



# GARHBETA COLLEGE

(Affiliated to Vidyasagar University)

Accredited by NAAC

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

## NOTICE

A meeting has been convened for some discussion regarding the NSS & NCC program may be conducted in future. You are requested to join the meeting to be held in the conference hall on 26.4.22 at 2.15.p.m.

(Dr. Sushil Kr. Ghosh)  
Coordinator, IQAC

  
(Dr. Hariprasad Sarkar)  
Principal

- Agenda:
1. Activities to be adopted in the post pandemic situation
  2. Sanitization to the villages
  3. Promulgation to follow the COVID-19 protocol in the post pandemic situation
  4. Misc.



A meeting of Principal, IQAC coordinator and NSS and NCC officers held in the conference hall on 26.4.22 at 2.15 p.m.

Members present in the meeting :

1. Dr. Hariprasad Sarkar (Principal)
2. Dr. Sushil Kr. Ghosh (Coordinator, IQAC)
3. Prof. Uttam Sarkar
4. <sup>Major</sup> K. Tamal De
5. Dr. Sita Sil (Unit-III)
6. Dr. Sajed Biswas (Unit-III)
7. Prof. Manas Rana (Unit-IV)
8. Prof. Susanta Mondal (Unit-IV)

*J. J. M. U. N.*  
*Sushil Kumar Ghosh*

*26.4.2022*

*26.04.22*

*26.4.22*

*Susanta K. Mondal 26.4.22*

On request, Dr. Hariprasad Sarkar, Principal, Garhbeta college has kindly agreed to preside over the meeting.

At the beginning, Principal ascribed that the pandemic has setback our socio-economic structure and it has huge impact on the education. Though it is somewhat stable situation but he put stress to follow basic COVID-19 protocol. He requested all the stakeholders of the college to be alerted and conscious to the students.

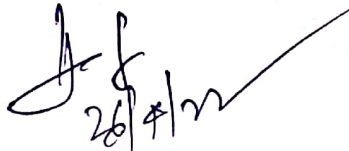
Following are the resolution of the meeting:

- 1) NSS and NCC officers are propose some activity may be initiated in the post pandemic situation. IQAC coordinator suggested them to adopt some activity in the village so that fear and anxiety due to pandemic do not persist. Taking into account the post pandemic period, officers will chalk out a plan and implement with the student volunteers.
- 2) In this meeting officers requested to the principal for some fund to distributesanitizing material to the poor people and it has been granted in the meeting. NSS officers will take student volunteers to the villages to make some cleaning drive.

- 3) It has been decided that NSS and NCC jointly launch an awareness program on the transmission of contaminated diseases. Principal appraises this venture and encourage to cover as many as possible villages.
- 4) Miscellaneous: IQAC coordinator requested to all the officers to take a stock of student volunteers physical and mental health.

The meeting declared end with the thanks to the chair.



  
Principal  
Garhbeta College  
Garhbeta, Paschim Medinipur



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GARHBETA \* P.O. GARHBETA \* DIST. PASCHIM MEDINIPUR \* STATE : WEST BENGAL \* PIN- 721127

Date: 15-08-2022

## NOTICE

All the NAAC steering committee members, HOD/Coordinators are requested to join the emergency meeting to be held on 18.08.2022 at 11.30 a.m. in the Conference Hall to discuss some important issues related to the submission of AQAR and preparation of NAAC.

If HOD is not available in a department, please send your representative to the meeting.

Expecting your full co-operation in this regard.

Thanking You.

*Sushil Kumar Ghosh* 15/08/22

(Dr. Sushil Kumar Ghosh)  
Coordinator, IQAC



*Hariprasad Sarkar* 15/8/22  
(Dr. Hariprasad Sarkar)

Principal  
Garhbeta College  
Principal  
Garhbeta College  
Garhbeta, Paschim Medinipur



Dr. Hariprasad Sarkar, the Principal, Garhbeta College, has presided over the meeting.

With the consent of the chair Dr. Sushil Kumar Ghosh, IQAC coordinator starts the meeting.

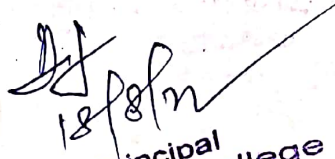
In the meeting with HODs, the coordinator informed that the two AQAR, 2018-19, and 2019-20 has been submitted.

The work on AQAR-2020-21 is under way to submit; however, IQAC coordinator desired to discuss elaborately few criterions of AQAR-2020-21 with the principal as well as HODs.

