



**KALIPADA GHOSH TARAI MAHAVIDYALAYA**

ESTD. - 1988

**INTERNAL QUALITY ASSURANCE CELL**

Ref. No. ....

Date. ....

**NOTICE**

IQAC : 11/ 2020

Date: 18.11.2020

A meeting of IQAC will be held on 25.11.2020 in the IQAC room at 2.30 pm.

All the members are requested to make <sup>it</sup> convenient for the meeting.

**Agenda:**

1. To read and confirm the last meeting
2. Approval of Academic Calendar for the session 2020-21
3. To discuss online classes.
4. Misc.

Dr. John B Tirkey  
Coordinator, IQAC

Co-ordinator  
IQAC

Kalipada Ghosh Tarai Mahavidyalaya  
Bagdogra, Dist. Darjeeling  
West Bengal - 734014

Principal  
Chairperson, IQAC  
**PRINCIPAL**  
Kalipada Ghosh Tarai  
Mahavidyalaya  
Bagdogra



# KALIPADA GHOSH TARAI MAHAVIDYALAYA

ESTD. - 1988

## INTERNAL QUALITY ASSURANCE CELL

Ref. No. ....

Date. ....

### Minutes of Meeting

Meeting No: IQAC-11/2020

Venue: IQAC Room	Date of meeting: 25.11.2020	Time : 2.30 PM
------------------	-----------------------------	----------------

Proceeding of the meeting of the Internal Quality Assurance Cell (IQAC) held on 25.11.2020 at 2.30 PM in the IQAC Room.

#### Members Present

Names of IQAC Members	Status of Members
Dr. Minakshi Chakraborty	Principal & Chairperson IQAC
Dr. John Breakmas Tirkey	Coordinator, IQAC
Prof. Dyutish Chakraborty	Management Representative
Dr Subhasis Mitra	Teacher Member, Internal
Shri Sushil Kumar Mishra	Teacher Member, Internal
Dr. Abir Baran Majumdar	Teacher Member, Internal
Dr Koyel Bhattacharya	Teacher Member, Internal
Dr Parimal Chandra Das	Teacher Member, Internal
Dr Shyam Charan Barma	Teacher Member, Internal
Dr Subhendu Roy	Teacher Member, Internal
Shri Pintu Prasad Jaiswal	Teacher Member, Internal
Sri kanti Paul	Teacher Member, Internal
Sri Pradip Kr Roy	Member, Administrative Officer
Sri Sandipan Das	Member, Administrative Officer(Technical)

#### Resolutions:

Agenda 1: *To read and confirm the last meeting*

The minutes of the Previous Meeting held on 05/11/2020 was read and confirmed.

Agenda 2: *Approval of Academic Calendar for the session 2020-21*

The draft of the Academic Calendar for the Session 2020-21 was placed before the house by the Co-Ordination, IQAC. After a minor suggestion the calendar was



# KALIPADA GHOSH TARAI MAHAVIDYALAYA

ESTD. - 1988

## INTERNAL QUALITY ASSURANCE CELL

Ref. No. ....

Date. ....

approved and all the departments are requested to prepare the Departmental Academic Activities.

### Agenda 3: To discuss online classes.

Due to pandemic and restrictions imposed by the Government physical classes were not held. Due to this emergency situation online classes were arranged through various platforms.

### Agenda 4: Miscellaneous

Having no other matter to discuss the meeting ended with a vote of thanks by the Chairperson, IQAC.

Dr. John Breakmas Tirkey  
Coordinator

Internal Quality Assurance Cell

Co-ordinator  
IQAC

Kalipada Ghosh Tarai Mahavidyalaya  
Bagdogra, Dist. Darjeeling  
West Bengal - 734014

Dr. Minakshi Chakraborty  
Principal & Chairperson

Internal Quality Assurance Cell

**PRINCIPAL**  
Kalipada Ghosh Tarai  
Mahavidyalaya  
Bagdogra



# KALIPADA GHOSH TARAI MAHAVIDYALAYA

ESTD. - 1988

INTERNAL QUALITY ASSURANCE CELL

Ref. No. ....

Date. ....

## NOTICE

IQAC : 12/ 2020

Date: 02.12.2020

A meeting of IQAC will be held on 10.12.2020 in the IQAC room at 01.30 pm.

All the members are requested to make convenient for the meeting.

