

M I N U T E S

IQAC Meeting held on 28.08.2023 at 2 pm.

At the very outset the IQAC coordinator **Dr. Madhusudan Ghosh** elaborated on the responsibilities that have been distributed among the members for the preparation of the current AQAR. On request from Pritam Bandyopadhyay he also explained the rationale behind the credit structure of each section of the AQAR and the method of its calculation.

Dr. Samrajnee Dutta raised the topic of preparing the section on Future Plans in the AQAR. The Principal mentioned the importance of participation in Faculty Development Programmes for NAAC assessment. Points can be scored through such participation. In this context he mentioned Ramakrishna Mission Rahara's course for senior faculty members and data processing courses for all. **Dr. Samrajnee Dutta** mentioned the need for a common computer centre for all departments.

Dola Chattopadhyay mentioned the importance of publication of an academic journal from the college. The coordinator requested her to study and find out the feasibility of this proposed endeavour.


The **FUTURE PLANS** for the current AQAR were proposed and discussed at length by all members and following are the resolutions in this regard:

1. A Faculty Development Programme will be held on data processing, preferably by some in-house faculty member.
2. A seminar on IPR will be hosted by the Department of Physics in the near future. Also, a seminar on NEP with its intricacies and nuances.
3. The formation of a **Book Club / Reading Club** for all students (following the model of the existing Science Club) will be initiated.
Students from adjacent schools will be invited to participate in Science Club's poster making competition. The topic will be "Science in everyday life".

The existing **Film & Drama Club** will be urged to function properly.

4. Inter-college **Debate and Extempore Speech competitions** will be organized.
5. The activities of the SWAYAM portal will be resumed as soon as possible.
6. A comprehensive policy blueprint will be formulated for Slow and Advanced learners.

Finally, it was resolved that all communication with other members of the IQAC (external, non-teaching staff and students) will be handled by Kaushiki Banerjee. The venue of the next extended IQAC meeting will be decided later.



Dr. Madhusudan Ghosh (IQAC Coordinator) suggested that the **Action Taken Reports for the Academic Year: 2022-23** be prepared by IQAC as continuation of previous year reports preparation on the analysis of college infrastructural feedback from students, teachers, parents and alumni by 20th November 2023. The departmental heads will be requested to submit the action taken reports on the academic feedback (for Teacher's evaluation) by students of each department to IQAC within the 15th November 2023.

Honourable Principal Sir, Dr. Samar Chattopadhyay proposed two new names as internal members of academic audit committee in place of two existing members (on the verge of retirement) and the previous external members (three) will continue for next two academic years: 2023-24 & 2024-25. The proposed names are unanimously accepted by the members present in the meeting. The new academic audit committee for the sessions: 2023-24 & 2024-25 is furnished below:

A. Internal Members:

1. Dr. Abhijit De, Associate Professor of Physics
2. Dr. Nisith Ch. Das, Head of the Department of Mathematics
3. Dr. Narayan Chandra Karmakar, Head of the Department of Botany
4. Dr. Samrajnee Dutta, Associate Professor of Chemistry

B. External Members:

1. Dr. Partha Pratim Dasgupta, Principal, Barasat College
2. Prof. Rajat Bandopadhyay, Professor, Dept. of Biotechnology, University of Calcutta
3. Prof. Narayan Ghorai, Professor, Dept of Zoology, West Bengal State University

List of Members Present in the meeting:

1. SAMAR CHATTOPADHYAY (PRINCIPAL)
2. MADHUSUDAN GHOSH (COORDINATOR)
3. SAMRAJNEE DUTTA
4. KAUSHIKI BANERJEE
5. PRASANTA PAUL
6. JAYDIP DE
7. ABHIJIT DE
8. PRITAM BANDYOPADHYAY
9. DOLA CHATTOPADHYAY

IQAC meeting Signature Sheet

Date: 28th August, 2023

Time: 2:00 PM

Venue: IQAC Room, 3rd Floor, Annex Building

Agenda :

- (1) Criterion wise AQAR team formation for the academic year 2022-23.
- (2) Future planning for 2023-24
- (3) Policy making for communication with external members of IQAC, BGC.
- (4) Matters arising

Members Present:

Name	Signature
1. <i>Shattopadhyay 28/8/23</i>	
2. Madhusudan Ghosh	<i>M Ghosh.</i>
3. Samrajnee Datta	<i>Saurajinee Datta.</i>
4. Kaushtiki Banerjee	<i>Kaushtiki Banerjee</i>
5. PRASANTA PAUL	<i>Prasanta Paul</i>
6. JAYDIP DE	<i>Jaydip De</i>
7. ABHIJIT DE	<i>Abhijit De</i>
8. PRITAM BANDYOPADHYAY	<i>Pritam B</i>
9. <i>Dola Chattopadhyay</i> DOLA CHATTOPADHYAY	<i>Dola Chattopadhyay.</i>
10.	