- 1. Distinctiveness of the college :** In the clarification of this point, Dr. Arpita Banerjee put forward the proposal that the combination of papers such as NCC, Physical education and Santali in the B. A. General course is the distinct choice. Very few college has this rare combination and students admitted to our college has a craze to get it. In the catchment area of our college, many students come over here have Santali language as mother tongue and they preferred NCC and Physical Education as two elective as well as Santali as a language paper. All the HODs and NAAC steering committee members supported the proposal and resolved the issue.
- 2. Best two practices :** To resolve the issue, Dr. Avijit Banerjee suggested that the COVID-19 (i) awareness campaign by seminar, workshop, webinar and (ii) distribution of various articles to persons in need may attributed to two best practice. House unanimously accepted the suggestion and resolved it.
- 3.** After resolving the above issues, IQAC coordinator provides two pages printed papers regarding the guidelines for the departmental preparation for the ensuing NAAC. He also clarified every point to be evolved. Besides this, Dr. Prithwish Kumar Hait and Dr. Rajlaxmi Mukherjee delivered an ICT presentation to analyse the feedback taken from student as well as parents. Apart from the guidelines, IQAC has taken initiative to get annual self appraisal report from every teachers and pursuance of this he has given a format to the teachers. Coordinator also requested to submit this in time as mentioned in the Academic calendar, 2022-23.
- 4.** Principal, Dr. Hariprasad Sarkar placed a proposal of taking remedial classes on every Saturday for slow learners and the house accepted and resolved it.
- 5.** IQAC Coordinator proposed to redesign the college website and the Principal assured to look into the matter.
- 6.** IQAC Coordinator requested to all HODs to submit Action taken Report of feedback collected from students at the earliest.

The meeting declared end with thanks to Chairman. Thanks to all.



  
Principal  
Garhbeta College  
Garhbeta, Paschim Medinipur





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AL. GARHBETA \* P.O. GARHBETA \* DIST. PASCHIM MEDINIPUR \* STATE. WEST BENGAL \* PIN-741111


Ref. no. GC/IQAC/

03.09.2022

Dear Sir/ Madam,

Internal Quality Assurance Cell (IQAC) of Garhbeta College will meet all the teachers on 08.09.22 at 11.30 A.M. in the Seminar Hall to discuss various issues regarding AQAR-(20-21) submission. You are requested to present in the meeting and resolved our agenda more concretized with your visionary opinion and advice.

Expecting your co-operation. Thanking You.

  
(Dr. Sushil Kumar Ghosh)  
Co-ordinator, IQAC  
Garhbeta College

Co-ordinator  
IQAC  
Garhbeta College

  
(Dr. Hariprasad Sarkar)  
Principal  
Garhbeta College

Principal  
Garhbeta College  
Garhbeta, Paschim Medinipur



Members Present in the all teacher Meeting held at Seminar hall on 8/9/22 at 11.30 a.m.

- 1)
- 2) Susmita Kumar Choudhary 8/9/22
- 3) Chandan Nay 08.09.2022
- 4) Santimoy Patra 08.09.22
- 5) Sadhana Manna. 08.09.22
- 6) Champa Nandi. 08.09.22
- 7) Rina Rani Mallik 08/09/22
8. Susmita Kumar Gopi 08/9/22
9. Shampa Deb Chanda 08/09/22
10. Rita Sil 8.9.22
11. Poulomi Saha 8.9.22
12. Sanchayila Manna 8-9-2022
13. Swati Banha Maiti 8/9/22
14. Sunam Sardar 8.9.22
15. Poojit 08.09.2022
16. Debasmita Dasgupta 08.9.22
17. Manisha De 08.09.22
18. Pradip Kumar Mahata 08.09.22
19. Anupama Bisai 08.09.22
20. Nandini Karumakar 08.09.22
21. Aditi Ghosh 08.09.22
22. Zitanika Roy 08.09.22.
23. Dipankar Mishra 08/09/2022.
24. Sumanta Majhi 08/09/2022.
25. Laxmi Manna 08/09/2022
26. Rabindra Nath Mudi 08/09/22
27. Uttam Sarkar 08/09/2022
28. Tarney Ghosh 08/09/2022
29. Mousumi Pal. 08/09/2022
30. Jaanvi Roy 08/09/2022
31. Poojit Roy 08/09/2022
32. Abhinav Banerjee 08/09/22
33. Krishnendu Pradhan 08/09/2022

