bhattacharya | ⑧ Swapna K. Das | ⑫ Daniel Debarma |



Principal's Office
Head of Office
Govt. Degree College
Khemling, West Tripura

ZOAC Monthly Meeting

10.05.2024

The monthly meeting of the ZOAC cell was held on 10th May 2024. The agenda of the meeting was discussed basically on Academic Affairs, PM-Uska and Miscellaneous. The meeting was held in the chamber of the Principal office at 2 PM afternoon.

Decision Taken:-

- ① All the HODs will ensure the completion of Syllabus in their respective department with their department staff.
- ② Providing supplementary notes and softcopy notes on every classes and semesters should be.
- ③ The Internal Examination will be organized in the month of June 2024 for the completion of the Routine wise examinations.
- ④ The coordinator of NAAC and College Development committee coordinator will see to the JDP base proposal on PM Uska. As per the order and directive of BSE, the College development committee will prepare PM Uska project for Rs. 5 cr. Dr. Subrata Debbarna will be the over all incharge and will act as Nodal officer for PM Uska.

Signatures:-

- ① Pradipt Debbarna
- ② Subrata Debbarna
- ③ Aparnya Bhownik
- ④ Subhansu Debbarna
- ⑤ Sambit Debbarna
- ⑥ Daniel Debbarna
- ⑦ Subajit Debbarna
- ⑧
- ⑨

Dr. Pranabjit Barua
Principal-In-Charge
Head of Institution
Govt Degree College
Ward No. 10, Cuttack

IQAC Monthly Meeting

08.07.2024

The monthly meeting of the IQAC cell ~~was~~ held on 8th July 2024 in the chamber of the Principal. The meeting was held at 2 PM.

- Agendas.
- ① New Admission
 - ② Stephen Post metric Scholarship
 - ③ CAS promotion
 - ④ 6th Semester Internal Marks.
 - ⑤ ACC Internal marks
 - ⑥ Miscellaneous

Decision Taken:

- ① New Admission of the college will commence with extended offline spot round admission beside SMART PORTAL
- ② Stephen of Post metric Scholarship will be updated to PU department by Sri Rabintra Debbarna.
- ③ CAS promotion of Sri Pradip Debbarna will be executed as per the format stated by PU.
- ④ 6th Semester Internal Marks will be uploaded by respective HODs of the department. Sri Prasanna Debbarna will coordinate the uploading of Internal Marks entry.
- ⑤ ACC Internal Marks will be uploaded by Sri Daniel Debbarna.

Signature

- | | | |
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| ① Anupama Debbarna | ④ Daniel Debbarna | ⑦ Anurag Debbarna |
| ② Pradip Debbarna | ⑤ Prasanna Debbarna | |
| ③ Anurag Debbarna | ⑥ Surajit Debbarna | |



Pranabjit Baran
Principal-In-Charge
Head of Office
College
Saur

08/07/24

IQAC Monthly Meeting

8.10.2024

The monthly meeting of the IQAC cell is held on 8/10/2024 in the office of the Principal chamber at 11am. The following agendas were discussed.

Agendas:-

- ① Admission
- ② PM USHA
- ③ Stipend
- ④ Examination Section
- ⑤ Digilocker registration for ABE.

Decisions Taken:-

- ① The college Admission committee headed by Sr. Daniel Debarma will continue to assist the admission process as per direction of the DTE.
- ② Dr. Subrata Debarma will submit the Budget estimate of PM USHA to the Nodal officer for further process of final approval after consultation with the Concern Engineers.
- ③ Sr. Rabinendra Debarma will physically sit for verification of the documents to help the students in stipend as reported of mismanagement of stipend forms by Sr. Rajen Reang.
- ④ Sr. Pradip Debarma the convener of Examinations will be assisted by new examination committee in the conduct of upcoming examinations. He will be reliever of Dr. Subrata D/B.
- ⑤ Notice will be serve to all students for registration in Digilocker.

Signature

① Pradip Debarma ④ Subrata Debarma ⑧ Abhel Debarma

② Daniel Debarma ⑤ Rabinendra Debarma

③ Aparupa Baruah ⑥ Prasenjit Debarma ⑦ Shekhar Jambati



Dr. Pranabjit Bardhan
Principal-In-Charge
Head of Office

08/10/24

IQAC Monthly Meeting

12.11.2024

The monthly meeting of the IQAC cell is organized on 12th November 2024 in the office of the principal chamber at 12 Nov. The meeting agenda was as following:

- ① Observation of Constitution day
- ② Educational Tour
- ③ Jana Jati Gaurab Dinis
- ④ International Seminar by Kolabork Deptt.
- ⑤ Preparation of IQAR for NAAC

Decisions taken:-

- ① The constitution day is ^{going to be} observed on 24th Nov. 2024. Sri Prasanna Debarma and Political Science department will take initiative to host the program on 24th Nov. 2024 in college.
- ② All the departments are directed to host Departmental Educational Tour within November 2024. On 6th Nov. Deptt of History will go first.
- ③ Jana Jati Gaurab Dinis will be organized in the college. Sri Pradip Debarma will be the convener of the program.
- ④ The International Seminar of Kolabork Deptt will have hosted the seminar successfully, the rest of the departments are requested.
- ⑤ Criteria wise IQAR reports will be coordinated by the NAAC coordinator Sri Prasanna Debarma.

Signature

① Pradip Debarma

④ Bhargendra Debarma

② Subrata Debarma

⑤ Prasanna Debarma

③ Aparna Bhowmik

⑥ Daniel Debarma

⑦ Shyela Tamta

⑧ Abul Hasan

Bardhan,

12/11/24

Dr. Pranabjit Bardhan Roy
Principal-in-Charge
Head of Office

IQAC Monthly Meeting

16.12.2024

The monthly meeting of the IQAC is organised on 16 December in the principal chamber.

Agendas:-

- ① Financial Literacy program
- ② Preparations of AQAR

Decisions Taken:-

- ① Financial literacy program will be hosted in the college on 23rd December. Sri Subrata Debbarna will host the program in 105 room.
- ② Preparation of AQAR will be followed up every week and there will be ^{weekly} ~~monthly~~ meetings on every Monday.
- ③ AQAR report will be submitted in 31st December 2024.
- ④ All the data template of the AQAR will need to be submitted to NAAE coordinator by 20th December 2024.
- ⑤ All the faculties of the college will need to come regularly till the completion of their respective criteria of AQAR.

Signatures:

- ① Subrata Debbarna
- ② Daniel Debbarna
- ③ Shephali Samal
- ④ Bhupendra Debbarna
- ⑤ Sandip Debbarna
- ⑥ Abet Debbarna
- ⑦ Aparna Bhowmik
- ⑧ Jansujit Debbarna



Dr. Pranabjit Barua
Principal-In-Charge
Head of Office
College