Agenda:

1. To read and confirm the last meeting
2. CAS for Teachers
3. Preparation of AQAR for the Session of 2018-19
4. Misc.

Dr. John B Tirkey  
Coordinator, IQAC

Co-ordinator  
IQAC  
Kalipada Ghosh Tarai Mahavidyalaya  
Bagdogra, Dist. Darjeeling  
West Bengal - 734014

Principal  
Chairperson, IQAC  
**PRINCIPAL**  
Kalipada Ghosh Tarai  
Mahavidyalaya  
Bagdogra





# KALIPADA GHOSH TARAI MAHAVIDYALAYA

ESTD. - 1988

## INTERNAL QUALITY ASSURANCE CELL

Ref. No. ....

Date. ....

### Minutes of Meeting

Meeting No: IQAC-12/2020

Venue: IQAC Room	Date of meeting: 10.12.2020	Time : 01.30 PM
------------------	-----------------------------	-----------------

Proceeding of the meeting of the Internal Quality Assurance Cell (IQAC) held on 10.12.2020 at 01.30 PM in the IQAC Room.

#### Members Present

Names of IQAC Members	Status of Members
Dr. Minakshi Chakraborty	Principal & Chairperson IQAC
Dr. John Breakmas Tirkey	Coordinator, IQAC
Dr Subhasis Mitra	Teacher Member, Internal
Shri Sushil Kumar Mishra	Teacher Member, Internal
Dr. Abir Baran Majumdar	Teacher Member, Internal
Dr Koyel Bhattacharya	Teacher Member, Internal
Dr Subhendu Roy	Teacher Member, Internal
Shri Pintu Prasad Jaiswal	Teacher Member, Internal
Sri Kanti Paul	Teacher Member, Internal
Sri Pradipto Kr Roy	Member, Administrative Officer
Sri Sandipan Das	Member, Administrative Officer (Technical)

#### Resolutions:

Agenda 1: *To read and confirm the last meeting*

The minutes of the Previous Meeting held on 25/11/2020 was read and confirmed.

Agenda 2: *CAS for Teachers*

The meeting discusses the CAS of the following teachers:

1. Dr. Poonam Singh,
2. Dr. Abir Baran Majumder,
3. Dr. Koyel Bhattacharya,
4. Dr. Parimal Chandra Das,
5. Sri Sarat Chandra Das,
6. Dr. Basudeo Thapa,
7. Dr. Shyam Charan Barma,
8. Smt. Himika Mukhopadhyay,
9. Dr. Suvendu Roy.



# KALIPADA GHOSH TARAI MAHAVIDYALAYA

ESTD. - 1988

## INTERNAL QUALITY ASSURANCE CELL

Ref. No. ....

Date. ....

All the concerned teacher requested to prepare their documents early for further necessary action.

### Agenda 3: Preparation of AQAR for the Session of 2018-19

The house discussed about the preparation of AQAR for the session 2018-19. All the teacher faculty and the concerned Non-Teaching Support Staff were requested to prepare the documents and the data.

### Agenda 4: Miscellaneous

Having no other matter to discuss the meeting ended with a vote of thanks by the Chairperson, IQAC.

Dr. John Breakmas Tirkey  
Coordinator

Internal Quality Assurance Cell

Co-ordinator  
IQAC

Kalipada Ghosh Tarai Mahavidyalaya  
Bagdogra, Dist. Darjeeling  
West Bengal - 734014

Dr. Minakshi Chakraborty  
Principal & Chairperson

Internal Quality Assurance Cell

PRINCIPAL  
Kalipada Ghosh Tarai  
Mahavidyalaya  
Bagdogra



# KALIPADA GHOSH TARAI MAHAVIDYALAYA

ESTD. - 1988

I.Q.A.C

INTERNAL QUALITY ASSURANCE CELL

Ref. No. ....

Date. ....

## NOTICE

IQAC : 13/ 2021

Date: 04.01.2021

A meeting of IQAC will be held on 09.01.2021 in the IQAC room at 2.00 pm.

All the members are requested to make convenient for the meeting.

Agenda:

1. To read and confirm the last meeting
2. To discuss Internal Evaluation.
3. Training Program to the Teaching and Non-Teaching Staff on Conducting Online Internal Examinations
4. To discuss forthcoming UG odd Semester End Examination
5. Discuss submission of AQAR 2018-19
6. Misc.

