



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	GARHBETA COLLEGE, GRAHBETA PASCHIM MEDINIPUR
Name of the head of the Institution	Dr. Haroprasad Sarkar
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03222265143
Mobile no.	9434509500
Registered Email	iqac@garhbetacollege.ac.in
Alternate Email	hpsarkar26@gmail.com
Address	Garhbeta, Paschim Medinipore, Pin---721127
City/Town	Garhbeta
State/UT	West Bengal
Pincode	721127

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Sushil Kumar Ghosh
Phone no/Alternate Phone no.	03222265143
Mobile no.	7872335942
Registered Email	iqac@garhbetacollege.ac.in
Alternate Email	sushilkumar15ghosh@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://www.iqac.garhbetacollege.ac.in/files/ugd/3662e0_877c2855060f46d19a80b4e1fa3a10ef.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.iqac.garhbetacollege.ac.in/files/ugd/3662e0_3c51bd27b44f4f93bccbf_c9e249891c5.pdf

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.31	2014	05-May-2014	04-May-2019

6. Date of Establishment of IQAC	06-Jan-2012
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
Meeting with HODs	09-Jul-2019 1	21
Student Induction Program(UG)	18-Jul-2019 1	996
Student Induction Program(PG)	02-Aug-2019 1	46
Plantation	21-Aug-2019 1	97
Feedback from students	10-Feb-2020 1	505
Feedback from teachers	09-Mar-2020 1	72
Feedback from parents	11-Feb-2020 1	251
Students satisfaction survey	16-Mar-2020 1	396
Academic Audit	06-Dec-2019 6	4070
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Garhbeta College	RUSA	Govt. of India	2020 1	416667
Garhbeta College	UGC	Govt. of India	2020 1	3750000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities

No

during the year?

12. Significant contributions made by IQAC during the current year(maximum five bullets)

- IQAC proposed the college administration to waiver of tuition fees (full/half) for poor and meritorious students.

IQAC suggested the recruitment of teaching staff.

- The roof of Acharya Prafulla Chandra Bhaban (Chemistry Dept.) was in the dilapidated situation and IQAC requested the college authority to construct a roof-top shed on the building.

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

- IQAC proposed to provide books and computers for smooth running of PG-Mathematics.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
To encourage organizing educational tour	An educational excursion was conducted by the Geography department for the honors students of B.A./B.Sc. Part III (CBCS 5th Semester) from 18.09.2019–27.09.2019. In the same academic year for the same students a field study was also done to prepare a field report. It was prepared on physical and socioeconomic condition of the people living in the area of Garhbeta Block I of the district Paschim Medinipore. For the survey we put special emphasis on the Jhan Jhali village of Amlagora gram panchayet.
To Put more stress on extra-curricular activity	Extension Programmes like plantation, cleaning drive, health awareness etc. were organized.
To suggest collection and analysis of feedback.	Departments collected feedback from students and parents and send the and analysed report to IQAC. The teachers feedback analysis has been done by IQAC and all the report were placed in the meeting of IQAC.
To implement CBCS system smoothly in the college under Vidyasagar University from July, 2019.	CBCS system was implemented smoothly in the college under Vidyasagar University from July, 2019.

To prepare a new academic calendar for 2019-20 session for the college	A new academic calendar for 2019-20 academic session for the college was prepared and adhered to though it had to be modified for the unprecedented Covid-19 pandemic and inevitable institutional closure
To promote awareness in sports.	As per our plan we organized annual sports events and conducted various games and sports activities in
Proposal for the vertical extension of Ambedkar Bhaban.	Planning is going on.
To upload AISHE Data within the stipulated time limit.	The AISHE Data was uploaded within the stipulated time limit, on 6.03.2020
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td>Governing Body</td> <td>26-May-2022</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Governing Body	26-May-2022
Name of Statutory Body	Meeting Date				
Governing Body	26-May-2022				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2020				
Date of Submission	06-Mar-2020				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Garhbeta College maintains MIS to support its academic program and administrative operations. We have successfully automated most of the processes in the college to improve the efficiency of operations. The modules which are currently operational in the Institution. a) Online Admission Module (SMART COLLEGE) : College uses online mode for admissions to UG and PG courses. All relevant information regarding college, notices and announcements are uploaded on the website. After the publication of 12th level results, the details of UG admission process including the dates				

of online application and submission of application form, eligibility criteria, intake capacity, admission rules, date of publication of merit list, dates of admission, dates of counselling and other information related to admission, are made available in the college website. A copy is also displayed in the students notice boards and notice log book of the college. Admission to the PG courses of our college followed the same procedure after the publication of UG result. The college follows the strict meritbased admission policy. The merit list is prepared following the guidelines of Vidyasagar University (the affiliating university), reservation policy of the government and the recommendations of the admission committee. The constituent admission committee consists of the Principal, Head of the departments, Secretary of the Teachers' council and nonteaching staff members. Complying with the reservation policy, a category wise merit list is uploaded in the college website and displayed in the college notice board as well. Separate lists and Merit Panels for all categories with intake capacity are prepared and uploaded in the college website and a copy of the same is also walled up in the college campus for communicating the entire admission procedure of the college to all the stake holders. Selected candidates are admitted through the process of counselling. With the adherence of Govt. rules and regulation, admissions in reserved categories are done. Admission fees are also paid through online mode. On the very 1st day of commencement of classes, all the submitted documents for the admission are verified by the concerned departmental teachers, and one set of hard copy of documents is taken from the students for office records and upcoming registration. Necessary Data as required by the University regarding admission and registration are duly sent online to the University. Apart from the Online admission we have following application of MIS module b) Partial online financial transactions for admission c) Faculty Information Management: Biometric, Biodata, research activity information is shown

