



GARHBETA COLLEGE

(Affiliated to Vidyasagar University)

Accredited by NAAC

Website : www.garhbetacollege.in

E-mail : garhbetacollege48@gmail.com

Phone No. - (03227) 265143/267154

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

Ref. No. GC/IQAC/2023/03

Date: 23.09.2023

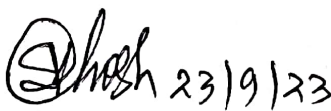
Dear Sir/ Madam,
Member IQAC, Garhbeta College,

A meeting of Internal Quality Assurance Cell (IQAC) of Garhbeta College will be held on 05/10/2023 (Thursday) at 1.00 P.M. in the Conference Hall to discuss the following agenda. You are requested to be present in the said meeting to resolve our agenda more concretized with your visionary opinion and advice.

Expecting your full co-operation in this regard.
Thanking You.

Agenda :

- 1) Confirmation of previous resolutions taken in the meeting held on 28.6.23
- 2) Introduction of new value-added courses beyond curriculum
- 3) Preparation and implementation of college calendar
- 4) Result analysis of 6th semester pass out students
- 5) Construction of class room for B. P. Ed. Students
- 6) Rain water harvesting at two buildings
- 7) Remodelling of College Hall
- 8) Support facilities to the students of special need
- 9) MOU has to be done with various organizations
- 10) Construction of Technical Support Unit.
- 11) Integrated Sound system with live streaming facility at Seminar Hall.
- 12) Museum for Bengali, Santali and Sanskrit Department.
- 13) Misc.


(Dr. Sushil Kumar Ghosh)
Coordinator, IQAC

Co-ordinator
IQAC
Garhbeta College


(Dr. Hariprasad Sarkar)
Principal, Garhbeta College

Principal
Garhbeta College
Garhbeta, Paschim Medinipur



Members and invitee members present in the meeting held on 5/10/23 at 1.00 P.M.

	<u>Invitee Members</u>
1. J. J. Dasgupta	
2. Sushil Kumar Ghosh 5/10/23	
3. Santinay Patra	1. Sajed Bivran 5/10/23
4. Ritesh	2.
5. Prithwish Kr. Hait	3.
6. Swatikumar Maity	
7. Alwin Mookh	
8. Ranchar Bag	
9. Mahadeb Maity	
10. Krishnendu Pradhan	
11. Ranjit	
12. Rajlaxmi Mishra	

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) All the members have gone through the minutes of previous meeting and confirm it.
- 2) The value-added course coordinators are being requested to organize a meeting to introduce the new value added courses. It is required to introduce 8 new value added courses within 2023.
- 3) The academic calendar for the academic year 2023-24 has been finalized and uploaded in the college website. All the stakeholders are requested to follow it. Teachers' Council Secretary has been requested to put Academic calendar in the notice board inside the teachers' staff room.
- 4) There are copy of mark sheet in the college and from that an excel file has to be made with the engagement of a data entry operator. After that the result analysis, the graphical representation, is expected to be done by the departments. HOD of each department is requested to send the action taken report from the analysis of result to IQAC/NAAC coordinators as soon as possible.
- 5) Surrounding the Gymnasium, there is a construction of class room for B. P. Ed. and Physical Education. However, it is not at all enough as per requirement. If two class rooms are constructed then the scarcity of class room may partially be diminished. IQAC proposed to the construction of class room for B. P. Ed. Students.

- 6) IQAC proposed for the rain water harvesting in the college campus; it may be done in a mini scale. An initiative to recharge the rain water may be taken through any bore well.
- 7) Because of it newly made overhead shed, the college Hall is in quite good condition and the Members of IQAC proposed to make some interior decoration in the hall with the aid of state of the art technical facility and video conferencing facility.
- 8) Students of special need have to be given proper facility in the lavatory as well as for the movement from one place to the other in the college campus.
- 9) IQAC coordinator put a request to the members to organize MOU with various colleges/NGOs/institutions so as to enhance the collaborative activity of the college.
- 10) A technical support unit may be set up for the maintenance of electronic equipments like computers, internet system, LCD projectors, Digital panel board, etc. IQAC requested to the Principal to do the needful so that it comes up.
- 11) An integrated sound system has to be installed in the college hall and seminar hall so that on line and off line seminar can be arranged smoothly as and when required.
- 12) Museum for Bengali, Santali and Sanskrit Departments has to be done in the departmental dedicated class rooms.
 - (i) Miscellaneous: The room AB-307 will be made available as language laboratory as well as E-recording facility.