Dr. John B Tirkey  
Coordinator, IQAC

Co-ordinator  
IQAC

Kalipada Ghosh Tarai Mahavidyalaya  
Bagdogra, Dist. Darjeeling  
West Bengal - 734014

Principal  
Chairperson, IQAC

PRINCIPAL  
Kalipada Ghosh Tarai  
Mahavidyalaya  
Bagdogra

**I.Q.A.C**

# KALIPADA GHOSH TARAI MAHAVIDYALAYA

ESTD. - 1988

## INTERNAL QUALITY ASSURANCE CELL

Ref. No. ....

Date, .....

### Minutes of Meeting

**Meeting No: IQAC-13/2020**

Venue: IQAC Room	Date of meeting: 09.01.2021	Time : 02.00 PM
------------------	-----------------------------	-----------------

Proceeding of the meeting of the Internal Quality Assurance Cell (IQAC) held on 09.01.2021 at 02.00 PM in the IQAC Room.

#### Members Present

Names of IQAC Members	Status of Members
Dr. Minakshi Chakraborty	Principal & Chairperson IQAC
Dr. John Bréakmas Tirkey	Coordinator, IQAC
Dr Subhasis Mitra	Teacher Member, Internal
Shri Sushil Kumar Mishra	Teacher Member, Internal
Dr Koyel Bhattacharya	Teacher Member, Internal
Dr. Shyam Charan Barma	Teacher Member, Internal
Dr Subhendu Roy	Teacher Member, Internal
Shri Pintu Prasad Jaiswal	Teacher Member, Internal
Sri Kanti Paul	Teacher Member, Internal
Sri Pradip Kr Roy	Member, Administrative Officer
Sri Sandipan Das	Member, Administrative Officer(Technical)

#### Resolutions:

Agenda 1: *To read and confirm the last meeting*

The minutes of the Previous Meeting held on 10/12/2020 was read and confirmed.

Agenda 2: *To discuss Internal Evaluation.*

It was decided that the continuous assessment of students will be based on online mode of submission of assignments and online viva-voce / presentation.

Agenda 3: *Training Program to the Teaching and Non-Teaching Staff on Conducting Online Internal Examinations*





# KALIPADA GHOSH TARAI MAHAVIDYALAYA

ESTD. - 1988

I.Q.A.C

INTERNAL QUALITY ASSURANCE CELL

Ref. No. ....

Date. ....

As per the notification of the Government of West Bengal and the University of North Bengal all academic activities including internal evaluation of students will be made through online. Therefore, Teaching and Non-Teaching Staff would take necessary step for submission of online assignments. In this regard a workshop will be organized for the staff for holding online internal examination.

#### Agenda 4: To discuss forthcoming UG odd Semester End Examination

The committee discussed the forth coming UG examination with reference to the University notification for conducting Under Graduate examination in online mode. The committee decided that the UG Examination would be fully conducted in online mode.

#### Agenda 5: Discuss submission of AQAR 2018-19

The house discussed the progress of the AQAR for the session 2018-2019 and decided that after some revision the AQAR for the said session would be uploaded.

#### Agenda 6: Miscellaneous

Having no other matter to discuss the meeting ended with a vote of thanks by the Chairperson, IQAC.

Dr. John Breakmas Tirkey  
Coordinator

Internal Quality Assurance Cell  
Co-ordinator  
IQAC  
Kalipada Ghosh Tarai Mahavidyalaya  
Bagdogra, Dist. Darjeeling  
West Bengal - 734014

Dr. Minakshi Chakraborty  
Principal & Chairperson  
Internal Quality Assurance Cell  
**PRINCIPAL**  
Kalipada Ghosh Tarai  
Mahavidyalaya  
Bagdogra



# KALIPADA GHOSH TARAI MAHAVIDYALAYA

ESTD. - 1988

## INTERNAL QUALITY ASSURANCE CELL

Ref. No.....

Date.....

### NOTICE

IQAC : 14/ 2021

Date: 03.03.2021

A meeting of IQAC will be held on 10.03.2021 in the IQAC room at 1.30 pm.

All the members are requested to make convenient for the meeting.

#### Agenda:

1. To read and confirm the last meeting
2. To Reconstitute composition of IQAC
3. Discussion to prepare AQAR for the session 2019-20
4. Misc.

Dr. John B Tirkey  
Coordinator, IQAC

Co-ordinator  
IQAC  
Kalipada Ghosh Tarai Mahavidyalaya  
Bagdogra, Dist. Darjeeling  
West Bengal - 734014

Principal  
Chairperson, IQAC  
**PRINCIPAL**  
Kalipada Ghosh Tarai  
Mahavidyalaya  
Bagdogra



# KALIPADA GHOSH TARAI MAHAVIDYALAYA

ESTD. - 1988

I.Q.A.C

## INTERNAL QUALITY ASSURANCE CELL

Ref. No. ....