MINUTES

IQAC Meeting of Barasat Government College

held on 8 December 2023 at 2 pm.

1. The extended meeting was attended by teacher members, heads of all departments, the NAAC coordinator, 3 external members and 2 student members.
2. At the outset the IQAC coordinator **Dr. Madhusudan Ghosh** welcomed the new NAAC coordinator **Dr. Chandan Suravi Das**.
3. The **Principal** informed the attendees that by December 2024 the AQAR will be submitted to UGC. Thereafter the NAAC preparations will be launched. The shifting and digitization of the library as well as the rainwater harvesting project need to be completed by then. The fund is ready, he assured. He also observed that the prospects of attaining a high grade in the assessment are high. For this participating in FDPs, specially by the senior teachers, is important, he mentioned.
4. **Dola Chattopadhyay** reminded the members of the importance of publishing the newsletter. Dr. Sumana Saha mentioned the importance of proper auditing and **Dr. Samrajnee Dutta** harped on the importance of renovating the Seminar room. The **Principal** discussed the relevance of dealing with the e-waste in the college.
- ✓ 5. **Dr. Madhusudan Ghosh** (IQAC Coordinator) shared the **Analysis and Action Taken Reports for the Academic Year: 2022-23** of the infrastructural and academic feedbacks of different stake holders (students, parents, alumni and employees) with the house and it is unanimously accepted by the members present in the meeting.
6. The **IQAC coordinator** read out the review report of 2016 given by the NAAC Peer team.
Recommendations for Quality Enhancement of the Institution as per review report of NAA Peer team-2016
 - *Introduce innovative and skill development courses.*
 - *Increase collaborative linkages with other institutes to promote inter-disciplinary teaching and research.*
 - *Common language laboratory may be set up to promote communicative skills.*
 - *Hostels for girls with UGC grants may be constructed.*
 - *Second College campus may be provided for further growth and development.*
 - *Courses may be modernized in the light of NET and SET examinations.*
 - *Promotion of inter-disciplinary teaching and research may be encouraged.*
 - *Results of experiments may be taken to field.*
 - *Enrichment of Library with new books.*
 - *More focus may be given to games and sports.*
 - *English may be reintroduced as optional subject in Science stream.*
7. Dr. Partha Dasgupta (external member) advised the members about the following modalities of preparing for the NAAC accreditation:
 - The invited lectures should continue for at least a week or more.
 - The standard of the library is very important.
 - All committees must convene at least 4 meetings every year. Everything must be documented with signatures etc.
8. **Dr. Chandan Suravi Das** reminded the house that the college needs a librarian.

9. The **Principal** assured each department of a seminar grant of maximum Rs. 10,000/-. The expression “research methodology” should be included in the subject line for the seminars. When **Dr. Samrajnee Dutta** and Dr. Abhijit De enquired about the possibility of webinars the principal replied in the positive, saying that it can be permitted.
10. **Dr. Chandan Surabi Das** read out a 10 point to-do list for all departments for the preparations of NAAC in the coming year.

The meeting concluded with all members extending thanks to one another and expressing their good wishes for the institution.

List of Members present in the meeting:

1. Samar Chattopadhyay (Principal)
2. Partha Pratim Dasgupta (Principal, Barasat College, External Member)
3. Madhusudan Ghosh
4. Chandan Surabhi Das
5. Prabir Kr Bhattacharya (HOD, Chemistry)
6. Prasanta Paul
7. Rajat Banerjee (External Member)
8. Jaydip de
9. Rajnarayan Gupta (HOD, Economics)
10. Nisith Chandra Das (HOD, Mathematics)
11. Narayan Chandra Karmakar (HOD, Botany)
12. Mihir Halder
13. Abhijit De (HOD, Physics)
14. Pritam Bandyopadhyay (HOD, English)
15. Ganapati Bhattacharya (HOD, Political Science)
16. Ruksanara Begum (HOD, Geography)
17. Dola Chattopadhyay
18. Madhuchhanda Bhattacharyya (HOD, Philosophy)
19. Samrajnee Durtta
20. Pritam Samanta (Students Member)
21. Samiha Roy (Student Member)
22. Antara Banerjee (HOD, Sanskrit)
23. Sumana Saha (HOD, Zoology)
24. Debashis Ghosh (PWD-Civil, External Member)
25. Sandip Patra (HOD, Bengali)



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Ref. :

Date : 28/11/2023

NOTICE

NO:- 2/23-24

A meeting of the IQAC will be held on 8th December 2023, from 2 pm onwards in the IQAC Room, Annex Building of the college. All the members of the IQAC (Internal & External), the NAAC coordinator & all HoDs are requested to be present positively.