through our college website, Service Book, Information Dissemination during CAS. d) Students Data Management Module (through SMART COLLEGE..... software and recorded in register of result etc.) e) HRMS (Introduced by Govt of West Bengal) f) Library is partially computerized and functioning through automated KOHA software.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Garhbeta college has a robust mechanism in curriculum delivery and documentation. Syllabi for the undergraduate courses taught at the college are framed by Vidyasagar University to which the College is affiliated. At the beginning of the academic session, each department conducts meeting in which syllabus for the academic session are distributed among the teachers. Teachers attended workshops on different subjects which are being held to familiarise the new CBCS syllabi. The teachers are often asked to contribute to the model question papers prepared by the University for each subject. Maintaining the academic calendar issued by the affiliating University, the college Teachers' council prepares academic plans for every session to ensure timely and effective completion of the syllabus. Teaching departments thereafter prepare detailed lesson plans for the whole session (semester) that includes not only the syllabus to be covered but also the time for holding internal assessments, seminars and remedial classes for the students in need. Routine committee, constituted by the governing body, prepares a central class routine for all stream keeping a view that each student and teacher carry over a uniform class load. Taking cognizance with college routine each department prepares a well-balanced class-routine adopting the policy of major thrust on major/Hons. subjects. Besides the traditional methodology, teachers avail the various facilities to make the teaching learning process more attractive and interesting to the students. In the class distribution among the teachers, UGC-guidelines regarding workload are strictly followed. For the effective delivery of curriculum, various teaching methods are adopted based on the requirement of the subject or topic. Both the conventional and the advanced teaching-learning aids are used in delivering the lesson, such as Chalk and Black board method, ICT-enabled teaching-learning method, Paper Presentation and Seminar by the students, Group Discussion, Field Trip and Excursion, distribution of additional teaching materials by the teachers, etc. Seminars and special talks by experts are also arranged. Regular class tests are conducted and regular assessment in practical classes are done to keep track on the improvement of the students. Based on the class room performance and internal assessment of the students, remedial classes are also conducted for the slow learners. The concerned departments maintain the detailed record of the classes and assessments. We also take special care for the advanced learner. College administration also keeps eye on the results, departmental proceedings and student needs. IQAC often assesses different activities of the College regarding teaching learning, development and improvements of different methods of effective curriculum delivery. The College has a library with open access system and it opens till late afternoon and some departments have their Departmental libraries for the benefit of the students. A good number of

Journals are subscribed by the College and students can have the access of e-learning through online.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NA	NA	Nil	0	NA	NA

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Bengali (Hons.)	01/07/2018
BA	Bengali (Gen.)	01/07/2018
BA	History (Hons.)	01/07/2018
BA	History (Gen.)	01/07/2018
BA	Philosophy (Hons.)	01/07/2018
BA	Philosophy (Gen.)	01/07/2018
BA	English (Hons.)	01/07/2018
BA	English (Gen.)	01/07/2018
BA	Sanskrit (Hons.)	01/07/2018
BA	Sanskrit (Gen.)	01/07/2018
BA	Physical Education (Gen.)	01/07/2018
BA	Political Science (Gen.)	01/07/2018
BA	NCC (Gen.)	01/07/2018
BA	OMSV (Major)	01/07/2018
BCom	B. Com (Hons.)	01/07/2018
BCom	B. Com (Gen.)	01/07/2018
BSc	Mathematics (Gen.)	01/07/2018
BSc	Physics (Gen.)	01/07/2018
BSc	Chemistry (Gen.)	01/07/2018
BSc	Botany (Gen.)	01/07/2018
BSc	Zoology (Gen.)	01/07/2018
BSc	Physiology (Gen.)	01/07/2018
MSc	Applied Mathematics	01/07/2018
MA	History	01/07/2018

MA	Bengali	01/07/2018
MSc	Zoology	01/07/2018
BSc	Mathematics(Hons.)	01/07/2017
BSc	Physics(Hons.)	01/07/2017
BSc	Chemistry(Hons.)	01/07/2017
BSc	Botany(Hons.)	01/07/2017
BSc	Zoology	01/07/2017
BSc	Physiology(Hons.)	01/07/2017
BPEd	Professional Course	01/07/2017
BA	Santali(Hons.)	01/07/2018
BA	Santali(Gen.)	01/07/2018
BA	Economics(Gen.)	01/07/2017
BSc	Geography(Hons.)	01/07/2017
BSc	Geography(Gen.)	01/07/2017
BCA	Professional Course	01/07/2017
BSc	Computer Science(Gen.)	01/07/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NA	Nil	0
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Bengali(Hons.)	78
BPEd	Professional Course	48
BSc	Geography(Hons.)	38
BSc	Zoology(Hons.)	25
BSc	Botany(Hons.)	5
MA	Bengali	28
BSc	Economics	2
MSc	Applied Mathematics	11
BA	All UG course(B.Sc./B.A)	715
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

Our college is well ahead in feedback analysis. Feedback is collected from Students, Teachers, Parents. This feedback is analysed in the IQAC committee and steps are taken to improve the standard. Feedback of stakeholders is sought regularly about infrastructure and learning resources for ensuring their constant satisfaction. Accordingly, continuous review of infrastructure and learning resources is carried out by respective committees and the recommendations are integrated for upgrading, maintaining and utilizing physical, academic and support facilities. Structured feedback is taken from students, teachers and parents. Feedback from students is also taken through class presentative meetings, and corrective measures are taken accordingly to improve the teaching learning processes. Students Feedback: The feedback is collected at various levels during the academic session. The academic feedback taken every week from the class representatives. General Feedback: feedback is taken on regularly regarding the general facilities including mess, canteen, general hygiene and cleanliness. The actions to problems of urgent /Immediate nature are addressed by the authority immediately. The other problems which require management decisions are put up before the governing body and also addressed accordingly. The comments are accumulated at various levels in the course of the academic session and the feedback is taken every week from the student representatives of individual class. Feedback is taken on regular basis regarding the overall facilities such as computer lab, mess, canteen, well known hygiene and cleanliness. The actions to issues of urgent /on the spot nature are addressed by using the authority straight away. The alternative issues which require management approval are addressed to the governing body. Faculty Feedback: The academic behaviour feedback from the students are analysed and the essential corrective measures recommended to faculty members. The remarks are likewise shared with department for any corrective measures Syllabus Coverage: Syllabus coverage feedback is likewise gathered from the Individual Subject Teacher. Parents Feedback: The parents' suggestions are also addressed with due care and analysed at the end of the academic year. In this regard, Teachers' council follow and execute the directives forwarded by governing body.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Bengali (Hons.)	133	412	118
BA	English (Hons.)	117	287	89
BA	History (Hons.)	117	129	82

BA	Philosophy(Hons.)	85	102	40
BA	Sanskrit(Hons.)	61	243	51
BA	Santali(Hons.)	40	66	29
BA	B.A.(Gen.)	1267	1428	1267
BSc	B.Sc.(Gen.)	103	125	93
BSc	Physics(Hons.)	77	101	40
BSc	Chemistry(Hons.)	96	252	61
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	4070	49	35	0	14