34. Subhankar Sengupta. 08.09.22.
35. Debrayan Chakraborty. 08.09.2022
36. Pirta Shit 08.09.2022
37. Sudeshna Sarmal 08.09.2022
38. Swapna Devi - 08.09.2022
39. Prady Kr. Bhattacharya. 08.09.22
40. Banerjee Janya. 08/09/22
41. Alekya Maiti 8.9.22
42. Dipankar Jana. 8/9/22
43. Malay Kumar Acharya 8.9.22
44. Santanu Maiti 08.09.22
45. Sami Sen 8/9/22
46. Subrata Das 08.09.22
47. Anup Jais 08.09.22
48. Uttam Bhunia. 08/09/22
49. Samir Kumar Hazra 08/09/22
50. Gurpa Charan Barui. 08.09.22
51. Rajib Saha 08.09.22
52. Saheb Chakraborty. 08/09/22.
53. Ajay Kumar Samanta 8.9.22
54. Kajal Kr. Das 8.9.22
55. Anisbar Bagui 8.9.22
56. Raju Bhui 8.9.22
57. Shyamal Goswami 8.9.22
58. Biman Guha 8.9.22
59. Jamal De 8/9/22
60. Kunwar Hanu. 8/9/22
61. R. Sahana Jay Alam 8/9/22
62. Susanta Kr. Mandal 8/9/22
63. Saipul Kr. Maiti 8/9/22
64. Mamalghidin Ahmed. 8/9/22
67. Kamal Bag 8/9/22
68. Prasanta Pandit 8/9/22
69. Sankar Adak 8/9/22

70. Prithwish Kumar Hait 8.9.22

71. Rajlaxmi Mukherjee 8.9.22.

Dr. Hariprasad Sarkar, the Principal, Garhbeta College, has presided over the meeting.

With the consent of the chair, Dr. Sushil Kumar Ghosh, IQAC coordinator discussed issues as follows.

In the meeting with Teachers, the coordinator informed that the two AQAR, 2018-19, and 2019-20 has been submitted. The work on AQAR-2020-21 is under way to submit; however, few criteria of AQAR-2020-21 demand some discussion with the principal as well as with teachers.

1. There is a need of action taken report of students feedback analysis to upload in the AQAR-2020-21. Though we have collected feedback and analysed it, the action we have taken to evolve the departmental academic activity has also to be reported to IQAC. All the teachers are requested to cooperate to concerned HOD and send the report to IQAC expected by a week.
2. IQAC Coordinator earnestly requested to all the teachers to provide information pertaining to VU question setting/ BOS Member/ evaluation to the TCS, Dr. Sajed Biswas by a week. He also raised few points like following to be done or prepared to step forward the NAAC assessment.
  - I) Registration in VIDWAN
  - II) Analysis of semesters result
  - III) Preparation of ICT class material, taking class with Geo-tag photo and to keep records in register.
  - IV) To organize seminar/ workshop/popular talk accumulating beneficiary from various arena of the society in association of college stake holders.
  - V) Teachers are requested to take Geo-tag photographs in various events held in the college or outside the campus in favour of the college.
  - VI) Henceforth, Dr. Kanchan Bag, Associate professor in Chemistry will keep the events photographs; Dr. Bag has been agreed to take the responsibility.
  - VII) HODs are requested to note the syllabus distributed among the teachers
3. After resolving the above issues, IQAC coordinator provide two pages printed papers regarding the guidelines for the departmental preparation for the ensuing NAAC. He also clarified every point to be evolved. Besides this, Dr. Prithwish Kumar Hait and Dr. Rajlaxmi Mukherjee delivered an ICT presentation to analyse the feedback taken from student as well as parents.
4. Once again the IQAC Coordinator requested to all HODs to submit Action taken Report of feedback collected from students at the earliest.  
The meeting declared end with thanks to Chairman.

Thanks to all for their patience and valuable comments and suggestions in the meeting!

  
Principal  
Garhbeta College  
Garhbeta, Paschim Medinipur



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27.09.2022

Ref. no. GC/IQAC/

Dear Sir/ Madam,

Internal Quality Assurance Cell (IQAC) of Garhbeta College will meet all the teachers on 28.09.22 at 1.00 P.M. in the Seminar Hall to discuss various issues regarding AQAR-(21-22) submission. You are requested to present in the meeting and put your valuable suggestions to submit it in better way.

Extend your co-operation. Thanking You.

*Sushil Kumar Ghosh*

(Dr. Sushil Kumar Ghosh)  
Co-ordinator, IQAC  
Garhbeta College

*(Dr. Hariprasad Sarkar)*  
Principal  
Garhbeta College

Co-ordinator  
IQAC  
Garhbeta College

Principal  
Garhbeta College  
Garhbeta, Paschim Medinipur



Members Present in the meeting of All Teachers  
held at Seminar Hall on 28/9/22 at 1.00 P.M.