Date. ....

### Minutes of Meeting

Meeting No: IQAC-14/2020

Venue: IQAC Room	Date of meeting: 10.03.2021	Time : 01.30 PM
------------------	-----------------------------	-----------------

Proceeding of the meeting of the Internal Quality Assurance Cell (IQAC) held on 10.03.2021 at 01.30 PM in the IQAC Room.

#### Members Present

Names of IQAC Members	Status of Members
Dr. Minakshi Chakraborty	Principal & Chairperson IQAC
Dr. John Breakmas Tirkey	Coordinator, IQAC
Dr Subhasis Mitra	Teacher Member, Internal
Shri Sushil Kumar Mishra	Teacher Member, Internal
Dr Koyel Bhattacharya	Teacher Member, Internal
Dr. Shyam Charan Barma	Teacher Member, Internal
Dr Subhendu Roy	Teacher Member, Internal
Shri Pintu Prasad Jaiswal	Teacher Member, Internal
Sri Kanti Paul	Teacher Member, Internal
Sri Pradip Kr Roy	Member, Administrative Officer
Sri Sandipan Das	Member, Administrative Officer(Technical)

#### Resolutions:

Agenda 1: *To read and confirm the last meeting*

The minutes of the Previous Meeting held on 09/01/2021 was read and confirmed.

Agenda 2: *To Reconstitute composition of IQAC*

It was unanimously resolved that the previous composition of IQAC will remain unchanged. The composition of IQAC is given in *Annexure - A*.

Agenda 3: *Discussion to prepare AQAR for the session 2019-20*



# KALIPADA GHOSH TARAI MAHAVIDYALAYA

ESTD. - 1988

## INTERNAL QUALITY ASSURANCE CELL

I.Q.A.C

Ref. No. ....

Date. ....

It was decided that separate small committees will be constituted among Teaching and Non-Teaching Staff for preparing and compiling different Key Indicator Data.

### Agenda 4: Miscellaneous

Having no other matter to discuss the meeting ended with a vote of thanks by the Chairperson, IQAC.

Dr. John Breakmas Tirkey  
Coordinator

Internal Quality Assurance Cell

Co-ordinator  
IQAC

Kalipada Ghosh Tarai Mahavidyalaya  
Bagdogra, Dist. Darjeeling  
West Bengal - 734014

Dr. Minakshi Chakraborty  
Principal & Chairperson

Internal Quality Assurance Cell

PRINCIPAL  
Kalipada Ghosh Tarai  
Mahavidyalaya  
Bagdogra



**I.Q.A.C**

# KALIPADA GHOSH TARAI MAHAVIDYALAYA

ESTD. - 1988

## INTERNAL QUALITY ASSURANCE CELL

Ref. No.....

Date .....

### Annexure - A

#### COMPOSITION OF INTERNAL QUALITY ASSURENCE CELL

Chairperson: Head of the institution	Dr. Minakshi Chakrabarty, Principal and Chairperson
Teachers to represent at all level	Dr. Subhasis Mitra, HoD, Dept of Commerce
	Shri Sushil Kumar Mishra, Department of Hindi
	Dr. Parimal Chandra Das, Department of Bengali
	Dr. Abir Baran Majumdar, HoD, Department of Chemistry
	Dr. Koyel Bhattacharya, HoD, Department of Physics
	Dr. Shyam Charan Barma, HoD, Department of Economics
	Dr. Subhendu Roy, Department of Geography
	Shri Pintu Prasad Jaiswal, Department of Commerce
	Shri Kanti Paul, Department of Commerce (Technical Member)
One Member from management	Prof. Dyutish Chakraborty, President, Governing Body
Few Senior administrative officer	Sri Pradip Roy, Accountant
	Sri Sandipan Das, Office Staff ( Technical)
One nominee each from local society	Sri Arun Kumar Ghosh, Advocate, Bagdogra
Student representative	Sri Tarun Sen
Student Alumni representative	Sri Dhiraj Kumar Ghosh
External Members	Fr. (Dr.) Donatus Kujur S.J., Principal, St. Joseph's College Darjeeling
	Dr. Dilip Kumar Das, Principal, Munshi Premchand Mahavidyalaya, Siliguri
One of the senior teachers as Coordinator Director of the IQAC	Dr. John Breakmas Tirkey, Coordinator, IQAC & HoD, Department of Sociology

