



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

Ref. No. GC/IQAC/2022/03

Date: 16.09.2022

Dear Sir/ Madam,
Member IQAC, Garhbeta College,

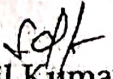
A meeting of Internal Quality Assurance Cell (IQAC) of Garhbeta College will be held on 24/09/2022(Saturday) at 1.00 P.M. in the Conference Room to discuss the following agenda. You are requested to be present in the meeting with your visionary opinion and advice.


Expecting your full co-operation in this regard.

Thanking You.

Agenda :

- 1) Review and implementation of previous resolutions taken in the previous meeting
- 2) Progress in the submission of pending AQAR
- 3) Proper implementation of college academic calendar for 2022-23
- 4) Implementation of Mentor-Mentee system
- 5) Infrastructure facilities to the physically challenged students
- 6) Remedial class for UG (Hons.) students
- 7) Installation of solar panel to utilize renewable energy resource.
- 8) Green audit for the academic year 2022-23 by the external agencies
- 9) Organization of Seminar/Webinar/Workshop in the academic year 2022-23 in association with IQAC
- 10) Miscellaneous


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


(Dr. Hariprasad Sarkar)
Principal
Garhbeta College



Members of IQAC present in the meeting held on 24/09/22 at 1.00 P.M. in the Principal's chamber.

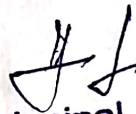
1. Jf
2. Sushil Kumar Chhab 24/9/22
3. Alaaq Mural
4. Saied Binwan 24/9/22 (Invitee)
5. Rita Sil
6. Rajlaxmi Mukherjee (Invitee) 24/9/22
7. Prithwish Kumar Hait
8. Santimoy Patra 24.9.22
9. Arpita Banerjee (Invitee) 24/9/22
10. Babu Un Bhattacharya 24/09/22
11. Kanchar Bong 28/09/22
12. Mahadeb Maity 28/9/22
13. Kanchar KR. Rajak 24/09/22
14. SK. Sahasray' Alam 28/09/22
15. Prasanta Panikita 28/09/22
16. ~~Sarab Chandra Mondal 28/09/22~~

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 with the addition that Dr. Rita Sil, Associate Prof. of Bengali Department is being Mentor to evolve the language lab. in consultation with other depts. expected to get facilities of Language Laboratory.
- 2) All the three pending AQAR (2018-19, 2019-20, and 2020-21) has been submitted successfully; however, NAAC has put quarries on AQAR-(2020-21) and by 15 days we have to submit finally. We are proceeding to clarify and resubmit it.
- 3) The academic calendar for the academic the academic year 2022-23 has been finalized and uploaded in the college website. All the stakeholders are requested to follow it.
- 4) We shall introduce Mentor-Mentee system for post graduate students in the college. Dr. Rajlaxmi Mukhrerjee has been entrusted to define modalities.
- 5) Students with special needs has to be given various facilities such as ramp to overcome the difficulties of stairs few steps, wash room access as they required, drinking water etc. Principal assures the IQAC members that work for that has been initiated and facilities will come up soon.
- 6) Departments with honours courses have to arrange remedial classes for slow learners. Advanced learner may be attributed to students seminar, model preparation, chart preparation, writing of short article on popular topic for departmental wall magazine. Department will design a remedial class routine and maintained one attendance register for remedial classes; teachers also note their progress (class test answer book) and keep 2-3 photographs(Geo-tag), if possible of classes. In the similar manner keep ready documents for advance learner.

- 7) College will install 2-3 solar panels for the use of renewable energy source as well as to save electrical energy. Principal has agreed to do it at the earliest.
- 8) College has a rich biodiversity in the campus. We shall proceed to make Green audit, Energy audit and Environmental audit. Within the academic year 2022-23 all the three audit has to be completed. IQAC coordinator will look into the matter in association with Botany department.
- 9) All the departments are encouraged to organize seminar/workshop/webinar in collaboration with NGO/Local Body/Health Dept etc. by putting emphasis on topics such as 'Intellectual Property Right (IPR)'/ 'Research Methodology' etc.
- 10) Miscellaneous
 - (a) NSS/NCC/SHAHELI has to organize seminar/workshop/popular talk in collaboration with NGO/Local body/ Health Dept etc. on the topic which has huge social impact and covers large beneficiaries.
 - (b) College website has to be revamped. A small team has to be made to update the website. Members of the team are to be chosen from IQAC committee who are actively involved in the IQAC work. IQAC recommend for external agency to redesign the website to address various issues pertaining to file update and easy tracing/searching of information. Dr. Santimoy Patra urged to arrange a meeting of website subcommittee.