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
105	75	14	14	2	14
View File of ICT Tools and resources					
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Nil		
Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
4070	29	1:140

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
40	35	4	6	18

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. SK. Sahanawaz Alam	Assistant Professor	International society of Science Research Kolkata
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Honors General	Semester-1, 2019	11/02/2020	10/09/2020
BA	Honors General	Semester-III, 2019	29/01/2020	03/07/2020
BA	Honors General	Semester-V, 2019	23/12/2020	22/02/2021
BA	Honors General	Part-III, 2019	21/04/2020	23/11/2020
MA	Bengali, History	Semester-II, 2019	06/06/2019	11/11/2019
MSc	Mathematics	Semester-II, 2019	06/06/2019	11/11/2019
MA	Bengali, History	Semester-IV, 2019	06/06/2019	25/09/2019
MSc	Mathematics	Semester-IV, 2019	06/06/2019	25/09/2019
MA	Bengali, History	Semester-I	12/12/2019	22/02/2020
MSc	Mathematics	Semester-I	12/06/2019	22/02/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

In the current academic session, two types of U.G. courses (CBCS and 3-tier) are running in the college. In the annual examination system (3-tier) the students have to appear examination at the end of year. For the students of annual pattern, regular class tests, assignment and random tests are conducted by each department according to their own schedule. College centrally organize test examination and students are required to qualify the tests in order to appear in their University Examinations. The college has a practice to show the test examination answer script to the students and necessary suggestions, advice and caution are given by the faculty members to individual students so that they can do better in their University Examination. All the UG students of the B.A./B.Sc./B. Com. final year (Part-III) of the 3-tier system in both Honours and general course have to submit a project paper on Environmental science as it is a compulsory paper in the University syllabus. Student

carryout the project under the supervision of the concerned teacher. Further, some subjects have educational tour/excursion in the University syllabus and those students also submit an elaborate travel report to the department along with the specimen/sample they collected from the visiting place. All the Honours course students having the project in the syllabus are to appear for seminar presentation. Vidyasagar University introduced the choice-based credit system (CBCS) for UG and PG from 2018-19 academic session. Garhbeta college is affiliated to Vidyasagar University and it follows the same. Every academic year consists of even and odd semester and University Examinations in semester system are held at the end of each semester students with 75 attendance on an average are only allowed to appear in the Semester examination. Class test (internal examination) is held as per academic calendar prepared by the college. Every department calculates the percentage of class attendance for each student and allow those to appear class test whoever achieved 60 and above attendance on an average for UG course. HODs of every department caution the students having percentage below 75 in a manner that they will lose the semester if they cannot increase the attendance. Moreover, PG departments have restriction on PG course that each student need to secure 75 attendance in each paper to appear internal examination.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Annual Academic Calendar is prepared by IQAC according to the University Academic Calendar prior to the commencement of new academic session by, specifying available dates for significant activities to ensure proper teaching-learning process and continuous evaluation. It is displayed in the Students Notice Board as well as in the College Website. The dates of Examinations such as internal Tests and Final Tests for 3-tier internal assessment, Practical examination, Theory examination are specified in the Academic Calendar and the Institution usually follows the same throughout the session/semester. The CBCS pattern has been introduced by Vidyasagar University for undergraduate and Postgraduate courses from the academic session 2018-2019. So, the schedules for Internal as well as other activities as per CBCS guidelines are categorically mentioned in the academic calendar and are accomplished accordingly. The dates of Internal Assessments of P.G. courses are decided by the departments concerned, usually at the end of each semester, as per directions from the University. However, the dates and times of such Examinations are notified to the students well ahead. Term Papers are also prepared and submitted by the P.G. students to the Heads of the departments concerned, following the notifications in that regard. The tentative dates of activities of NSS, NCC, Career Counselling and Placement Cell are also given in the academic calendar. Schedule of other activities such as Parent teacher meeting, College social and other cultural program, College sports etc. are also provided in the academic calendar. Academic Calendar for the Session:2018-2019 is given in the college website.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://www.igac.garhbetacollege.ac.in/igac-3/po-pso-co>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage

Bengali	BA	Honours	86	86	100
English	BA	Honours	36	34	94
History	BA	Honours	10	10	100
Philosophy	BA	Honours	19	19	100
Sanaskrit	BA	Honours	23	22	96
Santali	BA	Honours	0	0	00
B. A. General	BA	General	227	224	99
B. Sc. General	BSc	General	34	34	100
Physics	BSc	Honours	27	26	97
B. Sc.	BSc	Honours	27	26	96
View File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://www.igac.garhbetacollege.ac.in/files/ugd/3662e0_c06c4654adc7440592e2689cd6a54c29.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	1095	Science and Engineering Research Board (Department of Science and Technology, Govt. of India)	18	5.7
Minor Projects	730	UGC	3	0.6
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NA	NA	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Young Scientist	Dr. SK. Sahanawaz Alam	International Academy of Science Research,	28/11/2019	Nil

Kolkata

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	Nil

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	History	3	Nil
National	Bengali	1	Nil
National	Zoology	1	Nil
International	History	2	Nil
International	Physical Education	1	4.4

No file uploaded.

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
History	3
Bengali	1
Zoology	1

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
? .?????? ???????? ?? ???????????? ? ????????? ?????	Baneswar Jana	KIRANAVALI	2019	0	Garhbeta College	0

Broad-spectrum antimicrobial activity of Streptomyces griseus BLS4, a newly isolated endophyte of Blumea lacera	Maity	Research Journal of Biotechnology	2020	0	Nil	0
Synchronized Orchestration of miR-99b and let-7g Positively Regulates Rotavirus Infection by Modulating Autophagy	Shampa Deb Chanda	Scientific Report	2019	0	Nil	4
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Broad-spectrum antimicrobial activity of Streptomyces griseus BLS4, a newly isolated endophyte of Blumea lacera	Maity	Research Journal of Biotechnology	2020	15	0	Nil
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	14	9	5	0
Presented papers	18	5	0	0