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


(Dr. Hari Prasad Sarkar)

Principal & Chairman of the IQAC Cell

Principal
Garhbeta College
Garhbeta, Paschim Medinipur



GARHBETA COLLEGE

(Affiliated to Vidyasagar University)

Accredited by NAAC

Website : www.garhbetacollege.in

E-mail : garhbetacollege48@gmail.com

Phone No. - (03227) 265143/267154

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

04.03.2024

Ref. No. GC/IQAC/2023/04

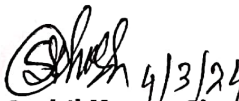
Dear Sir/ Madam,
Member IQAC, Garhbeta College,

A meeting of Internal Quality Assurance Cell (IQAC) of Garhbeta College will be held on 14/03/2024(Thursday) at 1.00 P.M. in the Conference Hall to discuss the following agenda. As you are a member of the cell and you are requested to present in the meeting to resolve our agenda more concretized with your visionary opinion and advice.

Expecting your full co-operation in this regard. Thanking You.

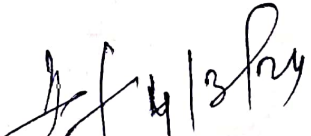
Agenda :

- 1) Confirmation of previous resolutions taken in the meeting held on 05.10.23
- 2) Introduction of new value added courses beyond curriculum and continuation of others
- 3) Result analysis of 4th & 2nd semester pass out students
- 4) Feedback analysis and action taken report of various depts.
- 5) Preparation of even semester class routine
- 6) More focus on students centric method and continuous evaluation
- 7) Help desk for VU examination centre
- 8) Problems arise in Mentor-Mentee system implementation and solution for those
- 9) Review of advance learner and slow learner classes
- 10) Entrepreneurship skill development
- 11) Review of examinations conduction (internal/External)
- 12) Misc.


(Dr. Sushil Kumar Ghosh)

Co-ordinator
IQAC
Garhbeta College




(Dr. Hariprasad Sarkar)

Principal
Garhbeta College
Garhbeta, Paschim Medinipur



Members Present in the IQAC meeting held on 14/03/24
in the chamber of the Principal

- 1) J. S. 14/3/24
- 2) Shresh 14/03/2024
- 3) Kanchar Bag 14/3/24
- 4) Alarif Moinuk 14/3/24
- 5) Swatilenha Maiti
- 6) Santinoy Patra 14.3.24
- 7) Mahadeb Maiti 14.3.24
- 8) Pritam 14.3.24
- 9) Pritish Kumar Hait. 14.3.24.



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:--

- 1) All the members have gone through the minutes of previous meeting and confirmed it.
- 2) At present, departments like Mathematics Chemistry, Physics, Bengali, B. P. Ed. , Santali, Nature & Envs. Subcommittee and Pol. Sc. &NCC have introduced Add-On-Courses . In the coming Even semester most of the courses, which were run in the last year, will be introduced.
It has been unanimously decided that for each course an honorarium Rs. 3000.00 will be paid to the course coordinator(s) and Guest teacher (Teachers from outside of the college) have to be paid Rs.200.00 per class for taking classes in the add-on courses.
- 3) College office has started computerization of 4th & 2nd semester results and that will be handed over to the IQAC coordinator as and when completed (soon). After that HOD/In-charge have to collect the data sheet (excel file) to analyse the result and from that a report of action taken should be written. Departments are instructed to complete result analysis before the commencement of even semester classes of the academic year 2023-24.
- 4) All the HODs/In-charges are supposed to report to IQAC about action taken by them on the basis of feedback given by the students on the academic activities. Action Taken Report (ATR) has to be submitted to IQAC coordinator for further submission to GB of the college and Vidyasagar University authority.

