

## Minutes of the Meeting held on 14/07/2021



GOVERNMENT OF WEST BENGAL  
**Office of the Principal**  
**Darjeeling Government College**  
Darjeeling - 734 101, West Bengal, INDIA

Website: [www.darjeelinggovernmentcollege.com](http://www.darjeelinggovernmentcollege.com)  
E-mail: [dgc.principal@gmail.com](mailto:dgc.principal@gmail.com)

Memo No: Not.10/IQAC/2021

Dated:10/07/2021

### NOTICE

This is to inform the TCS, UG Examination Committee, and Heads of all Departments that an online meeting through Google Meet Platform will be held on 14/07/2021 at 3.00 P.M. The link to the meeting will be shared by the IQAC Coordinator 15 mins before the commencement of the meeting.

Counter-signed

Officer-in-Charge,  
Darjeeling Govt. College

**Officer-in-Charge**  
**Darjeeling Govt. College**

Signed

IQAC Coordinator,  
Darjeeling Govt. College

Coordinator  
IQAC  
Government College  
Darjeeling

On July 14, 2021, the IQAC Coordinator summoned the TCS, UG Exam Committee members, and Heads of all Departments to convene an online meeting through Google Meet at 3.00 PM. The Officer-in-Charge, Dr. Projjwal C. Lama was present at the meeting.

**Resolution:**

1. The IQAC coordinator Dr. Willie Henry started the meeting by discussing the NBU notification regarding U.G. Part II/ III Annual Examination 2021 (under the 1+1+1 system).
2. In accordance with the University of North Bengal's Notice with Memo No. 1460/A/CE-2021 dated 12/07/2021, the following decisions were taken.
3. The UG Examination Committee to create separate email ids for each department for the collection of answer scripts online.
4. As the UG Part II/ III Annual Examination 2021 (under 1+1+1 system) will start from 24<sup>th</sup> July 2021 and continue till 29<sup>th</sup> July 2021, each department shall take the responsibility of making sure that the students submit their scripts on time to the designated email address given to each department.
5. Each department will further take the responsibility of evaluating the answer scripts. Evaluated scripts (pdf) and mark slips must be uploaded online by 7<sup>th</sup> Aug, 2021 through the respective department email ids.
6. HODs are to submit mark slips and evaluated answer scripts for Honours, relevant GE & AECC papers as single mail attachments.
7. In the subject of the mail clearly mention details like a paper code and answer scripts/ mark slips etc.
8. The Hods shall prepare the names of those students who failed to write their exams and accordingly inform the Exam committee. The UG Exam committee in turn will prepare an absentee statement and send it back to the HODs and the HODs shall forward the statement through their respective departmental email ids to the university.
9. Last date for the submission of answer scripts is 30<sup>th</sup> July 2021 for the students.
10. Dates and Timing of the examination will be as per the University schedule.

## Minutes of the Meeting held on 10/09/2021



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**Memo No:** Not.11/IQAC/2021

**Dated:** 06/09/2021

### NOTICE

An online meeting will be duly held on 10<sup>th</sup> September 2021 at 5.00 pm on Google Meet. All the members of the IQAC Committee, the Admission Committee, and the Heads of all Departments are requested to attend the meeting positively.

Counter-signed

Officer-in-Charge,  
Darjeeling Govt. College

**Officer-in-Charge**  
**Darjeeling Govt. College**

Signed

IQAC Coordinator,  
Darjeeling Govt. College

Coordinator  
IQAC  
Darjeeling Government College  
Darjeeling

An online meeting was called by the IQAC Coordinator on 10<sup>th</sup> September 2021 at 5.00 pm on Google Meet. The meeting was attended by the Officer-in-Charge, IQAC Committee, Admission Committee, and the Heads of all Departments.