Agenda:

- 1) Preparation for NAAC
- 2) Review of the status of recommendation by NAAC Peer Team (2016)
- 3) Status of different funding proposals to the HED
- 4) Special drive for creation of MoU with different organizations
- 5) Yearly budget and Funding proposal for in-house workshop/seminar from all departments
- 6) Matters arising

Principal

Barasat Government College

Principal

Barasat Government College



IQAC Coordinator

Barasat Government College

Dr. Madhusudan Ghosh
Associate Professor in Physics
Coordinator, IQAC
Barasat Govt. College
Government of West Bengal.

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IQAC meeting Signature Sheet

Date: 8th December, 2023

Time: 2:00 PM

Venue: IQAC Room, 3rd Floor, Annex Building

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- 5) Yearly budget and Funding proposal for in-house workshop/seminar from all departments
- 6) Matters arising

Members Present:

Name	Signature
1. Samar Chatterpadhyay	Samar Chatterpadhyay
2. (Pradyumn) Parthasarthi Dasgupta	Pradyumn Dasgupta
3. Madhuranadan Ghosh	Madhuranadan Ghosh
4. C. S. Das	C. S. Das
5. PRABIR KR. BHATTACHARYA	Prabir Kr. Bhattacharya
6. PRASANTA PAUL	Prasanta Paul
7. RAJAT BANERJEE	Rajat Banerjee 08/12/23
8. JAYDIP DE	Jaydip De 08/12/23
9. RAJNARAYAN GUPTA	Rajnarayan Gupta 8/12/23
10. NISITH CHANDRA DAS	Nisith Chandra Das 8/12/23
11. NARAYAN CHANDRA KARMAKAR	Narayan Chandra Karma 08/12/2023
12. MIHIR HALDER	Mihir Halder 08/12/2023
13. ABHIJIT DE .	Abhijit de, 08/12/2023,

BARASAT GOVERNMENT COLLEGE

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- 6) Matters arising

Members Present:

Name	Signature
14. <i>Hitam Bandyopadhyay</i>	<i>Hitam B</i>
15. <i>Ganapati Bhattacharya</i>	<i>G</i>
16. <i>Dr. Ruksana Begm.</i>	<i>Begm</i>
17. <i>Dola Chattopadhyay</i>	<i>D Chattopadhyay</i>
18. <i>Madhubhanda Bhattacharya</i>	<i>Madhubhanda</i> 8/12/23
19. <i>Saurajne Datta</i>	<i>Saurajne</i> 8/12/23
20. PRITAM SAMANTA (STUDENT MEMBER)	<i>Pritam Samanta</i> 08/12/23
21. Samiha Roy Chowdhury (student member)	<i>Samiha Roy Chowdhury</i> 8/12/23
22. <i>Anāra Banerji (Sanskrit)</i>	<i>A. Banerji</i> 8/12/23
23. <i>Sumane Saha (Zoology)</i>	<i>Sumane Saha</i> 8.12.2023
24. <i>DEBASHIS GHOSH, AE (Civil) PWD, Sami Cult.</i>	<i>DEBASHIS</i> 8/12/2023
25. <i>Sandip Patra</i>	<i>Sandip</i> 8/12/23



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Action Taken Report against Feedback Analysis about College Infrastructure