1. Jf
- 2.
- 3.
- 4.
5. Manas Kr. Rana 28/9/22
6. Krishnendu Pradhan 28/9/22
7. Soukay A.Sau 28.9.22
8. Biman Saha 28/9/22
9. Tapan Kumar Rana, 28.9.22
10. Sudeshna Sarmal
11. Champa Nandi,
12. Cheya Nandi
13. Kajal Kumar Masanta
14. Samir Kumar Hazra
15. Rina Rani Mallik
16. Sieman Sardar 28.9.22
17. Banerwan Jara 28.09.22
18. Shyamal Goswami 28.09.22
19. Ajay Kumar Sarranta 28.09.22
20. Pivata Shit 28.09.22
21. Rabi Murnee 28.09.22
22. Barsha Manna 28.09.22
23. Dipankar Jais. 28.09.22
24. Dipanjan Sarkhel 28.09.2022
25. Uttam Sarkar 28.09.2022
26. Rita Sin 28.9.22
27. Sahab Chakrabarty. 28/09/22
28. Prabir Kumar Sait 28/09/22
29. Jyoti Charan Barui 28/09/22
30. Tanmoy Ghosh 28.09.2022
31. Rajlaxmi Mukherjee 28.09.2022.
32. Abhijit Banerji 28.09.2022
33. Pralay Kr. Bhattacharya 28.09.22
34. Asit Kumar Jana 28.09.22

35. Uttam Bhunia 28.9.22
36. Debajyoti Chakraborty 28/09/2022.
37. Srujan Kumar 28/09/2022
38. Keshab Barman 28/09/22
39. Kunwar Hansda 28/09/22
40. Labindra Nath Sahoo 28/09/22
41. Chandan Nay 28/9.22
42. Apurba Kusari 28/9/22
43. Goutam Mitra 28/09/22
44. Chandan Mandal 28/9/22
45. Susanta K. Mandal 28/9/22
46. Ranjan Bera 28/9.22
47. Arpita Banerjee 28/9
48. Santimoy Patra 28/9/22
49. Soled Bhowm 28/9/22
50. Nisha Chaki 28/09/22
51. Subhasish Jui 28/9/22
52. Susanta K. Giri 28/09/22
53. Biswajit Ray 28/09/22
54. Mousumi Pal 28/09/2022

The Principal Dr. Hariprasad Sarkar presides over the meeting.

With the consent of the chairperson of IQAC, Dr. Hariprasad Sarkar, Principal, Garhbeta College, Dr. Sushil Kumar Ghosh, Coordinator IQAC proceeds to discuss agenda.

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

- i) All the teachers should submit self appraisal report ( given below ) by the end of November, 2022 for the completion of AQAR-(201-22).
- ii) As per the explanation of IQAC coordinator, all the department HODs are requested to prepare the analysis of students feedback and action taken report.
- iii) User Id and password of VIDYAN' portal has to be given to each faculty members in a prescribed schedule. In this connection teachers are requested to consult with Dr. Abhijit Banerjee and Mr. Prolay Bhattacharya for preliminary idea and introduction. It should be completed by November, 2022.
- iv) Number of day college was opened in 2021 -22 academic year is to be considered as December, 2021 and February, 2022 to June, 2022.
- v) Teachers should keep note the classes for slow learner, advanced learner and classes taken in ICT class rooms.
- vi) Dr. Prithwish Kumar Hait and Dr. Rajlaxmi Mukherjee explain the technique to present the feedback data in various chart/diagram. They discussed various methods to analysis data received from students/administration. If any department seek help in this purpose, the support will be extended by them.
- vii) HODs are requested to collect result of all the semesters from 2018 to 2022 from college office and put it in excel format. They are expected to analyse the result keeping aside the weakness of the results. However, the HODs requested to the principal for a computer expertise staff for some departmental works.

The meeting ends with thanks to all the members present by the Chairman.



( Dr. Hariprasad Sarkar )

Principal & Chairman of the IQAC Cell

Principal  
Garhbeta College  
Garhbeta, Paschim Medinipur





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Ref. no. GC/IQAC/ /22

05.11.2022


## NOTICE

As per suggestion of IQAC and website sub-committee, we have arranged a demonstration on a new design of college website on 11.11.22. The concern 'Infotechlab', our service provider for online admission, will demonstrate different design of website. NAAC steering committee members and website sub-committee convenors are requested to present in the demonstration and forward your important proposal to make our college website excellent. It will be held in the conference hall at 12.10 p.m. At the end, there itself we (except vendor) shall discuss about the website design and finalise it.

Subsequently, we have some discussion on the AQAR-(2021-22) and preparation of self study report (SSR) for NAAC evaluation. It is very important meeting for the work on SSR. Extend your co-operation. Thanking You.

  
(Dr. Sushil Kumar Ghosh)  
Co-ordinator, IQAC  
Garhbeta College

Co-ordinator  
IQAC  
Garhbeta College

  
(Dr. Hariprasad Sarkar)  
Principal  
Garhbeta College

Principal  
Garhbeta College  
Garhbeta, Paschim Medinipur



Members present in the extended IQAC meeting held on 11/11/2022 in the Conference Hall.

- 1) Jf.
- 2)
- 3)
- 4) Kanchan Bary 11/11/22
- 5) Alavif Moush
- 6) Sushil Kumar Ghosh 11/11/22
- 7) Pralay Kr. Bhattacharya 11/11/22
- 8) Sojed Baines 11/11/22
- 9) Anpita Banerjee 11/11/22
- 10) SR. Sahana Dasgupta Alam 11/11/22
- 11) Prithwish Kumar Hait 11.11.22
- 12) Abhijit Banerjee 11.11.22
- 13) Tanuj Jais 11.11.2022
- 14) Rita Sin 11.11.2022
- 15) Sanchayeta Manna 11.11.2022

The Principal Dr. Hariprasad Sarkar presides over the meeting.