Principal
Garhbeta College
Garhbeta, Paschim Medinipur



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

Date: 01.02.2023

Ref. No. GC/IQAC/2023/01

Meeting of the IQAC

Dear Sir/ Madam,
Member IQAC, Garhbeta College,


A meeting of Internal Quality Assurance Cell (IQAC) of Garhbeta College will be held on 09/02/2023(Thursday) at 1.00 P.M. in the Conference Hall to discuss the following agenda. As you are a member of the cell, I am requesting you to present in the meeting and resolved our agenda more concertized with your visionary opinion and advice.

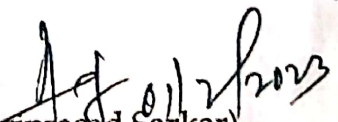
Agenda:

- 1) Review and implementation of previous resolutions taken in the previous meeting
- 2) Progress in the submission of pending AQAR
- 3) Preparation of SSR for 2nd Cycle
- 4) Facilitation for More Research Initiative/Common Research Laboratory.
- 5) Initiative for promoting Innovations.
- 6) Promotion of Add On Courses.
- 7) Allocation of Seed Fund to Some Subcommittees.
- 8) Collaboration with outside agencies for small training.
- 9) Organization of Seminar/Workshop on, Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship.
- 10) Misc.

Expecting your full co-operation in this regard.

Thanking you.


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


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



Members of IQAC present in the meeting held on 09/02/2023 at 1.00 P.M. at the conference Hall.

1. Jyoti
2. Sushil Kumar Ghosh
3. Alauddin Mughal
4. Santimay Patra 9.2.23
5. Kanchar Bag 9.2.23
6. Prithwish Kumar Hait
7. Rita Sin 9.2.23
8. Swatilkumar Mahto 9.2.23
9. Animesh Kumar De 9.2.23
10. Mahesh Mishra 9.2.23
11. Krishnendu Pradhan 9.02.2023

The Principal Dr. Hariprasad Sarkar presides over the meeting.

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

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

- 1) All the members have gone through the minutes of previous meeting and confirm it.
- 2) IQAC coordinator reported that the information accumulation and report writing on AQAR- (2021-22) is on the verge of completion and by February, 2023 it will be submitted. Principal expresses his satisfaction on the progress of work for the preparation of the AQAR. IQAC acknowledged the support and co-operation of all the IQAC members and invitee members.
- 3) In the meeting Dr. Sushil Kumar Ghosh, the coordinator of IQAC, reported that the preparation of SSR has been initiated by setting up Criterion wise team as given here. Team members of each criterion are requested to sit together, collect information of data and prepared a report for SSR of the respective criterion; they are also free to expect any type of help and support from IQAC coordinator and Principal in this regard.
- 4) To promote interdisciplinary research activity as well as core innovation, a Common Research Facility (CRF) has to be developed. In this regard, some equipments have been arranged in a room of Zoology dept. and some more instruments may be purchased. All the Bio-science and Chemistry teachers are requested to meet and prepared a list of instruments to be purchased for CRF, taking in to cognizance that UG (Hons.) and PG (Zoology) students will get facility to evolve an interdisciplinary project. IQAC requested to the Principal to allocate some fund for this purpose and depute one Staff for the maintenance of logbook as well as instruments.

- 5) All the departments are requested to arrange Model/Chart competitions to evolve the innovative ideas among the students. IQAC put more emphasis on the model prepared by students for the presentation in the science exhibition.
- 6) At least one Add On Course are to be introduced by each department from the academic year 2022-23. Also, students have to be motivated to do registration for at least one Add On Course introduced by the college. A committee has been formed to monitor the course

implementation of the course. This committee is required to laid down modalities and look after the running of the course. Members of the committee are as follows :

1. Dr. Prithwish Kumar Hait (Convenor)
2. Prof. Alarif Mollah
3. Dr. Santimay Patra
4. Dr. Rita Sil
5. Dr. Rajlaxmi Mukherjee
6. Dr. Arpita Banerjee

- 7) Some committees have to have some fund for the smooth running of various activities.

IQAC requested to the principal to allocate seed fund to some sub-committee as

- | | | |
|-------------------------------------|-------|---------------|
| i) Research Sub-committee | ----- | Rs. 75,000.00 |
| ii) Career Counseling Sub-committee | ----- | Rs. 15,000.00 |
| iii) Felicitation Sub-committee | ----- | Rs. 60,000.00 |
| iv) SAHELI | ----- | Rs 50,000.00 |
| v) Extension Sub-committee | ----- | Rs. 25,000.00 |
| vi) ICC Sub-committee | ----- | Rs. 25,000.00 |

Principal has kindly agreed to allot funds to the above sub-committee.