Resource persons	1	0	0	0
No file uploaded.				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
AIDS awareness Program (04.12.2019)	NSS, UNIT:-I,II,III IV.Collaboration with Womens Cell, Garhbeta College	15	120
Tobacco Awareness Program (06.03.2020)	NSS, UNIT:-I,II,III IV.Collaboration with Womens Cell, Garhbeta College	20	110
Street Drama Dance Drama	NSS, UNIT:-I,II,III IV.Collaboration with Womens Cell, at Lapuria Village BDO Office	10	110
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
0	0	0	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NCC	NCC Coy-4 Coy-5	Independence Day Celebration	5	144
NCC NSS	NSS Unit I, II, III and IV NCC Coy-4 Coy-5	Plantation	6	100
NSS	NSS Unit I, II, III and IV	Dengue Prevention Program	4	61
NSS NCC	NSS Unit I, II, III and IV NCC Coy-4 Coy-5	Swachh Bharat Avijan	6	129

NSS	NSS Unit I, II, III and IV	World AIDS Day	4	87
NSS	NSS Unit I, II, III and IV	Human Rights Day	4	91
NSS	NSS Unit I, II, III and IV	National Youth Day	4	123
NSS	NSS Unit I, II, III and IV	Tobacco Awareness Programme	4	133
NCC	NCC Coy-4 Coy-5	Netaji Birth Day	3	67
NCC	NCC Coy-4 Coy-5	Republic Day	4	149

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NA	0	0	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
0	000	0	Null	Null	0
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
00	Null	0	0
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added

Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
KOHA	Partially	Null	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	35922	4080435	517	236247	36439	4316682
Reference Books	5212	788139	101	19216	5313	807355
Journals	42	96215	5	2000	47	98215
CD & Video	35	20000	0	0	35	20000
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
0	0	0	Null
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	119	2	100	2	1	13	98	100	0
Added	5	0	0	0	0	0	5	0	0
Total	124	2	100	2	1	13	103	100	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
0	347580	0	2288731

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Laboratory: The respective departments generally take care of their own laboratories. Faculty members of the concerned department, under the leadership of HOD, monitor its laboratory. Besides, each department has its own supporting staff, mostly fulltime. Each department maintains the stock register of the possessed equipments/instruments etc. Very often they review stock of chemicals/specimens/stationeries. Also, departments regularly keep track on maintenance of the existing equipments/instruments/chemicals/specimens. Accordingly, each department submits the requisition to the Principal. Principal approves the requirement as early as possible and allows departments to arrange for the necessary repair maintenance as well as procurement of chemicals/specimens/stationeries. As far as use of departmental assets is concerned, teachers have full access to the assets so that they can help guide students more efficiently with the help of supporting staff.

Library: The maintenance of library is carried out as per the advice of staff of library under the leadership of the Librarian. An advisory Library Sub-committee often helps the Librarian to maintain library. After discussion with the staff member Librarian places his requirement regarding maintenance to the principal. Accordingly, Principal approves the same after due consideration as soon as possible and allows Librarian to take necessary steps. For renewal of approved journals/magazines/periodicals Librarian seeks the sanction of the principal after consultation with the concerned department. Students are provided with two types of facility - they can borrow book (at most for 15 days) as home issue and they can also take the advantage of reading book in the library reading room. Faculty members other staff avail home issue facility as well as can borrow books for a day. **Computers:** Students can use computers marked for them in the library under the supervision of the Librarian supporting staff. In case of computer laboratory also students can access computers under the supervision of the teachers or supporting staff of the computer laboratory. Same is the policy for computers which are kept in the departments or in the departmental computer laboratory. For repairing and maintenance of such computers HODs are required to fill up a requisition slip mentioning approximate costs and then have to submit it to the Principal. Depending upon the scale and cost of repairing, the Principal either entrusts "Computer Sub-committee" or respective department or some experts in this regard to arrange for the necessary repairing quickly. However, the computers which are used in the back office cannot be accessed by the students, though the maintenance

policy is same. Sports Arenas Equipments: As far as the sports goods are concerned, these are kept under the custody of Department of Physical Education B.PEd. section. Students can access these sports goods by verbal request. Supporting staff of these two departments issue these goods/equipments to them and students need to deposit the same once the games are over. But when students practice games as part of their syllabus, teachers always supervise that. Since our college has some sports arenas, special focus is kept for their maintenance. Department of Physical Education, B. P. Ed. section, Sports sub-committee and Maintenance Sub-committee closely monitor any such requirement. When need of necessary maintenance arises, it is brought to the notice of the Principal. Again, depending upon the scale and costs of maintenance either necessary tender is sought through Finance Sub-committee or departments or some experts are entrusted to arrange for the required maintenance. Class Rooms: Students use their class rooms following the routine. Maintenance Sub-committee supervises need of any maintenance either of class rooms or any part of the college building. Anybody who is part of the college can bring to the notice of Maintenance Sub-committee necessary requirement of repairing or maintenance. Usually, this sub-committee requests the Principal to initiate the process of repairing. Then after proper approval, depending upon the scale costs, Building Sub-committee supervises the work often under the technical guidance of a hired civil engineer, particularly when the scale is huge.

https://www.iqac.garhbetacollege.ac.in/files/ugd/3662e0_546d44e3c36b4987bb97c9d56765990b.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Students Tuition Fee waiver	1050	420705
Financial Support from Other Sources			
a) National	State	2784	27120800
b) International	NA	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
NA	Nil	0	0
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	NA	0	0	0	0
2020	NA	0	0	0	0

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
10	10	2

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NA	0	0	NA	0	0
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	16	B. Sc. (Hons.)	Mathematics	1) Vidyasagar University, 2) University of Calcutta (Rajabajar Science College) 3) Garhbeta College 4) University of Calcutta (Ballygunj Science College) 5) Kalyani University 6) Bankura University 7) Guru Nanak Institute of Technology, Sodepur	1) M. Sc. in Applied Mathematics 2) M. Sc. in Pure Mathematics 3) M. Sc. in Mathematics 4) M. Sc. in Applied Mathematics with Oceanology and Computer Programming 5) MBA
2020	6	B. Sc. (Hons.)	Botany	1) Vidyasagar University, 2) Midnapore College	1) M. Sc. In Botany 2) M. Sc. In Botany
2020	16	B. Sc. (Hons.)	Zoology	1) Vidyasagar	1) M. Sc. In Zoology

University, 2) Garhbeta College 3) Deben Mahata Nursing College, Purulia 4) Bardhaman Medical College, Burdwan 5) Bangalore Nursing College	2) M. Sc. In Zoology 3) Nursing Program 4) Nursing Program 4) Nursing Program
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	4
GATE	8

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Sports	College	367

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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	NA	National	Nil	Nil	Nil	NA
2019	NA	International	Nil	Nil	Nil	NA
2020	NA	National	Nil	Nil	Nil	NA
2020	NA	International	Nil	Nil	Nil	NA

No file uploaded.