With the consent of the Principal, Dr. Sushil Kumar Ghosh, IQAC coordinator, Garhbeta College, welcomed the expertise persons of website design agency 'INFOTECHLAB' and requests them to proceed to demonstrate their product.

The executive of 'INFOTECHLAB', Mr. Siddhartha Dutta introduced himself and his team mates to the house begin to show various aspects of the module.

Mr. Siddhartha Dutta presents various aspects of his software as well as several designs of website. He divides his product into four categories such as

- i) AIMS : Academic Institute Management Enterprise Solution
- ii) AMS : Accreditation Management System
- iii) ERP : Enterprise resource planning (ERP) refers to a type of software that organizations use to manage day-to-day business activities such as accounting, procurement, project management, risk management and compliance, and supply chain operations.
- iv) Dynamic & Responsive Website Development

Teachers pointed out various queries and found various ways out to use the system. Nearly 2 hours of interactions, teachers appreciably accepted all the system. They shows many salient features for uploading and access of documents in the website. Mr. Dutta has given a document that consists of elaborate description of important features of each module. All the IQAC members, Website committee convenors and Jt. NAAC coordinators are highly motivated to purchase the product all four categories. After giving goodbye to Mr. Dutta and his team, teachers present in the demonstration approach to the Principal and requested him to have the all four modules in the college. IQAC coordinator and Jt. NAAC coordinators put forwarded huge merits of these solution packages to collect data from various stake holders. Principal has kindly agreed to look into the matter and take necessary positive steps.

The demonstrations as well as interactions were ended with the thanks to the agency executive and his team. The meeting declared end with thanks to the chair and all the teachers present in the demonstration. Thanks to all.

**Principal & Chairman of the IQAC Cell**

**NOTE : Documents of Vendor is available with IQAC coordinator**





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## NOTICE 01.03.2023

Internal Quality Assurance Cell (IQAC) of Garhbeta College will meet all the teachers on 04.03.2023 (Saturday) at 11.30 A.M. in the Conference Hall to discuss various issues regarding preparation of SSR, such as **introduction of Add-On-Courses, departmental documentation, ENVS project etc.**

All are requested to be present in the meeting to comment your valuable suggestions to submit the SSR in better way.

*Sushil Kumar Ghosh* 1.3.23

(Dr. Sushil Kumar Ghosh)  
Coordinator, IQAC  
Garhbeta College

*Dr. Hariprasad Sarkar*  
(Dr. Hariprasad Sarkar)  
Principal  
Garhbeta College  
Principal  
Garhbeta College  
Garhbeta, Paschim Medinipur



Members Present in the All Teachers Meeting  
held on 4/3/23 at the Conference Hall at 11.30 AM

Sushil Kumar Chohan 4/3/23

Sajed Biswas 4/3/23

Sanchayita Manna 4/3/23

Sr. Selamaweg Alam 4/03/23

Prasanta Pasikunt 4/03/23

Manas Kumare Rana 4/3/23

Kanchan Bag 4/3/23

Abhinandan Rana 4/3/23

Krishendu Pradhan 04/03/23

Rabi Murmu - 04.03.2023

Jagan Kumar Rana 4.3.23

Kunwar Hansh - 04.03.23

Shampa Deb Chanda 04.03.23

Rita Sui 4.3.23

Abhijit Baryu 04.03.23

Mousumi Pal. 04.03.2023

Keshab Basman 04.03.2023

Rabintra Nath Meedi 04.03.2023

Chandan Nay 4.3.23

Sankar Adak 4.3.23

Santimoy Patra 4.3.23

Mahadeb Maity 4/3/23

Pritwish Kumar Hait 4.3.23

Rajkumarkumar 4.3.23

Jusanla Kumar Gini 4.03.23

27. Swarnap Rana 04.03.23

28. Pankaj Gaha 04.03.2023

29. Junita K. Bern 04.01.23

30. Namrajuddin Ahmed. 4.1.23



The Principal Dr. Hariprasad Sarkar presides over the meeting.

With the consent of the chairperson of IQAC, Dr. Hariprasad Sarkar, Principal, Garhbeta College, Dr. Sushil Kumar Ghosh, Coordinator IQAC proceeds to discuss agenda.