**Resolution:**

1. This meeting was called in regard to the online admission procedure. The IQAC Coordinator felt the need to train the faculty members through an Induction Programme which will help them understand the verification process of the application forms for admission into different B.A./ B.Sc./ B.Com. Honours/ Program (CBCS) Courses.
2. In regard to this, the Admission committee had already received all necessary training. So, the Admission committee decided to take the responsibility of conducting an induction program.
3. It was decided that the induction program for the verification process will be conducted on 12.09.2021 at 5.00 PM. It would be either on Google Meet or Zoom, the information regarding the medium and link will be provided 15 mins before the commencement of the meeting.

## **Minutes of the Meeting held on 30/10/2021**



GOVERNMENT OF WEST BENGAL  
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**Memo No: Not.12/IQAC/2021**

**Dated: 28/10/2021**

## **NOTICE**

This is to inform the members of the IQAC Committee, the TCS, the Routine Committee, and the Heads of all the Departments that an online meeting on Google Meet will be held on 30/10/2021 at 3.00 P.M. All are requested to attend the meeting positively.

**Counter-signed**

**Officer-in-Charge,**  
**Darjeeling Govt. College**

**Officer-in-Charge**  
**Darjeeling Govt. College**

**Signed**

**IQAC Coordinator,**  
**Darjeeling Govt. College**

**Coordinator**  
**IQAC**  
**Darjeeling Government College**  
**Darjeeling**

An online meeting was conducted urgently by the IQAC Coordinator on 30/10/2021 at 3.00 PM on Google Meet. The Officer-in-Charge, TCS, Routine Committee and Heads of all the Departments were present in the meeting.

**Resolution:**

1. The Officer-in-Charge referred to the G.O. with Memo No.-753/XII-ISS/2M-22/2020 dated 29/10/2021. According to this G.O. schools (IX-XII), colleges, and universities are reopening with effect from 16/11/2021 following the Standard Operating Procedure (SOP) issued by School Education and Higher Education Department.
2. As our college has one of the largest numbers of students, plans were discussed as to how to conduct classes.
3. The IQAC Coordinator suggested framing the new routine which ensures less crowd, and less mixing of students with each other to avoid any health hazards due to the covid.
4. As such one semester should be called only twice a week, in an even odd fashion. The Routine committee was requested to prepare a new routine keeping in mind the even-odd formula.
5. Students should not be allowed to enter the college gate without a proper mask. Anyone who is seen inside the class without masks should be immediately sent out. The Heads were instructed to keep a box of masks, sanitizer, and handwash in the Department.
6. Any student complaining of fever, cough or cold should be instructed to stay at home, or if in any case, they arrive in college, they should be immediately sent back home.
7. The sweepers and cleaning staff should be properly instructed to keep the college and toilets clean.
8. The guards should also be careful not to let the students form groups and gatherings. Any such gatherings inside the campus should be strictly prohibited.
9. Lastly, the IQAC Coordinator requested the Heads to inform their faculty members about the CAS. The teachers whose CAS is due should contact the IQAC committee upon the college re-opening.

## Minutes of the Meeting held on 14/12/2021

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**Memo No:** Not.13/IQAC/2021

**Dated:** 13/12/2021

### NOTICE

This is to inform the members of the IQAC Committee that an emergency meeting will be held on 14/12/2021 at 3.00 P.M. Dr. Sherap Bhutia from the Department of Geography is invited to the meeting. All are requested to attend the meeting positively.

Counter-signed

Officer-in-Charge,  
Darjeeling Govt. College

**Officer-in-Charge**  
**Darjeeling Govt. College**

Signed

IQAC Coordinator,  
Darjeeling Govt. College

Coordinator  
IQAC  
Darjeeling Government College  
Darjeeling





An emergency meeting was held in the Principal's Ante-Chamber on 14/12/2021 at 3.00 P.M. The IQAC Coordinator Dr. Willie Henry, Officer-in-Charge Dr. Projjwal C. Lama and members of the IQAC were present at the meeting. Dr. Sherap Bhutia was invited to the meeting.