- 5) Class routine of 6th semester for the session 2023-24 has been implemented and according to that classes are going on. Routine for 4th and 2nd semester become ready shortly and 4th semester routine will be implemented with the completion of 3rd semester examination.
- 6) All the departments are conducting student centric method as well as continuous evaluation for all students. A notice may be circulated to the departments for the proper documentation of this purpose.
- 7) At the time of University semester examination a help desk may be set up so as to help students of others colleges coming to appear University semester examination. Teachers' Council Secretary is being requested to take initiative to do the needful.
- 8) There are few problems in the proper implementation of Mentor-Mentee system. To short out those, convener of Mentor-Mentee system committee is being requested to call a meeting of the committee inviting all the Mentees.
- 9) Departments are taking classes for advance learner and slow learners. HODs/In-charges are requested to inform IQAC if arise any problem. A notice may be circulated among the departments.
- 10) Department of Zoology is taking initiative in Entrepreneurship skill development project through fish breeding in the college campus and in this venture, local youths may be invited for training so that entrepreneurship may be developed in them
- 11). Conduction of Internal and University examination are running smoothly. Internal assessment committee is being requested to chalk out a plan to optimize the use of class room for internal examination purpose which will open the avenue to maximize the classes on that day for other students (non-examinees).
- 12) (i) 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 7th/8th, 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 floor building to fulfil the class rooms demand.
- (ii) IQAC requests to the Principal to form a committee with the aim of optimum space utilization. It also supposed to generate a master plan of the college campus.

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

Principal
Garhbeta College
Garhbeta, Paschim Medinipur

(Dr. Harinasad Garkar)
Principal & Chairman of the IQAC Cell



Sl. No.

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16





GARHBETA COLLEGE

(Affiliated to Vidyasagar University)

Accredited by NAAC

Website : www.garhbetacollege.ac.in

E-mail : 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/2024/05

Date: 01.06.2024


Dear Sir/ Madam,
Member IQAC, Garhbeta College,

A meeting of Internal Quality Assurance Cell (IQAC) of Garhbeta College will be held on 11/06/2024 (Tuesday) at 1.30 p.m. in the Conference Hall to discuss the following agenda. You are requested to be present in the meeting to resolve the following agenda more concretized with your visionary opinion and advice.

Agenda :

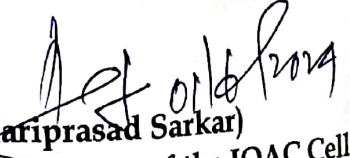
- 1) Confirmation of previous resolutions taken in the meeting held on 14.03.24
- 2) Preparation of Academic calendar of the academic year 2024-25
- 3) Result analysis of 3rd & 5th semester pass out students
- 4) Students Satisfaction Survey among the final semester students for 2023-24
- 5) Collection of feedback from all students of the academic year 2023-24
- 6) Future plan to implement Mentor-Mentee system rigorously
- 7) Future plan for the upcoming session in view of academic development
- 8) Progress of submission of IQA and subsequently SSR for Cycle-2
- 9) Misc.

Expecting your full co-operation in this regard.
Thanking You.


(Dr. Sushil Kumar Ghosh)
Coordinator IQAC

Co-ordinator
IQAC
Garhbeta College




(Dr. Hariprasad Sarkar)
Principal & Chairman of the IQAC Cell
Principal
Garhbeta College
Garhbeta, Paschim Medinipur



Members present in the IQAC meeting held on 11/6/24
in the conference hall at 1.30 P.M.