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students' Representation (SR) in Academic and Administrative committee has the sole criteria of our institution. They actively represent in the College Governing Body, IQAC, Alumni Association of the college, Library Committee, Admission Committee, Sports Cultural Committees, Seminar Committee, Grievance Cell other subcommittees. The students' representative is elected by the students under the supervision of one Teachers' Representative to the College Governing body, the IQAC Coordinator and the Convenor of the Academic Subcommittee. As Students Representatives they convey the opinion grievances

(if any) of the students in front of the Body/ Committees/ Cell convey the action taken reports to the students. They wholeheartedly chalk out various programs like cleaning, tree plantation, various awareness etc. with the permission of college authority. They involve students to actively participate in all the sports and cultural activities organised by the college throughout the year. Students' Representatives take a pivotal role in annual sports, organize a cultural evening, observe various events, encourage students to participate in debate, youth parliamentarian etc. with a bold and self-sufficient attitude. They involve them in to organize departmental seminars/ Workshops / /Special Lectures and quiz. The Students' Representative plays an important role in encouraging and motivating students to participate in NSS, NCC 'Sukanya Project' (a project initiated by Kolkata Police) various Skill enhancement Programmes. College organises Saraswati Puja in the college under the leadership of Students Representatives. They also help to organise different sports activities and events and assist the teachers in making the event a success with prize distribution. They are well aware of the strength and weaknesses of the college as well as departments collect suggestions from students of different departments about how to overcome the weaknesses submit that to the coordinator IQAC.As a most important Stakeholder of the college

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Introduction: Former students of Garhbeta College are now engaged in different jobs like Scientists, Writers, Managers, Entrepreneurs, Professors, Politicians, and Teachers etc. Some of the former students of the College with some Faculty members formed an Association to bring the former students together on a single platform and improve the quality of Institution. The Association supports new alumni, and provides a forum to form new friendships. Objectives of Alumni association are : 1. To bring all the old students and the faculty members of Garhbeta College to share their experiences with each other. 2. To utilize the rich experiences of the old students of the College for the benefit and progress of the present students. 3. To provide guidance to the present students in their endeavour for better employment and higher studies. 4. To organize Campus Placements through the old students working in reputed industries in State and National level. 5. To contribute the Overall Development of the College. 6. To arrange seminars, debates, cultural and social welfare programs. 7. To provide financial assistance to the poor students.

5.4.2 – No. of enrolled Alumni:

210

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. The fact that college is governed by a Governing Body, which consists Principal of the college as secretary, three elected representative from the

faculty members and one elected member from the supporting staff along with two representatives from affiliating university, one representative from land donor/local community and two representatives from Government of West Bengal and headed by an eminent person, is not only the example of participative management but also its approval of formation of different subcommittees can be cited as example of decentralized management. These subcommittees consist of teaching and supporting staff of our college. Members of these subcommittees actively participate to express their views regarding given issues and then take decisions. Thus, the college uses the services of these subcommittees for the effective functioning of college. We have finance committee to approve necessary financial support, keeping in mind the financial strength of the college, when fund requirement is beyond a limit. Purchase subcommittee looks after the tender process and finds the right vendor following the norms. Similarly, we have, to give few examples, - Academic subcommittee consists of all HODs/Coordinators or In charge of each department under the leadership of Secretary, Teachers' Council, has been given the freedom to take decision and recommend accordingly the desired policy or way of executing policy to achieve academic excellence. - Online Admission subcommittee to supervise and monitor the online admission process. - Routine subcommittee to prepare central routine for Science, Arts Commerce. - Library subcommittee for constantly monitor necessary requirements for smooth functioning of library and its desirable up gradation. - Since many of our students come from the lower economic strata, college authority realizes the need to stand by them. Therefore, Students Aid subcommittee is formed. After receiving the applications desiring waiving of tuition fee, members of this subcommittee thoroughly discuss each application and recommend the waiving of fee considering the available supporting documents. College authority happily accepts this recommendation. - Building subcommittee to supervise and monitor the new construction or repairing/maintenance of college building. 2. As far as academic departments are concerned, they also enjoy the decentralized mechanism. Each faculty member of respective departments participates in the decision-making process regarding allocation of classes and allocation of portion of syllabus to be covered. Decisions taken regarding the aforesaid issues are gladly accepted by the college authority. Similarly, for the laboratory-based departments, after consultation in the department it take the decision regarding purchase of equipments, instruments etc subject to the availability of fund validated by the finance committee. All the faculty members actively participate to prepare the list of books and journals to be purchased or subscribed for their respective departments and college authority gladly honour their decisions subject to the availability of fund. Even faculty members are allowed to purchase books, with which they suddenly encounter in a bookshop or book fair and think that the book may be useful in enhancing the knowledgebase. So we may claim that active presence of decentralized and participative management can be felt in our college.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Since our college is an affiliated institution of Vidyasagar University we have to follow the curriculum prepared by the university.
Teaching and Learning	Authority of our college encourages

teachers to participate in Orientation/ Refresher courses or in similar training courses so that they can use whatever innovative ideas or excellence they gain from such courses for the benefit of students. This institution encourages teachers to use modern audio-visual equipment to make teaching-learning more attractive. As our college is in the rural area, teachers of our college use bi-lingual mode to deliver their lectures accordingly beside English version the institution also encourages to provide study material in Bengali version. Faculty members also take special attention with their experience to deal with slow learners alongside the fast learners.

Examination and Evaluation

Being an affiliated institution of Vidyasagar University this institution has to follow the schedule guidelines of the university. However, the college conducts internal assessment examination following its own academic calendar. To assist the departments in conducting internal assessment a sub-committee has been formed to make the process smooth, which takes responsibility of conducting internal assessment where numbers of students are huge. It is worth mentioning that departments which are running PG course, like Bengali, History Mathematics they set their own examination schedule. Decisions regarding assignments of responsibility of paper setting answer script evaluation are taken in their respective Board of Studies (BOS). A sizeable number of answer scripts is assigned to the external evaluators.