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

- i) IQAC propose to introduce Add-On courses on various subjects. Dr. Prithwish Kumar Hail elaborately described the course features and its various aspects.
- ii) From the house some departments has shown their willingness to introduce add on course from the academic year 2022-23. Departments are :---
  - a) Mathematics department wishes to run two add on courses
  - b) Economics department wishes to run two add on courses
  - c) English department wishes to run one add on course
  - d) Political science department wishes to run one add on course
  - e) Bengali department wishes to run one add on course
- iii) The add on courses are to be for 30 hours in a semester and students have to pay Rs. 50.00 only for a course.
- iv) The course coordinator will be provided honorarium and that to be decided in the administrative body.
- v) HODs are also requested to sit in a meeting with all teachers to analyse the result and review the departmental activity to find Strength, weakness, opportunities and challenges (SWOC).of their department.
- vi) Principal take note on the progress on departmental documentation and few department has appeal to the principal for an expert hand for computer works as well as departmental coordination internal problem. However, Principal has instructed to HODs to call on a departmental meeting to short out the problem crop out where he himself will be present.

The meeting ends with thanks to all the members present by the Chairman.

  
( Dr. Hariprasad Sarkar)

Principal & Chairman of the IQAC Cell

Principal  
Garhbeta College  
Garhbeta, Paschim Medinipur





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

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

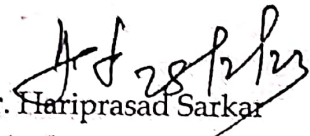
Phone No. - (03227) 265143/267154

✦ AI - GARHETA ✦ P.O.: GARHETA ✦ DIST.: PASCHIM MEDINIPUR ✦ STATE.; WEST BENGAL ✦ PIN- 721127

Date: 28.02.2023

## NOTICE

A demonstration of the proposed e-Teaching and Learning Management System module by the new website provider will be held on 09/03/2023, Thursday at 1 p.m. at the college conference room. HOD/ Coordinator/In charge of all departments or one faculty member nominated by them, internal members of IQAC, convenors of NAAC steering committee and convenors of the Internet and Website subcommittee, are requested to be present.

  
Dr. Hariprasad Sarkar

Principal, Garhbeta College  
Principal

**Garhbeta College**  
Garhbeta, Paschim Medinipur

Demonstration on LMS & NAAC module  
in presence of IQAC & NAAC - internal members  
departmental representatives and conveners of  
Website & internet subcommittee.

Date: 09.03.2023, Venue: Conference room

Time: 1 P.M.

Signature:

1. Sanjib Kr. Mukherjee 9.3.23
2. Santimoy Patra 9.3.23
3. Uttam Sarkar 9.3.23.
4. Sushil Kr. Choudhary 9.3.23
5. Sajed Bin 9.3.23
6. Alauddin Moul 9.3.23
- 7.
8. Prithwish Kumar Hoi 9.3.23.
9. Rabindra Nath Mudi 09.03.23
10. Prasanta Ranjit, 09.03.23
11. Keshab Barman 09/03/2023
12. Abhijit Banerjee 09/03/2023
13. Susanta Kr. Mahanta 09/03/2023
14. Sr. Sahana Das Alam 09/03/2023
15. Suman Laddar 9.3.23
16. Prady Kr. Bhattacharyya. 9.3.23
- 17.
- 18.
19. Rajanmit Mukherjee 09/03/2023.
20. Nandini Karanatak 9/03/23
21. Raju Bhu 09/03/23
22. Pintu Sait 09.03.23

The Principal Dr. Hariprasad Sarkar presides over the meeting.

With the consent of the Principal , Dr. Sushil Kumar Ghosh, IQAC coordinator, Garhbeta College, welcomed the expertise persons of website design agency 'INFOTECHLAB' and requests them to proceed to demonstrate of the module 'Learning Management System'.

The executive of 'INFOTECHLAB' , Mr. Siddhartha Dutta introduced himself and begin to show various aspects of the module.

In the discussion teachers pointed out various queries and found various ways out to use the system. Nearly 2 hours of interactions, teachers appreciably accepted the system for teaching learning and evaluation. They shows many salient features for uploading study material, assignments, online test, MCQ questions and students access in friendly environment in the website. It is suggested to the teachers that they should upload subjects name, paper code, semester etc. in the website so that the agency can test it for any lacuna to make it more suitable for teachers and students. All the teachers have got log in Id and password and they are earnestly requested to log in their personal profile and upload data subsequently. For easy searching and nice looking, agency persons suggest some orientation of subjects and we request to Dr. Rajlaxmi Mukherjee and Dr. Abhijit Banerjee to look into the requirement and communication to them.

The demonstrations as well as interactions were ended with the thanks to the agency executive and his team.

The meeting declared end with thanks to the chair and all the teachers present in the demonstration. Thanks to all.