	Invitee
1. J J 11/6/24	
2. Sushil Kumar Ghosh 11/6/24	
3. Santimoy Patra 11.6.24.	1. Sajed Bhowmik 11/6/24
4. Kanchan Bag 11/6/24	2. Rajlaxmi Mukherjee 11.6.24
5. Mahadeb Maity 11/6/24	3. Banerjee - 11/6/24
6. Prady Kr Chatterjee 11/06/24	
7. Prithwish Kumar Sait 11.6.24	
8. Rita Sii 11.6.24	
9. Prithwish Kumar Sait	
10. Prithwish Kumar Sait	
11. Shyamal Kumar Mahapatra	
12. Chanchal Sinha	
13. Kanchan Kumar Rajek	
14.	



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

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

- 1) All the members have gone through the minutes of previous meeting and confirmed it
- 2) IQAC requested to Dr. P. Hait to prepare Academic calendar for the academic year 2024-25. He consented to do this work but emphasised to follow the academic calendar throughout the year. Last year, due to the implementation of NEP system, we couldn't follow properly the Academic calendar 2023-24, however, this year all the academic activities should be hold according to the academic calendar. Principal requested to all the committee and Depts. to plan their academic activity pertaining to the calendar.
- 3) Result analysis in digitized form for 3rd and 5th semester is in our hand and all the departments have initiated the process of action taken on the basis of result analysis. Principal requested all the HODs to submit action taken report to IQAC coordinator before 30th June, 2024.

- 4) IQAC coordinator reported that the 'Students Satisfaction Survey 2023-24' along with a notice has been uploaded in the college website and 756 students of final semesters have already submitted their filled in form of 'Students Satisfaction Survey 2023-24'. This form submission last date has been extended up to 30th June, 2024.
- 5) IQAC coordinator reported that the 'Students Feedback 2023-24' along with a notice have been uploaded in the college website and more than 300 students of different semesters have already submitted their filled in form of 'Students Feedback 2023-24'. This is an academic feedback and students of all the semester can participate in the feedback submission process. The form submission last date has been extended up to 30th June, 2024.
- 6) To strengthen the interactive process of Mentor- Mentee system, it has been decided that the concerned teacher, a Mentor will call a meeting with Mentees by




Principal
Garhbeta College
Garhbeta Paschim Medinipur

30th June, 2024 and collect data as per format given below. Students are instructed to bring documents as circulated by the Principal in the notice. Students must bring those documents on the date of meeting fixed by the Mentor (Teacher). In the meeting teachers are expected to interact with students regarding their progress in study, problems (if any) in the continuation of academic activity in the college/at home, presents various avenues in education, their physical and mental health etc.


STUDENTS INFORMATION FORMAT

Name of the student	Gender	Category	State of Domicile	Nationality	Email ID	Program name	University Registration No.
---------------------	--------	----------	-------------------	-------------	----------	--------------	-----------------------------

Year of joining	WhatsApp / Contact No.	ABC ID	GBC CODE	Are you enlisted in Voters' List (Electoral roll)
-----------------	------------------------	--------	----------	---

- 7) i) Students have to be made more serious in project/field work.
ii) Schedule continuous evaluation in all departments and that to be reflected in the academic calendar.
iii) Proper arrangement of MDC and MIL classes
iv) General stream courses students have to be made more enthusiastic in games & sports.
- 8) IQAC will submit Institutional Information for Quality Assessment (IIQA) by 30th June, 2024 and subsequently Self Study Report (SSR). IQAC will go ahead for NAAC accreditation for Cycle-2.
- 9) Misc. (i) The Principal proposes to reconstitute the IQAC committee by inducting two Joint NAAC coordinators into the committee. Prof. Alarif Mollah will be the member representative of controller of examination (PG cell) and Dr. Krishendu Pradhan will be the member representative of Games & Sports. The New IQAC committee is as follows :




 Principal
Garhbeta College
 Garhbeta Paschim Medinipur

Proposed Members of Internal Quality Assurance Cell (IQAC)
(Following the Guidelines of NAAC)

