



GARHBETA COLLEGE

(Affiliated to Vidyasagar University)

Accredited by NAAC

Website : www.garhbetacollege.in

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Phone No. - (03227) 265143/267154

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

Ref. No. Gc/IQAC/2018/01

01.09.2018

Dear Sir/ Madam,
Member IQAC, Garhbeta College,

I would like to inform you that a meeting of IQAC, Garhbeta College, has been convened on 6th September, 2018 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) Implementation of academic calendar
- 2) Renovation of 'Najrul Bhaban'
- 3) Semester result analysis
- 4) Feedback collection
- 5) Academic Audit
- 6) Initiation of 'Green Audit'
- 7) Misc.

A. Mollah

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

Co-ordinator
IQAC
Garhbeta College

S. K. Bera

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



Members present in the meeting of IQAC held in the conference hall on 6th Sept. 2018 at 2.00p.m.

1. ~~It Bern~~
2. Alarif Mollah
3. Chandan Nay
4. Sanjib Kr. Munkhgya
5. Santimoy Patra
6. Ashim Singha Roy.
7. Anirudh Kumar Ghosh
8. Mahadeb Maity
9. Susmit Kumar Ghosh
10. Asim Kumar Das

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 'Najrul Bhaban' has as many as 8 class rooms of various dimensions. However, it is in the dilapidated situation and urgent to repair. Members of IQAC requested to the chairperson to renovate the Bhaban. He is also agreed to do so at the earliest possible time. In this regard, IQAC co-ordinator requests to the chairperson to schedule the renovation work after dissolution of the semester classes as per academic calendar.
- 3) All the academic departments have to analyse the result of even semesters and three tier system courses. In the analysis, depts. are requested to find out lacuna and weakness of students and way out to eradicate those. Proposal for the improvement of semester/annual results are welcome to IQAC. For the betterment of result, depts. are requested to forward some suggestions to IQAC and that to be discussed in the next IQAC meeting. In this connection HODs are

supposed to convene a meeting in the dept. and then submit suggestion and proposal.

- 4) All the depts. should collect feedback from students, teachers and guardians in the month of March, 2019. Forms to be distributed among the students and they will be advised how to submit it. In the usual manner, feedback to be collected; a box has to be kept in the dept. and students should dropped the filled in forms in the box up to the date fixed by the dept. Guardians feedback form are also be distributed along with their forms to the students. Students make the parents feedback form filled in by their parents and dropped in another box earmark for parents. Teachers feedback forms are being distributed among the teaching staff by Teacher council secretary (TCS) and that to be collected in a box kept in the Teachers' staff room. These shall be analysed by IQAC and secretary, Teachers' council.
- 5) After the declaration of the result and completion of admission, academic data collection may be initiated. This information as a data may be written as audited report submitted to IQAC as well as university.
- 6) Garhbeta College has vast land with trees and bushes with huge presence of living creatures. From this year college wish to introduce Green audit as well as preservation of flora and fauna. Dept. Of Botany is requested to describe a guideline and execute a survey in this connection. Suggestions and proposals are most welcome from any stakeholder of the college to transform the campus as green campus.
- 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.

Susil Kumar Bera

(Prof. Susil Kumar Bera)

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

**Teacher Incharge
Garhbeta College
Paschim Medinipur**





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IQAC/2019/01

04.05.2019

Dear Sir/ Madam,
Member IQAC, Garhbeta College,

I would like to inform you that a meeting of IQAC, Garhbeta College, has been convened on 14th May 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 of Students Satisfactory Survey report
- 2) Feedback analysis
- 3) Semester result analysis conducted
- 4) Green Audit and Eco-friendly Campus
- 5) Future Plan
- 9) Misc.

A. Mollah

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

Co-ordinator
IQAC
Garhbeta College



S. K. Bera

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

Teacher Incharge
Garhbeta College
Paschim Medinipur

Members present in the meeting of IQAC held in the conference hall on 14th May. 2019 at 2.00p.m.

1. *I. Bern*
2. *Alarif Mollah*
3. *Chandan Nag*
4. *Sanjib Kr. Mukherjee*
5. *Santimoy Patra*
6. *Ashim Singha Roy*
7. *Anim Kumar Ghose*
8. *Mahadeb Maity*
9. *Sushil Kumar Chosh*
10. *Asim Kumar De*

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 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 found some points to be boost up, such as to prevent drop out from 2nd 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 depts., IQAC meets with depts. and put some suggestions for better result in future. Some depts. 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 who ever weakness in the subject.

- 4) In the previous meeting we have initiated Green audit and work is in progress with enthusiasm. Now, 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) (i) Workshop on Mushroom cultivation: We have a plan to organize Mushroom cultivation and in this regard IQAC requested HOD, Botany, to initiate further steps. Teacher-in-charge assures to provide all kind of support in this venture.
(ii) In the peak hour, the college has scarcity of class rooms particularly in science stream. We propose to build class room adjacent to science depts. Taking in to account all the possibilities, IQAC suggest to build 2nd floor of Ambedkar Bhaban.
(iii) College Hall is a class room with huge sentiment. In this meeting we propose to save the 'Bidhan Bhaban' by making a shed over the roof. This hall urgently needed some renovation also.
(iv) Garhbeta College is always ahead of other colleges in games and sports. And our girl students are fast forward than boys as per our students performance record in sports. We propose to evolve a football team with girl students. In this connection I would like to draw the attention of chairperson in favour of financial as well as logistic support. HODs of Physical Education and B. P. Ed. are requested to work jointly to form a football team.
- 6) Miscellaneous : (i) To make the admission process smooth, online admission committee has to be formed.
(ii) Conduction of examination and marks submission has to be done with care.
(iii) Classes are to be started as per university calendar.
(iv) More ICT enabled class-rooms.
(v) Preparing for NAAC 2nd Cycle.
(vi) Workshop for students on skill development Programme.
(vii) Awareness programme on Entrepreneurship for Students.
(viii) Organisation of more Seminars/Workshops on use of ICT in Quality Teaching Learning, Research Methodology Environment
(ix) Digital Notice Board for interactive / real-time publication of emergency notices / information to the students.
(x). The college plans to maintain a database on student's progression.
(xi) To provide safe and sound atmosphere in the laboratories especially in the departments of Physics, Chemistry, Zoology, Botany, by increasing more fire extinguishers.
(xii) The college intends to organize motivational program for the final year Under Graduates and post graduate students in order to enhance their participation in renounce and premier higher educational institute.

- (xiii) The institution has a plan to buy solar panel to reduce the electricity consumption.
- (xix) To provide the better communication facility the college envisage to purchase heavy vehicle for the communication of students to Railway station or Bus.
- (xx) Keeping in view healthy sanitation facility for students, the college has to purchase sanitary Napkin Vending Machine.
- (xxi) Tree plantation in the Barren land.
- (xxii) Celebration of Voter awareness Day

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

Susil Kumar Bera 14/05/19

(Prof. Susil Kumar Bera)

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

**Teacher Incharge
Garhbeta College
Paschim Medinipur**





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Action Taken Report by IQAC for the Session 2018-2019

Plan of Action	Programme	Achievement
Feedback from different stakeholders	IQAC to persuade departments to collect Student Feedback & Parent Feedback. IQAC to persuade concerned cell / committee to collect Alumni Feedback IQAC to persuade Teachers to submit their Feedback	Students & Parents Feedback has been collected by the departments. Alumni feedback has been collected. Teachers Feedback has been collected.
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 nd 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	College authority has started the works of renovation/repairing of Nazrul Bhavan




12/05/2019
Principal
Garhbeta College
Garhbeta, Paschim Medinipur