Research and Development

College always encourages research activities. It extends all kind of cooperation to write research project and allows facilitates teachers to visit different libraries/other research institution or to go to field keeping in mind the rules/regulation/statutes of UGC/Government of West Bengal/Vidyasagar University. The college has its research sub-committee to help, extend all kind of cooperation to the researchers college has its own Journal entitled "Indian Journal of Research in Multi-disciplinary Study". Governing Body as well as Teachers'

Council of the college acknowledges those teachers who have awarded with Ph.D. / M. Phil degree. College also gladly funds in organizing seminar. To facilitate research college subscribe good number of qualitative journals.

Library, ICT and Physical Infrastructure / Instrumentation

Library is being digitized using KOHA software. Library, along with the entire campus, is Wi-Fi enabled and under CCTV surveillance. Teachers/staff/ students can enjoy reading room facility which is also equipped with computers. It maintains register for both home issue daily issue. All the faculty members have been provided with N-List user id to get the facility of e-resources using INFLIBNET. Departments have been provided with both desktop laptops to enable them using IT enabled teaching learning methods. It takes quick steps to through its decentralized mechanisms to repair/overhaul such equipments when necessary. To use different e-resources effectively efficiently the servicing of Wi-Fi network is monitored and serviced regularly. A sub-committee has been assigned the task of monitoring the class rooms other facilities.

Human Resource Management

This institute adopts all steps for optimal use of human resource, thus focuses on its management. Its strategy of adopting decentralized mechanism is such a step. College authority adopts democratic processes of discussions, deliberations participation using its different internal bodies to identify special abilities/qualities of teaching and supporting staff. Following that outcome, it entrusts and extends opportunity to its staff member to function efficiently in executing policy decisions and to achieve the larger goal of the institution. Thus, it puts the right persons in the right place and also provides opportunity to "learn more by doing more" which ultimately yields more efficient outcome.

Industry Interaction / Collaboration

: Being in a rural area which is predominantly depends upon agriculture, the industry interaction/ collaboration is very hard to come by. However, we are quite open in this regard. We are ready to welcome such collaboration as well as ready to get enriched by interacting with industry. It is worth

mentioning that indirectly we are collaborating with the industry by gathering information regarding requirements of different industries using individual information gathering mechanism. Accordingly, our faculty members, though not using a very formal structure, try to enlighten our students about the requirement of industries and advise them how to prepare themselves for fulfilling such requirements alongside with their usual courses.

Admission of Students

The College adopts merit-based admission mechanism using online mode. For which it prepares a special portal which is attached with the website of the college. Here merit formula is defined on the basis of marks obtained in the qualifying examination (e.g., in case of UG Honours course marks of Higher Secondary examination) However, in case of admission in the Post Graduate course we have resorted to admission test to judge the merit of the students.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Administration	<p>In consonance with the advancement of information Communication Technology (ICT) all over the country, Garhbeta College has taken initiatives to implement e-governance in different administrative functions over past few couple of years. ICT has been used in different administrative activities like admission and registration of students, administration of student data, finance accounts, attendance and monitoring of staff, library services etc. with a view to improving efficiency and access to services in a faster way. However, the implementation of e-governance initiatives in different administrative areas of operation of the college can be pointed out in the following way: 1. Attendance of teachers and supporting staff of the college is monitored through Biometric attendance system throughout the year. 2. Different academic Departments, Offices, Account Section, Library, College main entrance/security, Canteen, Hostel are connected through intercom and seamless communications are made among these paraments/wings as</p>

	and when required.
Student Admission and Support	<p>Entry level admission of students is fully done through a dedicated admission portal of the college. Necessary email/sms alerts are sent to the students and admission fees were also collected online through payment gateway system. 2) Registration of students is done through the ICT used in the office and necessary communication is made with the affiliating University for this purpose. 3) Student data is administered through automation software named as SMART OFFICE (ERP-9) runs in the college. This software provides incorporation of data into a unified system and generation of reports as per our requirement making the process well organized, user friendly, and saving of time and cost.</p>
Planning and Development	<p>1. 12). Central library of the college is operated through automation software named as COHA and the library is fully/partially computerized. 2. The college campus is equipped with CCTV and these are installed at different places, HOI can oversee any location at any point of time. 3. Electronic communication via email is a regular practice of the college to make various administrative correspondences with different Government departments like, State Higher Education Department, UGC, Vidyasagar University and many other Government agencies. 4.). Various data and reports in respect of RUSA grants sanctioned to our college were submitted through the RUSA MIS Portal. The college was in constant touch with the sanctioning and monitoring authority through this portal in paperless mode. 5. Internet facility is available for 24X7 in the college office, accounts section, library, and computer laboratory and in different academic departments of the college. The campus is also Wi-Fi enabled. 6. All-important notices are published in the College website on a regular basis. Time Table is also displayed in the website.</p>

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/	Name of the	Amount of support
------	-----------------	---------------------	-------------	-------------------

		workshop attended for which financial support provided	professional body for which membership fee is provided	
2019	NA	NA	NA	0
2020	NA	NA	NA	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	NA	NA	Nil	Nil	Nil	Nil
2020	NA	NA	Nil	Nil	Nil	Nil
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
One Week Short Term Course ("Short term course on use of open source software and online support system in higher education research")	1	15/11/2019	21/11/2019	7
Summer school on Mathematics	1	12/06/2020	11/07/2020	30
Inter-disciplinary Refresher course on Emerging areas of Life Science (IDC), Jadavpur University.	1	27/01/2020	08/02/2020	12
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time

0	0	0	0
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6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Puja Ex-Garcia (Total : Rs. 1,23,000.00) Bonus (Total : Rs.1,28,000.00)	Puja Ex-Garcia (Rs. 90,000.00) Bonus (Rs. 1,04000.00)	Student aid fund (Rs. 4,20,705.00)

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal Financial Audit: To ensure financial regularity and transparency, the Institution has well established practice of conducting internal and external audits for every year. Internal audit is conducted half yearly. The college has its own mechanism to cross check the financial activities through several means like finance committee in which government nominated member and university nominated members are included. The expenses incurred under different heads are checked by verifying the bills and vouchers. **External Financial Audit:** The accounts of the college are audited by chartered accountant regularly as per the government rules. The auditor ensures that all payments are duly authorized after the audit and the report is sent to the government as well as other places wherever ask for. Any queries are addressed within the prescribed time limits by furnishing appropriate documents. The institution did not come across with any audit objection during the preceding years. The audited statement is duly signed by the authorities of the management and chartered accountant. The external audit for the financial year 2018-2019 has been completed in time the audit report was satisfactory.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	NA
No file uploaded.		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Vidyasagar University	Yes	Principal
Administrative	Yes	Approved Auditor	No	Null

