



# GARHBETA COLLEGE

(Affiliated to Vidyasagar University)

Accredited by NAAC

Website : [www.garhbetacollege.in](http://www.garhbetacollege.in)

E-mail : [garhbetacollege48@gmail.com](mailto:garhbetacollege48@gmail.com)

Phone No. - (03227) 265143/267154

✧ At: - GARHBETA ✧ P.O: GARHBETA ✧ DIST.: PASCHIM MEDINIPUR ✧ STATE.: WEST BENGAL ✧ PIN- 721127

Ref. No. Gc/IQAC/2019/02

12.08.2019

Dear Sir/ Madam,  
Member IQAC, Garhbeta College,

I would like to inform you that a meeting of IQAC, Garhbeta College, has been convened on 28<sup>th</sup> August, 2019 at 2.00 p.m. in the conference hall to discuss the following issues. I am requesting you to participate in the meeting with your valuable opinion and advice.

Looking forward to your co-operation.

Agenda :

- 1) Preparation and Implementation of academic calendar
- 2) Recruitment of Teaching Staff
- 3) Roof-top shed on Chemistry Dept.
- 4) Extension of Zoology Dept.
- 5) Fund allotment to Maths. Dept. for PG courses
- 6) Data upload for AISHE
- 7) Misc.

*Alarif Mollah*  
12/8/19

(Prof. A. Mollah)  
Co-ordinator, IQAC  
Garhbeta College

*S. K. Bera*  
12/8/19

(Prof. S. K. Bera)  
Teacher-In-Charge  
Garhbeta College

Members present in the meeting of IQAC held in the conference hall on 28<sup>th</sup> August. 2019 at 2.30p.m.

1. In Bern
2. Alarif Mollah
3. Santimoy Patra
4. Sanjit Kr. Mukherjee
5. Arha
6. Susmit Kumar Choudhary
7. Mahabul Maiti 28/8/19
8. Asim Kumar De
9. Sojal Jena
- 10.

With the consent of the chairperson of IQAC, Prof. Susil Kumar Bera, Teacher-in-charge, Garhbeta College, Prof. Alarif Mollah, Co-ordinator IQAC started the meeting.

All the members present in the meeting discuss agenda one by one and resolved the following

- 1) Every year college design academic calendar on the basis of university academic calendar. Following that college has to schedule its class test, annual sports, cultural program and other events. Various college committee convenors are requested to conduct all the programs initiated by the college in compliance to the university calendar so as to ensure the implementation of academic calendar send by the University.
- 2) The college has huge students in some courses. In the classes of those courses, number of students is beyond the capacity of a teacher to deliver his lesson. Students are seldom reach out to the teacher for any doubt. To ease this problem, IQAC suggested to recruit more teaching staff in these courses. From the IQAC, the Teacher-in-Charge has been requested to take the step and do the needful to enhance the number of teaching staff.
- 3) The 'Acharya Prafulla Chandra Bhaban' (Chemistry Dept.) is the laboratory of Chemistry Dept. However, it is in the dilapidated situation and deserved urgent to repairing. Members of IQAC requested to the chairperson to renovate the Bhaban by erecting a shed. He is also agreed to do so at the earliest possible time. In this regard, IQAC co-ordinator requested to the chairperson to schedule the renovation work after dissolution of the semester classes as per academic calendar and completion of practical examination.
- 4) M. Sc. Course in Zoology has already been introduced but class room and laboratory space for the course has not meet to the requirement. To overcome the scarcity of space

due to its newly added course PG-Zoology, IQAC put forward a proposal for the extension of Zoology Dept.

- 5) The post graduate course in Mathematics has been introduced in the academic session 2017-18. Department manages the course for the requirement of Computer Lab, software and Books with its UG resources. The first batch passed out and now, it is essential to get books and computers for smooth running of PG-Mathematics. IQAC proposed to provide the books, computers and software as requested by the dept.
- 6) IQAC requested to Dr. Sushil Kumar Ghosh to proceed to collect data for AISHE submission. In this connection, the Teacher-in-Charge is requested to inform college office regarding the smooth supply of data ask for by Dr. Ghosh.
- 7) Miscellaneous:
  - i) NSS officers are requested to organize Winter Camp.
  - ii) Books on implemented CBCS courses are to be procured
  - iii) To encourage organizing educational tour;
  - iv) To encourage extension activities by NCC and NSS Units.
  - v) To promote Gender sensitization Programme.
- vi) Made a plan to organize annual events and sports activities for college staff and Students.
- (vii) How to lessen the workload of teaching and non-teaching staff of the college
- (viii) To upload AISHE Data within the stipulated time limit.

Chairman of the meeting ends the meeting by extending thanks to all the members present.

 28/8/19

(Prof. Susil Kumar Bera)

Teacher-in-charge, Garhbeta College & Chairman of the meeting



# GARHBETA COLLEGE

(Affiliated to Vidyasagar University)

Accredited by NAAC

Website : [www.garhbetacollege.in](http://www.garhbetacollege.in)

E-mail : [garhbetacollege48@gmail.com](mailto:garhbetacollege48@gmail.com)

Phone No. - (03227) 265143/267154

☆ At: - GARHBETA ☆ P.O.: GARHBETA ☆ DIST.: PASCHIM MEDINIPUR ☆ STATE.: WEST BENGAL ☆ PIN- 721127

IQAC/2020/01

17.02.2020

Dear Sir/ Madam,  
Member IQAC, Garhbeta College,

I would like to inform you that a meeting of IQAC, Garhbeta College, has been convened on 28th February, 2020 at 1.30 p.m. in the conference hall to discuss the following issues. I am requesting you to participate in the meeting with your valuable opinion and advice.

