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**GOVERNMENT GENERAL DEGREE COLLEGE, RANIBANDH**  
*Office of the Principal*

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**Minutes of IQAC meeting held on 14.09.2020**

The meeting held on today is chaired by honourable Officer-In-Charge, Mr. Madhusudan Garain. He appreciated the IQAC members for their activities. Next, IQAC Co-ordinator, Dr. Anirban Chattopadhyay has taken agendas to discuss the following points in the meeting.

1. The meeting has also focused on CAS related matters.

An application along with all relevant documents should be sent to IQAC for verification. After a careful verification, IQAC will forward the file to respected OIC for further process.

2. The meeting has highlighted OP/RC related matters. It has been resolved that the process of getting NOC includes the following steps.

Step-1: At first, the applicant should apply to the respective HOD for NOC along with the form.

Step-2: After a careful scrutiny, the HOD will forward the application along with the form to OIC through IQAC.

3. The payment of arrears of the employees was also discussed. It has been resolved that an application along with all relevant documents should be sent to IQAC for verification. After a careful verification, IQAC will forward the file to respected OIC for further process.

The meeting ended with vote of thanks to the Chair.

Signatures of the members present:

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5.

6. Amahata

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Co-ordinator, IQAC  
Govt. General Degree College, Ranibandh  
Rautara, Bankura