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

NA

6.5.3 – Development programmes for support staff (at least three)

Periodical and Annual meetings with all support Staff. 2). Principal regularly meets and appraises the Support Staff. 3). The support staffs of the

Institution are encouraged to attend different staff development programs organized by different Institutions. 4) Involvement of Support Staff in all academic and non-academic activities. 5) Regular Staff meetings are conducted to address their needs and upgrade their skills 6) Scope is given for higher studies.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Establishment of new Library building 2) Improvement of Library Resources 3) Constructions of Smart Classrooms to enable ICT based teaching and learning. Improvement in RD activities. 4) Renovation of old building. 5) Motivated for higher studies. 6) Motivated students for cultural and sports activities. 7) Organising lectures for improving professional and ethical values in students and other stake holders. 8) Filling up of vacant posts 9) PG courses in Mathematics, Zoology, Bengali and History

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Student Induction Program(UG)	18/07/2019	18/07/2019	18/07/2019	1063
2019	Student Induction Program(PG)	02/08/2019	02/08/2019	02/08/2019	46
2019	Plantation	12/08/2019	12/08/2019	12/08/2020	97
2019	Meeting with HOD	07/09/2019	07/09/2019	07/09/2019	21
2019	Annual Sports	26/11/2019	26/11/2019	27/11/2019	462
2019	Academic Audit	06/12/2019	06/12/2019	11/12/2019	1070
2020	Feedback from Students	10/02/2020	10/02/2020	10/02/2020	505
2020	Parent Feedback	11/02/2020	11/02/2020	11/02/2020	251
2020	Teachers Feedback	09/03/2020	09/03/2020	09/03/2020	77

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
NA	Nil	Nil	0	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
NA

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	2
Physical facilities	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	Nil	Nil	Nil	Nil	NA	NA	Nil
2020	Nil	Nil	Nil	Nil	NA	NA	Nil
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct regarding College Library	01/07/2019	<p>1. Every student must have a library card which will be issued at the beginning of the session.</p> <p>2. Library card must be deposited at the time of borrowing books and at the time of returning the books.</p> <p>3. Students should clear all library dues before final exam.</p> <p>4. without library clearance admit of the final exam will not be issued.</p> <p>5. No books can be retained for more than 15 days.</p> <p>6. After 15 days a book may be re-issued.</p> <p>7. Silence is to be maintained in the library.</p> <p>8. Library books and journals should be taken carefully.</p> <p>9. Books must be verified at the</p>

		<p>time of receiving.</p> <p>10. After lapse of 5 years from the date of admission, a student cannot claim for the caution money.</p>
<p>. Code of conduct regarding concession in tuition fees</p>	<p>01/07/2019</p>	<p>1. As per Govt. rules the college extends concession in tuition fees to the poor and meritorious students who apply for it. 2. From Garhbeta College welfare fund the financially weak but meritorious students are supplied with financial assistance and library facilities as and when necessity arises. 3. There is a sub-committee to look into this affair</p>
<p>Code of conducts regarding to Attendance Rules</p>	<p>01/07/2019</p>	<p>1. The college strictly abide by the rules of the V.U regarding student attendance of classes. 2. Only the students having secured 75 or above 75 classes held in each subject are generally allowed to appear at the final exams. 3. The college always takes serious note of a students' absence from any exam without supportable reasons.</p>
<p>Code of conducts in financial transaction</p>	<p>01/07/2019</p>	<p>1. All kinds of bills and vouchers should be deposited to account section on every Tuesday and Friday. 2. All payments are done through bank cheque after verification.</p>
<p>College Uniform</p>	<p>01/07/2019</p>	<p>Students of this institution have to follow the code of proper attire (black trouser sky-blue shirt for male students, and sky blue kameez white salwar for female students) every day except Wednesday. Unnecessary loitering in the corridors and use of mobile (except for</p>

emergency and academic purpose) are strictly prohibited for the students. Students have to attend class within five minutes of the commencement of class. Teachers have to start their classes at the schedule time. Any kind of discrimination is uncalled for. Supporting staff have to provide all the relevant information to students with patience and smile.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
NA	Nil	Nil	Nil
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- 1). Plastic free zone
- 2). Plantation /maintenance of existing medicinal garden
- 3). Prohibition of firing of dry leaves
- 4). Green audit
- 5). Formation of nature and environment sub-committee

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. International Mother Language Day Celebration 21st February is declared as Matri Bhasa Diwas to commemorate the grand sacrifices of martyrs who were demanding respect for their mother tongue., In 1999 UNESCO decided to celebrate February 21 as International Mother Language Day in November, 1999. It declared the theme 'Languages without borders.' UNESCO decided to celebrate February 21 as International Mother Language Day in November, 1999. The United Nations welcomed the decision in 2002 and on May 16, 2007 the UN resolved it by stating to promote the preservation and protection of all languages used by peoples of the world. By the same resolution, they proclaimed 2008 as the International Year of Languages, to "promote unity in diversity and international understanding, through multilingualism and multiculturalism. To safeguard linguistics diversity, our College has celebrated this day with traditional fervor. The department of Bengali organized a program to celebrate the occasion. Teachers, other staff and students pay homage to the martyrs as a mark of respect towards their sacrifice. To make this occasion colorful different programs have been organized on 20.02.2020 as per UGC guidelines. It includes lectures citing importance of this day and songs. Besides, essay writing, recitation, poster presentation, extempore speech, debate competition etc. Essay writing completion on "Banglabhasay Bigyan Charcha" has also been organized. Many students have participated in the program. A drama has also presented by the students based on the significance of the day. 2. International Women's Day Celebration by Women's Cell of Garhbeta College A five-day long programme had been organised by Saheli, the Women's Cell of Garhbeta College from March 3- March 7, 2020. March 3, 2020: The five-day long programme was inaugurated by a walkathon organised by the Women's Cell of Garhbeta College on March 3, 2020. The Walk began at around 11.30 am. Along with the Principal and the teaching and non-teaching staff of the College,