Feedback Session: 2022-2023

Stakeholder	Analysis Key Points	Actions Taken
Student	<p>i) We have got 50% (approx.) responses from all categories. 1476 students responded out of 3112 students regarding college infrastructure. We need more responses from students and have to encourage them to participate more for providing feedback responses.</p> <p>ii) Clean toilet facility for both male and female students should be increased, Only 16% of student's respondent not satisfied regarding provision of clean toilet.</p> <p>iii) There is a need to increase availability of services of photocopy centre and cheap store within the college campus. Regarding this facility only 10% students remained not satisfied.</p> <p>iv) Availability of books in the library should be increased.</p> <p>v) Opportunity for sports and game should be increased further</p>	<p>i) In order to extend our reach among the students WhatsApp groups have been formed for each department and teachers are motivated to enhance their coordination with the respective students group.</p> <p>ii) To maintain the basic needs of clean toilet, special staffs have been engaged. To fulfil the need sufficient water supply and pump on timing will be increased. To help our girls students in their special days a sanitary napkin vending machine has been installed adjacent to girls common room.</p> <p>iii) College has a well-equipped photocopy centre with energetic staffs. A large no of Students regularly use the centre. Authority has a plan to install advanced photocopy machines.</p> <p>iv) We have facing fund crunch during previous years due to the scarcity of financial grants. College authority requested the PG Depts to purchase more books using PG funds and authority will send a proposal to the government to purchase books for the library.</p> <p>v) College authority has made correspondence with the School education department to use college adjacent playground for regular sports purpose.</p>
Teacher	<p>i) Only 60 % teachers are agreed about the availability of books in the library</p> <p>ii) Regarding suitability of syllabus, applicability of course content and academic flexibility of syllabus hardly 61% teachers remained agreed.</p>	<p>i) College Send a proposal to the govt demanding fund for purchasing books for library.</p> <p>ii) Since our UG curriculum is completely university designed we don't have any option to change it. But for designing PG program we try to incorporate more flexibility and applicability in the syllabus. More over for designing different Value added Courses special emphasis has been given to enhance suitability, applicability and academic flexibility of course content.</p> <p>iii) To make each and every class room well equipped with modern technology College authority has taken several initiatives. There are</p>



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	iii) New techniques of teaching can be applied.	arrangements for ICT tools such as lcd projectors, computers, etc. For each and every department laptops have been provided, white board have been displayed for every classroom and few smart classrooms will be developed for the benefit of students.
Alumni	<p>i) Alumni involvement is very much poor only 33% attended the meetings.</p> <p>ii) For the 19 parameters regarding overall atmosphere of the college where a rating based responses has been set up, we got very average standard feedback from the alumni group. More or less 40% respondents remained satisfied about the excellency. Faculty standard, Availability of drinking water, Academic atmosphere and overall security in the college premises got more or less 60 % satisfaction.</p> <p>iii) Alumni contribution is very much poor</p>	<p>i) We have a strong and registered alumni association In order to extend the alumni group we have to use different social media platforms for communication with alumni of our Institution. In addition to that we have departmental alumni groups and they will be encouraged to join the alumni association.</p> <p>ii) We have formed a notable alumni forum to get their suggestions regarding how to increase the overall performance of the college for the betterment of the students. Special drive will be taken with the help of alumni faculties' member of our college to enhance the number of notable alumni members.</p> <p>iii) We have made appeal to our world wide alumni to donate fund for the development of the college.</p>
Parent	<p>i) Parent involvement should be enhanced</p> <p>ii) It will better to provide more guidance to students regarding their career after passing the college.</p>	<p>i) Every department has been instructed to form parents WhatsApp group to maintain regular and direct contact with the parents.</p> <p>ii) Career Counselling and Placement cell of the college has organised more or less 10 to 12 interactive seminars to guide students for better future. In addition of that, our college has been selected as a venue of Satyendranath Tagore Civil Service Study Centre – a Govt. of West Bengal initiative. This study centre is used for the preparation of UPSC Civil Services Examination.</p>

*Ahatterjee*

Principal

Barasat Govt. College

Principal

Barasat Government College



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Action Taken Report against Feedback Analysis on Employer Feedback for the Session: 2022-2023

Stakeholder	Analysis Key Points	Actions Taken
Employer	<p>i) We have got five Employers feedback and out of them four have responded that Quality of employability skills and attributes is very important for job.</p> <p>ii) Four Employers responded that Working effectively with others is also good features of a student for getting job.</p> <p>iii) Spoken English is very important factor for a students to get job as per Employer responses.</p>	<p>i) In order to enhance skills various skill development programmes are organised. Different pledge like: Reading, Blood donation, Gandhi in Me, Swachh Bharat Mission, Youth, Unite for Nature, Energy, No Tobacco, Women Rights, Rashtriya Ekta Diwas Pledge etc have been taken by the Institution and students are motivated to read the pledges and which will enhance the quality of their attribute.</p> <p>ii) Students are involved in different NSS activities where the students have to work with mutual understanding in a team/group. Science students are working Group-wise in the laboratory and sharing their knowledge, effort mutually. Authority has instructed to all HoDs to engage students in different activities in a Group form, so that they can work mutually.</p> <p>iii) Skill development programmes on spoken English were organised like "Orientation Programme on Spoken English and Computer Training". MoU will be created with different NGOs to organised more Spoken English skill development programmes.</p>

Principal**Barasat Govt. College****Principal**Barasat Govt. College
Govt. of West Bengal



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Feedback Analysis and Action Taken Report

Department: Zoology

Feedback Session: 2022-2023



Stakeholder	Analysis Key Points	Actions Taken
Student	Some UG/PG molecular biology practical cannot be performed due to lack of instruments and not purchased due to lack of fund.	College authority has been informed to take necessary action and to allot more fund for the department in the future.
	In order to make the teaching learning process more enriched provision of inviting experts from other institution should be increased.	Experts from different fields of Zoology will be invited to arrange classes, tutorial, seminar to run the department smoothly.
	It will be better if practical courses can be made more diversified, modern and collaborative.	Department will use the facilities of Drosophila culture at nearby institutions or Lab of University of Calcutta or other Universities so that students will be benefitted.