I look forward to your co-operation.

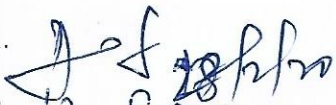

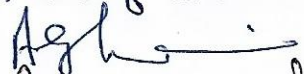
Agenda :

- 1) Preparation of Students Satisfactory Survey report
- 2) Feedback collection and analysis
- 3) Semester result analysis
- 4) Eco-friendly Campus
- 5) Future Plan
- 9) Misc.

*Prof. A. Mollah*  
(Prof. A. Mollah) 17/2/20  
Co-ordinator, IQAC  
Garhbeta College

*Dr. Hariprasad Sarkar*  
(Dr. Hariprasad Sarkar)  
Principal  
Garhbeta College

Members present in the meeting of IQAC held in the conference hall on 28th February, 2020 at 1.30p.m.

1. 
2. 
3. Santimoy Patra
4. Sanjib Kr. Mukherji
5. Mukesh Mehta 28/2/20
6. Sushil Kumar Choudhary
7. Alarif Mollah
8. 
9. Arun Kumar De
10. Sajal Jana

With the consent of the chairperson of IQAC, Dr. Hariprasad Sarkar, Principal, Garhbeta college, Prof. Alarif Mollah, Co-ordinator IQAC proceeds to discuss agenda.

All the members present in the meeting discussed agenda one by one and resolved the following :-

- 1) Students Satisfactory survey has been conducted in such a manner that survey reflects the actual view of students. Distributed forms are collected through drop box and only final year students are allowed to submit filled in forms. IQAC analyse the survey and prepare a report. In the analysis it is found that most of the students are happy with the basic amenities as well as other services; however, IQAC requested to the college authority to take necessary steps to prevent drop out from 2<sup>nd</sup> year UG students.
- 2) Feedback analysis has been carried out by the depts. and on the average result is 'Very Good' from the view of several points given in the feedback form. Apart from this, response from students is overwhelming and encouraging.

3) Departments have completed the result analysis and several suggestions came out from the department; IQAC meets with department and put some suggestions for better result in future. Some departments ask for some teaching aids to make learning method more students friendly. In the meeting of depts. several depts. have taken steps to support students whoever weakness in the subject.

- 4) We wish to make the campus eco-friendly. NSS student volunteers are in constant vigil to abide by the rules laid down by the college. To promote the idea of green campus, college promulgated dos and don'ts do in the college and explained its impact on human civilization.
- 5) The following plan of action is proposed for our institution
  - (i) Vertical extension of the Library building to be initiated.
  - (ii) A few smart class rooms are to be constructed
  - (iii) To extend the mentoring system to students of all semesters both in Honours and General to make the system all inclusive.
  - (iv) Registration and participation of Garhbeta College in the National Institutional Ranking Frameworks (NIRF) -2021 to be done.
  - (v) Expedition of the activities under National project UNNAT BHARAT AVIYAN.
  - (vi) Expedition of the automation process of the college library.
  - (vii) Making the students job oriented and career conscious through Career Counseling program.
  - (viii) Introduction of skill based and career-oriented courses.
  - (ix) Faculties will be encouraged to be engaged in research works.
  - (x) Construction of wooden furniture for college with the use of college size wood.
  - (xi) AQAR 2019-20 is to be completed and uploaded.
  - (xii) Preparation of self-study report (SSR) and other documents for the visit of NAAC Peer Team in the session 2021-22.

Chairman of the meeting ends the meeting by extending thanks to all the members present.

(Dr. H. P. Sarkar)

Principal, Garhbeta College & Chairman of the meeting

## Action Taken Report by IQAC for the Session 2019-2020

Plan of Action	Programme	Achievement
To Conduct classes during COVID-19 pandemic to continue teaching learning process	To persuade the authority to arrange Online classes for Honours and PG students	Online classes were conducted smoothly and study materials shared in WhatsApp group
To Help authority to arrange for final/end semester examinations and creating necessary helpline for students	To persuade the authority to form a committee to conduct examinations and necessary helpline to address queries.	Vidyasagar University directives were shared among the students and mental support was extended to the students from teachers end to appear in virtual mode of examinations for overall smooth conduction of examination.
Construction of wooden furniture	College has size block wood and that to be used to structure some wooden furniture	Few carpenters were engaged and 10 chair, 5 laboratory table, 15 tools, 8 study table etc. Were constructed.
Purchase of Books and Computers	Tenders were floated and then ordered to minimum quoted concern.	Books and Computers were purchased and send to the concerned departments.
Feedback from different stakeholders	IQAC suggested to the principal to give direction to HODs for the collection of feedback from Students and parents. IQAC requested to teachers to submit their Feedback	Students & Parents Feedback has been collected by the departments. Teachers Feedback has been collected by IQAC.
Students Satisfaction Survey	Students Satisfaction Survey to be conducted by taking feedback from final year students by IQAC	Collected & analysed.
Academic Audit (Internal)	To be conducted by a team during 2 <sup>nd</sup> week of November	Completed & report has been submitted
Analysis of Results	IQAC to persuade each department to analyses results	Each department analysed results for follow up action
Renovation & repairing of some old buildings/rooms	IQAC to persuade appropriate authority for renovation/repairing of Nazrul Bhavan	Renovation/repairing of Nazrul Bhavan have been completed.