  
( Dr. Hariprasad Sarkar)

*Principal & Charman of the IQAC Cell*

**Principal**  
**Garhbeta College**  
Garhbeta, Paschim Medinipur





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✧ AL.: GARHIBETA ✧ P.O.: GARHIBETA ✧ DIST.: PASCHIM MEDINIPUR ✧ STATE.: WEST BENGAL ✧ PIN- 721127

Date: 11.12.2023

## NOTICE

An emergency meeting with HODs/ In-Charges will be held on **14.12.2023** at **11.30 a.m.** in the Principal's chamber to discuss about the following agenda.

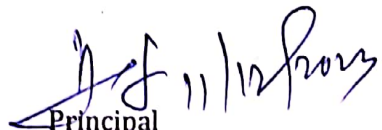
All the HODs/ In-Charges are requested to be present in the meeting. In the absence of any incumbent, she/he may send her/his representative.

Two joint NAAC coordinators and Teachers' Council Secretary are also invited in the meeting.

### Agendum:

- i. Selection of students for the workshop to be held in the college on Robotics/Drone.
2. Selection of 7 days for the workshop in December, 2023
3. Students Feedback analysis of 2020-21 and 2021-22
4. Action Taken Report based on feedback analysis of 2020-21 , 2021-22 and 2022-23
5. Internal exam notices and corresponding attendance sheets and slow/advance learner class attendance(class photos if any) for 2022-23
6. Data on Students' Progression with supporting documents as prescribed in SOP of NAAC SSR
7. Submission of PSO-CO if not submitted.
8. Preparation of Departmental minutes book
9. Submission of Teaching Plan at the department by individual teacher
10. Miscellaneous

  
IQAC, Coordinator  
Garhbeta College

  
Principal  
Garhbeta College

**Principal**  
**Garhbeta College**  
Garhbeta, Paschim Medinipur



Members Present in the meeting held on 14/12/23  
in the Principal's chamber.


- 1.
2. Sushil Kumar Ghosh
3. Santimoy Patra
4. Saajibho Mukherjee 14.12.23
5. Parvata Rakshit 14.12.2023
6. Uttam Sarkar 14/12/23
7. Sajed Biswas 14/12/23
8. Keshob Barman 14/12/2023
9. Banwar Jha 14/12/2023
10. Anisban Bagai 14/12/2023
11. Jamal De 14/12/2023
12. Biman Sutta 14/12/23
13. Swahitena Meuti 14/12/23
14. Aralok Chatterjya 14/12/23
15. Bijanmukherjee 14/12/23
16. Jura 14/12/23

With the consent of the chairperson of IQAC, Dr. Hariprasad Sarkar, Principal, Garhbeta College, Dr. Sushil Kumar Ghosh, Coordinator IQAC proceeds to discuss agenda.

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

1. The workshop to be held in the college on Robotics/Drone for SC students only and all the HODs are requested to send 5-8 students of 3<sup>rd</sup> and 5<sup>th</sup> sem.
2. 7 days workshop to be held on 23.12.23, 2.1.24-8.1.24 from 12.20 p.m. – 3.20 p.m. Feedback analysis of 2020-21 and 2021-22 .
3. Departments not completed the Action Taken Report based on feedback analysis of 2020-21, 2021-22, 2022-23 are requested to complete and submit that to IQAC. On 17th October IQAC has send the graphical representation of collected student feedback 2022-23. By 24.11.2023 all the HODs/in charge are requested to send the action taken report to IQAC (iqac@garhbetacollege.ac.in).
4. All the HODs/In charges are requested to send (iqac@garhbetacollege.ac.in) the internal exam notices, attendance sheets and slow/advance learner class attendance(class photos if any) to IQAC coordinator by 30/11/23. Above documents required for 2022-23 only. Internal exam. Committee conveners are requested to give me the notices and attendance
5. HODs are requested to collect data on Students' Progression to higher study with supporting documents as prescribed in SOP of NAAC SSR and send to the IQAC coordinator by 6.3.24.
6. Submission of PSO-CO is very much essential and submit to IQAC by 6.3.24 if not submitted.
7. Departmental minute's book has to be updated.
8. Submission of Teaching Plan at the department by individual teacher is mandatory in NAAC assessment. All the teachers are requested to submit their teaching plan to HOD as soon as possible.

The meeting ends with thanks to all the members present by the Chairman.

  
( Dr. Hariprasad Sarkar )  
Chairman of the IQAC Cell

Principal  
Garhbeta College  
Garhbeta, Paschim Medinipur

Date : 16.03.2024

To  
The Principal,  
Garhbeta College

Sir,

I am getting information from various corners that the teachers as well as students are facing problem to implement / run the mentor-mentee system in B.A. Gen courses. A review meeting may be arranged to short out the problem and in this context, mentor-mentee committee may call this meeting. It is to be mentioned that the General course students in number is far greater than Hons. courses. Emphasis on connection has to be given with 1<sup>st</sup> Semester (now) students because at the time of NAAC assessment those become 3<sup>rd</sup> Semester and so we have to do accordingly.