- 8) Training may be arranged to improve Faculty /Staff/Students in collaboration with an outside agency. IQAC coordinator is requested to organize training program in the college in collaboration with the interested agency.
- 9) As per requirements of SSR preparation for NAAC evaluation all the departments are requested to organize Seminar/Workshop on their topic with the inclusion of Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship.
- 10) (i) The rain water harvesting has to be implemented.

(ii) Proposal for a research center ---- Dr. Sajed Biswas (TCS) entrusted to communicate with University to complete formalities for setting up a research center.

(iii) Seminar by 6th semester students at each department has to be re-introduced.

(iv) Life skills (physical fitness) activity has to be re-introduced with a logbook in the Gymnasium. Multi-gymnastic instruments and facilities are to be revamp.

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

(Dr. Hariprasad Sarkar)

Principal & Chairman of the IQAC

Principal
Garhbeta College
Garhbeta, Paschim Medinipur

- The following teams have been formed at the meeting of the NAAC steering committee held on 22.12.22, consisting of the members of the committee.

| Criterion | Team Members |
|---|---|
| 1. Curricular Aspects (100 points) | Prof.(Dr.) Sushil Kr. Ghosh |
| 2. Teaching-Learning and Evaluation (350 points) | Prof. (Dr.) Prithwish Kr. Hait Prof. (Dr.) Abhijit Banerjee Prof. (Dr.) Rajlaxmi Mukherjee Prof. (Dr.) Pokhraj Guha Prof. (Dr.) Arpita Banerjee |
| 3. Research, Innovations and Extension (110 points) | Prof. (Dr.) Santimoy Patra Prof. (Dr.) Swatilekha Maity Prof. (Dr.) Sajed Biswas Mr. Praloy Bhattacharya Prof. (Dr.) Rajlaxmi Mukherjee |
| 4. Infrastructure and Learning Resources (100 points) | Prof. (Dr.) Kanchan Bag Prof. (Dr.) Sushil Kr. Ghosh Mr. Praloy Bhattacharya |
| 5. Student Support and Progression (140 points) | Prof. Alarif Mollah Prof. (Dr.) Rita Sil Prof. (Dr.) Krishnendu Pradhan |
| 6. Governance, Leadership and Management (100 points) | Prof. (Dr.) Santimoy Patra Prof. (Dr.) Sushil Kr. Ghosh Prof. (Dr.) Mahadeb Maity Mr. Asim Kumar De |
| 7. Institutional Values and Best Practices (100 points) | Prof. (Dr.) Prithwish Hait Prof. Sanchayita Manna Prof. (Dr.) Sk Sahanawaz Alam Prof. (Dr.) Arpita Banerjee |

- The teams have been formed to work on the different criteria of the SSR.
- The teams consisting of the NAAC steering committee members may recommend names of other teaching and/or non-teaching staff who they think fit to work on the concerned criterion. They may recommend the names to the IQAC coordinator or our principal.
- Upon recommendation of the criteria-teams, our principal sir would notify the teaching and/or non-teaching staff to coordinate and work with the respective teams.



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GC/IQAC/2023/02

21.06.2023

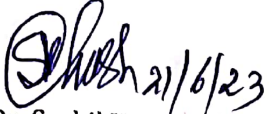
Dear Sir/ Madam,
Member IQAC, Garhbeta College,

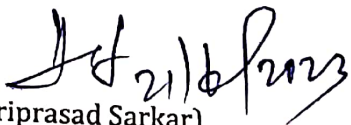
A meeting of Internal Quality Assurance Cell (IQAC) of Garhbeta College will be held on 28/06/2023(Wednesday) at 11.45 a.m. in the Conference Hall to discuss the following agenda. As you are a member of the cell, I am requesting you to present in the meeting and resolved our agenda more concertized with your visionary opinion and advice.

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

Agenda :

- 1) Review and implementation of previous resolutions taken in the previous meeting
- 2) Student centric methods for enhancing learning experiences using ICT tools
- 3) Evaluation of POs and COs attainment --- guidelines.
- 4) Availability of adequate infrastructure and physical facilities and its proper utilization thereof in the college
- 5) Participation of teaching and non-teaching staff in FDP and professional development program respectively.
- 6) Collaborative activities.
- 7) Campus cleaning on a regular basis.
- 8) Seed fund for the nature and environment subcommittee
- 9) Implementation of 4-years UG course in the college with the available infrastructure.
- 10) MOU, collaborations/linkage to the other institution/NGOs.
- 11) Alumni feedback and alumni meet by each dept/college
- 12) Misc.