there was also a huge spontaneous turnout of both male and female students. The enthusiasm shown by the students was almost contagious. March 4, 2020: The second day of this 5-day long programme was inaugurated by a speech delivered by the Principal in which he emphatically mentioned that the celebration of Women's Day should not be confined to one particular day. Every day of the year should be celebrated as a day for women. On this day, a cultural event had been organised by the Women's Cell. There were performances by both the male and female students and teachers of the College. There was a well-rounded representation of all groups of students, from the minority sections to those of the scheduled castes and tribes. March 5, 2020 On the third day, a two-day long workshop-cum-Seminar on 'Women's Health and Self-defence Training' began. On the first day of this Workshop-cum-Seminar, a hands-on yoga training programme was conducted by Mrs. Anita Bhadra. She also talked of the need for women's health awareness. March 6, 2020: On the second day of the two-day long workshop-cum-Seminar on 'Women's Health and Self-defence Training', a self-defence training programme was conducted by Dr. Pokhraj Guha, Assistant Professor, Department of Zoology, Garhbeta College. At the end of this Workshop-cum-Seminar, a quiz on women's safety and security and gender sensitisation was conducted in which both students and teachers participated. March 7, 2020: On the closing day of the five-day long programme, a street play was enacted based on the theme of 'The ills of early marriage'. A dance drama was performed then, whose title was 'Breaking the Silence'. A closing speech was delivered by Dr. Rita Sil, Convenor of Saheli. She mentioned that Social activist and writer Dr. Saswati Ghosh, HOD Associate Professor, Department of Economics, City College, has been invited to speak on the history significance of 8th March.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://www.igac.garhbetacollege.ac.in/files/ugd/3662e0_79a808d287af424a9f0d09c7620af367.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Since the Vision of the Institute focuses on comprehensive and sustained growth of the students, the college aims to bring the economically weak rural and tribal youth into main stream and make them a responsible citizen of India. Students need a break from classroom and lectures to rejuvenate and extracurricular activities are the best way to regain that energy and enhance student's personality. Whether getting involved in student clubs, volunteering activities and sports tournaments, these activities outside the regular classroom, help students meet new people and develop their social skills. While academics play a significant role, sports-related activities are also important in shaping the personality and character of a student. With the same ideology, a college with physical education and B. P. Ed. emphasizes on college sports and encourages its students to participate in various tournaments. Students not only stay fit and healthy by actively participating in sports, but they also learn effective ways to handle pressure in times of crisis. Keeping in view the importance of sports in today's scientific era and its vitality in the shaping of individual's personality and health and fitness, the college lays considerable emphasis on student participation in various games, sports and track and field activities. The spacious grounds of the college are laid out into playfields for Cricket, Hockey, Football, Basketball, Volleyball, and Badminton etc. Facilities have also been provided for Yoga, Table Tennis, Chess, Wrestling and Kabaddi. A Gymnasium Hall equipped with all modern scientific machines like Multi-exerciser, and Treadmill are available for the use of students. Other than actually being an active sportsman, then other

career opportunity for students is: sport marketing, coaching, athletic administration, sports medicine, sport promotion, sport psychology and so on. Sports person can be employed in private and public sector. The Indian Government and Armed forces also have special recruitment drives for exceptional sporting talent. Students can also set up their own business in manufacturing of sports equipment after gaining experience in this field. Student of college participated in various Sports Competitions in 2018-19 organised at the institution level.

Provide the weblink of the institution

https://www.igac.garhbetacollege.ac.in/files/ugd/3662e0_356f5e09274e4cb4b931e98d23ae3035.pdf

8.Future Plans of Actions for Next Academic Year

Thanks to the unprecedented technological development that reduces the cost and speed of data transmission now-a-days a simple clicking of a mouse or a simple press with figure tips can introduce any person or any institute and its activities to the inhabitants of this planet with ease. Consequently the website of a College becomes a mirror of that institution. Thus maintaining and updating the website is the precondition to prove that the institution is student friendly and it operates with significant transparency. Restructuring the college website for more effective dissemination of information should be taken into consideration. Using all our internal resource effectively, efforts will be given to make it attractive and more useful for all stake holders. Its domain needs to be changed from 'org.in' mode to '.ac.in' so that we can avail some facilities as an educational institution. For that our relevant sub-committee, consisting of such faculty members who can deal with this matter effectively would take actions. In present COVID 19 situation offline classes are kept in abeyance and online class are encouraged. Keeping in mind the current situation, all round efforts will be taken to facilitate more the faculty members so that they can conduct online classes smoothly. For this opinion of all the stake holders will be sought using our democratic and decentralized set up. IOAC will surely play a coordinating role in this regard. Steps will also be taken to upload the study materials for the benefit of our enrolled students, keeping in mind the copy right laws. Efforts will be made to make the supporting staff more resourceful in using information technology. In view of full-fledged implementation of CBCS in all streams, reviews will be done to understand the problems that students, faculty members and supporting staff encounter. Subsequently, steps will be taken to use our resources optimally, given our constraints. Here also we intend to use our democratic set up and decentralized set up. As and when necessary, IQAC will play important role in coordinating different initiatives. To encourage students to excel further the present incentive scheme will be reviewed and after proper discussion new or additional scheme may be introduced. Faculty members will also be encouraged more to undertake more research activities. In this regard new/additional incentive schemes would be designed. For our supporting staff new initiative will be taken to take out best from them. Departments will be encouraged and extended with essential cooperation to organize seminar/ workshop/ lecture series using virtual mode in the present situation. Internationally recognized important days as well as days of national importance will be observed with respect. Students will be encouraged to know lives and works of our great thinkers, freedom fighters, social reformers so that they can build a better future for all. College will ensure respect to different cultures, languages, festivals etc, thus ensure celebration of unity in diversity. NCC and NSS activities will be encouraged. All of our existing cells will be cooperated to undertake steps/ programmes to aware against any kind of discrimination and harassment, so that our constitutional values can be upheld. Academic audit will be done within due time. Collection of Students' feedback by the departments, Students Satisfaction Survey and collection of Teachers' feedback, collection of

Alumni feedback as well as Parents' feedback will be ensured. Departments will be encouraged to conduct result analysis and Parent-Teacher meeting in due time. To ensure transparency regarding all financial transactions college authority will be persuaded to complete necessary audit within due time. As far as the rights of students and employees are concerned compliances of existing rules will be ensured. The IQAC will surely play its due role in quickly expediting CAS and new approval of any of our staff members. Keeping in mind the norms of the Government of West Bengal initiative will be taken to create more teaching and non teaching posts. In the event of sanction and release of any fund from any source IQAC will play its role in rational and timely utilization of such fund using democratic and decentralized mechanisms of the college. Steps will be taken to generate corpus fund for promoting research activities and development works.