Kindly arrange a Mentor-Mentee meeting with teachers associated in the above system.  
Thanking You,

Sincerely Yours,



(Dr. Sushil Kr. Ghosh)



~~Co-ordinator  
IQAC  
Garhbeta College~~

Co-ordinator  
IQAC  
Garhbeta College

To  
The Principal,  
Garhbeta College

Date : 05.04.2024

Respected Sir,

I have following requests to you and I am hopeful that you will kindly execute all these:

- i) Purchase of books in compliance with the NEP syllabus along with few e-books on various honors subjects
- ii) To remove the scarcity of class room, one new building for 20-22 class rooms is essential to properly implement the National Education Policy. Because, in 4 yr. Undergraduate course for semester 7<sup>th</sup>/8<sup>th</sup>, we need 14 class rooms for honours courses and equivalent laboratory spaces. In addition, we have to open some new and modern courses with the advent of time. IQAC recommends to construct a G+3 building to fulfil the class room demand.
- iii) IQAC requests to the Principal to form a committee with the aim of optimum space utilization of the college campus. It also supposed to generate a master plan of the college campus.
- iv) Induction of two NAAC coordinators in to the IQAC committee is essential else explaining all the points of SSR in presence of NAAC peer team becomes difficult and our credit may come down. NAAC peer team will not allow invitee members in IQAC. You may form an extended IQAC through GB and in this regard you may talk to Dr. Rupa Dasgupta, our state mentor in NAAC accreditation.
- v) Fixed at least two dates in 1<sup>st</sup> week of April for rigorous training to our college staff and Bursar about the financial package purchased and installed at our college computer in consultation with our website vendor.
- vi) Organize a training on Microsoft Office imparted to all teachers for 30 hours ( 5 days) in May, 2024 through Webel/Website Vendor/Any Concern else and training fees may be received from teachers. Webel may charge Rs. 800.00 per candidate for the above training. We have to motivate our teachers to take this training which will resolved many issues related to computers works on documentation in future.
- vii) Two class rooms for B. P. Ed. in a part on the 1<sup>st</sup> floor of Gymnasium.



  
Co-ordinator  
IQAC  
Garhbeta College

P. T. O.





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

Date: 08.04.2024

## NOTICE

An emergency meeting with HODs/ In-Charges/Coordinators will be held on 09.04.2024 at 2.30 p.m. in the Principal's chamber to discuss about the following agendum.

**Agendum: Project work/field survey has to be given to the Hons. Students of 4<sup>th</sup>/6<sup>th</sup> semester as an assignment for the requirement of NAAC assessment.**

All concerned are requested to be present in the meeting. The representative may be allowed in absence of the Head.

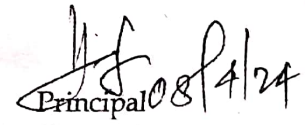
Two joint NAAC coordinators and Teachers' Council Secretary are also invited in the meeting.



IQAC, Coordinator  
Garhbeta College

Co-ordinator  
IQAC  
Garhbeta College





Principal  
Garhbeta College

Principal  
Garhbeta College  
Garhbeta, Paschim Medinipur



Members Present in the meeting of HODs/Incharge held on 9/4/24 in the Principal's chamber at 2.30 P.M.

1. Jf 09/4/24
2. Ghosh 9/4/24
3. Santimoy Pal
4. Uttam Sarkar 09/04/2024
5. Swati Lenka Maib 09/04/2024
6. Shampa Deb Chanda 09/04/2024
7. Mousumi Pal 09/04/2024
8. Soma Samanta 9/4/24
9. Rita Sii 9.4.24
10. Bithwick Kymos Hait 9.4.24.
11. Banerjee Jana. 9.4.24.
12. Dhanu 09/04/24
13. Rajkumari
14. Banerjee 9/4/24
15. Pankaj 9/4/24
16. Banerjee 9/4/24
17. Anisban Bagui 9/4/24
18. Rabindra Nath Lenka 09.04.24
19. Biswasit Pasari 09.04.24
20. Abhijit Basu 09.04.24



With the consent of the chairperson of IQAC, Dr. Hariprasad Sarkar, Principal, Garhbeta College, Dr. Sushil Kumar Ghosh, Coordinator IQAC proceeds to discuss agenda.

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

It is unanimously decided that all the hon. Students of 4<sup>th</sup> and 6<sup>th</sup> semester in undergraduate studies will be assigned a project work by the teacher of the concerned department provided the course curriculum does not contain any project. The project report, after evaluation has to be submitted to the project management team of the college by 15<sup>th</sup> May, 2024. It may be treated as a part of continuous evaluation and the use of student centric method.

The meeting ends with thanks to all the members present by the Chairman.

Jf 09/4/24  
(Dr. Hariprasad Sarkar)

Principal  
Garhbeta College  
Garhbeta, Paschim Medinipur  
Principal & Chairman of the IQAC Cell