Sl No.	Name	Composition	Category of Representation
1	Prof. (Dr.) Haiiprasad Sarkar, Principal	Chairperson	Head of the Institution
2	Prof. (Dr.) Sushil Kr. Ghosh, Associate Professor in Mathematics	Coordinator	Senior Teacher
3	Prof. Alarif Mollah, Associate Professor in Mathematics	Member	Teachers Representative
4	Prof. (Dr.) Santimay Patra, Associate Professor in Commerce	Member	Teachers Representative
5	Prof. (Dr.) Mahadeb Maity, Associate Professor in Chemistry	Member	Teachers Representative
6	Prof. (Dr.) Kanchan Bag, Associate Professor in Chemistry	Member	Teachers Representative
7	Prof. (Dr.) Prithwish Kr. Hait, Associate Professor in Economics	Member	Teachers Representative
8	Prof. (Dr.) Rita Sil, Associate Professor in Bengali	Member	Teachers Representative
9	Prof. (Dr.) Krishnendu Pradhan, Associate Professor in Phy. Education	Member	Teachers Representative
10	Prof. (Dr.) Swathilekha Maiti, Assistant Professor in Physiology	Member	Teachers Representative
11	Dr. Rajlaxmi Mukherjee, Assistant Prof. in Mathematics	Member	Teachers Representative
12	Dr. Arpita Banerjee, Assistant Prof. in Economics	Member	Teachers Representative
13	Prof. (Dr.) Madhumangal Pal, Professor in Mathematics, Vidyasagar University	Member	Management Representative
14	Prof. (Dr.) Rupa Dasgupta, Principal, Debra Thana S.K.S. Mahavidyalaya	Member	Nominee from Employee
15	Prof. Ranjit K. Chaudhuri, Former Principal, Garhbeta College	Member	Nominee from Stakeholder
16	Sri Prolay Bhattacharya, Librarian	Member	Person in charge of Library
17	Sri Kanchan Rajak, Accountant	Member	Person in charge of Accounts Section
18	Mr. Amitava Parui, General Manager, Ericsson India Global Services in the Business Unit Digital Services	Member	Nominee from Industrialis
19	Sri Chanchal Sinha, Retired Teacher	Member	Nominee from Local Society
20	Sri Shyamal Mahapatra, Lawyer	Member	Nominee from Alumni
21	One Student to be nominated (being the topper in the last University Examination)	Member	Nominee from Students




Principal
Garhbeta College
Garhbeta Paschim Medinipur



GARHBETA COLLEGE

(Affiliated to Vidyasagar University)
Accredited by NAAC

Website : www.garhbetacollege.ac.in
E-mail : garhbetacollege48@gmail.com
Phone No. - (03227) 265143/267154

◊ AI GARHBETA ◊ P.O.: GARHBETA ◊ DIST.: PASCHIM MEDINIPUR ◊ STATE.: WEST BENGAL ◊ PIN- 721127

Action Taken Report of 2023-24

1. Academic Calendar (2023-2024) has been implemented.
2. NEP-2020 implemented successfully
3. Feedback collected analyzed and action taken report submitted.
4. Students Satisfaction Survey has been done and analyzed.
5. Cultural competition, sports, result analysis, college social fest etc. are arranged and completed successfully.
6. Equipment for common research facility has been procured.
7. Proceeding to submit IQA and subsequently SSR for the 2nd Cycle of NAAC assessment.
8. Add-On-Courses on various topics are completed/going on.
9. Rainwater harvesting using roof-tops and other possible locations has been completed/going on.
10. Various types of awareness programs have been organized successfully.
11. Orientation program in collaboration with a Govt. agency for the supporting staff has been organized in the college successfully.
12. AISHE-2022-23 and AQAR-2022-23 are submitted in time.
13. Infrastructural development work completed/going on.
14. Closing ceremony of 75th year foundation day celebrated in a colorful manner.
15. To enhance the teaching-learning and evaluation support facilities, desktop computers, laptop, printers, multifunctional Xerox, interactive panel board, wi-fi accessories etc. have been purchased.
16. Various renovation works are going on.

(Dr. sushil Kumar Ghosh)

Co-ordinator
IQAC
Garhbeta College

(Dr. Hariprasad Sarkar)

Principal
Garhbeta College
Garhbeta, Paschim Medinipur