Dr. John Breakmas Tirkey  
Coordinator  
Internal Quality Assurance Cell  
Kalipada Ghosh Tarai Mahavidyalaya  
Co-ordinator  
IQAC  
Kalipada Ghosh Tarai Mahavidyalaya  
Bagdogra, Dist. Darjeeling  
West Bengal - 734014

Dr. Minakshi Chakraborty  
Principal & Chairperson  
Internal Quality Assurance Cell  
Kalipada Ghosh Tarai Mahavidyalaya  
PRINCIPAL  
Kalipada Ghosh Tarai  
Mahavidyalaya  
Bagdogra

Buri Balasan, P.O.- Bagdogra, Dist- Darjeeling, West Bengal, Pin- 734014,  
E-mail: iqackgtm@gmail.com, Website: WWW.kgtm.in



# KALIPADA GHOSH TARAI MAHAVIDYALAYA

ESTD. - 1988

## INTERNAL QUALITY ASSURANCE CELL

Ref. No. ....

Date. ....

### NOTICE

IQAC : 15/ 2021

Date: 08.06.2021

A meeting of IQAC will be held on 14.06.2021 in the IQAC room at 1.30 pm.

All the members are requested to make convenient for the meeting.

#### Agenda:

1. To read and confirm the last meeting
2. To discuss feedback from stakeholders
3. Submission of AQAR for the session 2019-20
4. Misc.

Dr. John B Tirkey  
Coordinator, IQAC

Co-ordinator  
IQAC

Kalipada Ghosh Tarai Mahavidyalaya  
Bagdogra, Dist. Darjeeling  
West Bengal - 734014

Principal  
Chairperson, IQAC

**PRINCIPAL**  
Kalipada Ghosh Tarai  
Mahavidyalaya  
Bagdogra



# KALIPADA GHOSH TARAI MAHAVIDYALAYA

ESTD. - 1988

## INTERNAL QUALITY ASSURANCE CELL

Ref. No. ....

Date. ....

### Minutes of Meeting

Meeting No: IQAC-15/2020

Venue: IQAC Room	Date of meeting: 14.06.2021	Time : 01.30 PM
------------------	-----------------------------	-----------------

Proceeding of the meeting of the Internal Quality Assurance Cell (IQAC) held on 14.06.2021 at 01.30 PM in the IQAC Room.

#### Members Present

Names of IQAC Members	Status of Members
Dr. Minakshi Chakraborty	Principal & Chairperson IQAC
Dr. John Breakmas Tirkey	Coordinator, IQAC
Dr Subhasis Mitra	Teacher Member, Internal
Shri Sushil Kumar Mishra	Teacher Member, Internal
Dr Koyel Bhattacharya	Teacher Member, Internal
Dr. Shyam Charan Barma	Teacher Member, Internal
Dr Subhendu Roy	Teacher Member, Internal
Shri Pintu Prasad Jaiswal	Teacher Member, Internal
Sri Kanti Paul	Teacher Member, Internal
Sri Pradip Kr Roy	Member, Administrative Officer
Sri Sandipan Das	Member, Administrative Officer(Technical)

#### Resolutions:

Agenda 1: To read and confirm the last meeting

The minutes of the Previous Meeting held on 10/03/2021 was read and confirmed.

Agenda 2: To discuss feedback from stakeholders

It was decided that the Feedback will be taken from different stakeholders: Students, Alumni, Parents, Teaching and Non-Teaching Staff.

Agenda 3: Submission of AQAR for the session 2019-20



I.Q.A.C

# KALIPADA GHOSH TARAI MAHAVIDYALAYA

ESTD. - 1988

## INTERNAL QUALITY ASSURANCE CELL

Ref. No. ....

Date. ....

The Co-ordinator presented before the house the final draft of AQAR for the session 2019-20. After presentation it was decided that the draft be placed before the Governing Body of the college.

### Agenda 4: Miscellaneous

Having no other matter to discuss the meeting ended with a vote of thanks by the Chairperson, IQAC.

Dr. John Breakmas Tirkey  
Coordinator

Internal Quality Assurance Cell

Co-ordinator  
IQAC

Kalipada Ghosh Tarai Mahavidyalaya  
Bagdogra, Dist. Darjeeling  
West Bengal - 734014

Dr. Minakshi Chakraborty  
Principal & Chairperson

Internal Quality Assurance Cell

**PRINCIPAL**  
Kalipada Ghosh Tarai  
Mahavidyalaya  
Bagdogra