**Resolution:**

1. Dr. Sherap Bhutia was nominated and selected as the new IQAC Coordinator. Dr. Willie Henry, the former IQAC Coordinator handed over the charge to Dr. Bhutia.
2. The following documents and articles were handed over by the former IQAC Coordinator to the newly appointed Dr. Bhutia.
  - Minutes book w.e.f. 2018 onwards.
  - Faculty Documents w.e.f. 2018 onwards.
  - Bills passed by IQAC.
  - Financial Assistance Book from 2012-2017 (no such financial assistance to IQAC from 2018 onwards).
  - IQAC correspondence file both sent and received w.e.f. 2018 onwards.
  - IQAC Notice file w.e.f. 2018 onwards.
  - IQAC misc. files w.e.f. 2018 onwards.
  - NAAC Peer Team Report dated 08.08.2018.
  - IQAC & AQAR File.
  - IQAC Activity Records w.e.f. 14.06.2018 onwards.
  - Reference Register w.e.f. 2018 onwards.
  - IQAC Log Book w.e.f. 2018 onwards.
  - SSR (Bound book) Hard cover.

## Minutes of the Meeting held on 26/04/2022



GOVERNMENT OF WEST BENGAL

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**Memo No:** Not.14/IQAC/2022

**Dated:** 22/04/2022

### NOTICE

This is to inform all the members of the IQAC Committee that a meeting will be held in the Principal's Ante-Chamber on 26/04/2022 at 2.00 P.M. The faculty members whose CAS is due are requested to attend the meeting positively.

Counter-signed

Officer-in-Charge,  
Darjeeling Govt. College

**Officer-in-Charge**  
**Darjeeling Govt. College**

Signed

IQAC Coordinator,  
Darjeeling Govt. College

Coordinator  
IQAC  
Darjeeling Government College  
Darjeeling

A meeting was called for the IQAC members by the IQAC Coordinator on 26/04/2022 from 2.00 P.M. at the Principal's Ante-Chamber. The faculty members whose CAS is due are called for the meeting to discuss the issues related to their CAS proceedings.

**Resolution:**

1. The foremost agenda of the meeting was to coopt new members into the IQAC Committee:
2. Shri C.P. Rai, Secretary of the Darjeeling Municipality and Alumni was nominated as a new External Member.
3. Dr. Padam Nepal, Associate Professor in the Department of Sociology, St. Joesph's College, Darjeeling was nominated as a new External Member.
4. Prof. Amarjit Tamang was co-opted in place of Dr. Dipti Tamang in her absence.
5. The IQAC Coordinator Dr. Sherap Bhutia discussed the need to rearrange the IQAC office.
6. Applications for OP/RC/ Short-term courses for CAS should be forwarded to the Officer-in-Charge through IQAC. After the successful completion of the said courses, a photocopy of the certificate of those courses should be submitted to IQAC Committee for record keeping purposes.
7. The IQAC Coordinator instructed all present in the meeting of the need to prepare AQAR for which data along with supplementary documents are required.
8. Starting from now onwards, all data and reports of the seminars attended, symposiums, workshops, conferences either attended or conducted should be submitted to the IQAC Committee.
9. Also, students' data related to admission, examination and pass percentage, AISHE records, fellowships availed by the students, students' credit card details should be made available to the IQAC committee.
10. If any committee organizes any kind of programmes, the committee will first need to inform IQAC of such activities and on completion, such submit a report of the programme with geo-tagged photos and writeups should be submitted to the IQAC committee.
11. Any awards or achievements like Ph.D. awarded to any faculty, any new subject introduced, any new certificate course introduced, NCC and NSS programmes and sports should also come under the full knowledge of the IQAC Committee first.
12. Next, the IQAC Coordinator discussed the issues related to CAS. CAS due of sixteen teachers and how to go about it were the topic for the next round of discussion.
13. The sixteen teachers were asked to fill the PBAS correctly. Dr. S. Bhutia asked the teachers to be careful while filling up Category III especially.
14. The sixteen teachers were requested to submit the fully filled PBAS along with supplementary documents by the middle of May 2022.