(Dr. Sushil Kumar Ghosh)
Coordinator IQAC


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



The Principal Dr. Hariprasad Sarkar presides over the meeting.

With the consent of the chairperson of IQAC, Dr. Hariprasad Sarkar, Principal, Garhbeta College, Dr. Sushil Kumar Ghosh, IQAC Coordinator 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. Student centric methods, such as experiential learning, participative learning and problem-solving methodologies like students' seminar, group discussion, etc. has to be organized frequently in the coming academic year 2023-24. HODs of all UG (Hons.) and PG departments have to be requested to organize programs so that students get opportunity to enhance their learning experiences using ICT tools.
3. To explain the POs and COs attainment we may highlight and elaborately describe our evaluation method such as class test, surprise test, Test examination before semester examination, etc. We observe the awareness of students and feel their consciousness regarding wastage of water, electricity, trees and plants. Activity of students involved in Sports, NSS, NCC and other committees reflect their responsibility and morality which signify the attainment of PO and COs. Moreover, a significant number of students of UG (Hons.) join in higher studies and some of them got placement in various positions in Govt./non-Govt. sectors.
4. The existing infrastructure of the college available so far mostly fulfills the requirement such as table, bench, teaching aids etc. However, college has to repair some bench, table, doors windows etc. before the beginning of the coming session 2023-24. Along with this some new chair, table, etc. has to be made. Apart from the physical facilities in class room, laboratory equipments are also essential to repair and reinstall as and where it is seeking for.
5. Teachers whoever received the final promotion and SACT teachers may participate one short term FDP in the coming academic year 2023-24. Other teachers may join the FDP to fulfill their requirement for promotion. IQAC members requested to the Principal to send non-teaching staff in professional development programs.
6. Collaborative activity has to be enhanced in the coming academic year 2023-24.
7. Campus cleaning drive has to be more strengthened and different types of Vat such as bins for degradable wastage and bins for non-degradable wastage may be set up at different places in the college premises.

8. For some rigorous work in the college campus, Nature and Environment subcommittee may be given some seed fund of amount Rs. 30,000/- per annum.
9. National Education Policy-2020 has been implemented from the academic year 2023-24. It consists of various course structure as well as subject combination. To give the proper guidelines to the newly admitted students, a committee has been formed and it is as follows :

Curriculum Framework Guidance Committee(CFGC)

Dr. Mahadeb Maity & Dr. Prithwish Kr. Hait, Joint Convenors

Members :

- i) Dr. Santimoy Patra, Associate Prof. in Commerce
ii) Dr. Rita Sil , Associate Prof. in Bengali
iii) Prof. Uttam Sarkar, Associate Prof. in Geography
iv) Dr. Rajlaxmi Mukherjee, Assistant Prof. in Mathematics
v) Dr. Banewar Jana, Assistant Prof. in Sanskrit
vi) Prof. Mousumi Pal, Assistant Prof. in History
vii) Prof. Prasanta Rakshit, Assistant Prof. in English
viii) Dr. Shampa Deb Chanda , Assistant Prof. in Zoology
ix) Dr. Subhankar Sengupta, SACT in History
x) Prof. Chayan Nandi, SACT in Mathematics

10. Initiative has to be taken for MOU with various Institutions/ NGOs.
11. All Departments with Hons. or PG have to take initiative to organize Alumni meet for their departmental alumni by December, 2023 . In this context Rs. 10,000/- (approx.) may be given to the each department to meet the expenditure. College has to take initiative to get a registered alumni association.
12. Miscellaneous
- i) A seed fund of amount Rs. 30,000/- per annum has to be sectioned from the authority to Intellectual Property Right (IPR) cell to organize various awareness programs in and outside the college campus.
- ii) By reviewing the activity of Internal Complaints Committee (ICC), it is recommended to enhance the amount of seed fund to Rs. 50,000/- per annum.
- iii) Steel handles as a support, at the two sides of ramps in front of Library and RUSA building are essential to be installed.

The meeting ends with thanks to the chair and the other members as well.

(Dr. Hariprasad Sarkar)

Principal & Chairman of the IQAC Cell

Principal
Garhbeta College
Garhbeta, Paschim Medinipur