Ahathye

Signature

Principal

Barasat Government College

Principal

Barasat Govt. College

Govt. of West Bengal

Sumana Saha

Signature

Head of the Department

Associate Professor & Head

Department of Zoology

Barasat Government College

Govt. of West Bengal



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Feedback Analysis and Action Taken Report

Department: Physics

Feedback Session: 2022-2023



Stakeholder	Analysis Key Points	Actions Taken
Student	It is needed to homogenizing of understanding of both Theory and Practical classes.	In this regard special initiatives has been taken up to devote special care to the slow-learner students in consideration with the performance of the activities involving the total class activities.
	Some special initiatives should be there to intimate the guardians regarding the overall developments of the students.	Parents – Teachers Meeting have been scheduled and also been conducted for each semester. This forum could provide positive response from the Parents – Teachers interactive sessions for the overall benefit of the students for different ongoing semester students.
	Special efforts are required to make students introduced with the external research and academic atmosphere.	Since February 2022, there has been constant efforts to arrange for visits of the students to other Research and Academic Institutes. By virtue, of this process many of our students from both UG and PG level could opt to build Research Career and academic prospects.

Shatterjee

Signature

Principal

Barasat Goyt. College

Principal

Barasat Govt. College

Govt. of West Bengal

Abhijit De

Signature

Head of the department

Head

Department of Physics

Barasat Government College



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Feedback Analysis and Action Taken Report

Department: Sanskrit

Feedback Session: 2022-2023



Stakeholder	Analysis Key Points	Actions Taken
Student	(i) The students found curriculum and teaching methods helpful.	(i) Faculty members were informed to do the needful as per the feedback
	(ii) Sometimes classes are not clear and audible due to outside noise.	(ii) Regarding the clear and audible lecture and making the class more interactive, all the professors are asked to take special initiative though.
	(iii) Scarcity of class rooms	(iii) College authority has been informed to take necessary action and to allot more class room for the department in the master routine.

Alhathejje

Principal

Signature Barasat Govt. College
Principal Govt. of West Bengal
Barasat Govt. College

Antara Banerjee

Signature

Head of the department

Dr. Antara Banerjee (WBES)
Head & Associate Professor
Department of Sanskrit
Barasat Government College



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Feedback Analysis and Action Taken Report

Department: Philosophy

Feedback Session: 2022-2023



Stakeholder	Analysis Key Points	Actions Taken
Student	It is revealed that overall positive and satisfactory responses have been received from the students. Still it is better to take initiatives to enhance teaching -learning quality and ambience, to be available for individual students' guidance in and out classroom.	<p>i) All teachers remained agreed to make classes more interactive through group discussions, problem-solving activities, open discussions, debates, student-led presentations etc</p> <p>ii) This is an unanimous resolution adopted by all teachers of the department</p> <p>" if any student face any problem, whether academic or non-academic each and every departmental teacher will try to solve it"</p> <p>iii) Department will take special initiatives for special requirement---- there is curriculum related special seminars, workshop by experts of the field for advanced learners, at the same time for slow learners department has arranged special classes, tutorials , question answer session etc.</p>

A. Chatterjee

Signature

Principal

Barasat Govt. College

Principal

Barasat Govt. College

Govt. of West Bengal

Dr. Madhuchhanda Bhattacharyya

Signature

Head of the department

Dr. Madhuchhanda Bhattacharyya (WBES)

Head & Associate Professor

Department of Philosophy

Barasat Government College

10 KNC Road, 24 Parganas (N), W.B-700124



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Ref. :

Date :

Feedback Analysis and Action Taken Report

Department: Botany

Feedback Session: 2022-2023



Stakeholder	Analysis Key Points	Actions Taken
Student	Overall positive responses, still better to take initiatives to enhance teaching quality and environment.	<p>i) Faculty members will optimize non-academic college duties, maintain schedules, reassess their attendance, and develop protocols for class rescheduling and timely communication to students to improve regularity of class.</p> <p>ii) Incorporation of interactive teaching methods like group discussions, problem-solving activities, open discussions, debates, student-led presentations, and peer review exercises, and utilization of flipped-base study, online video and platforms for interactive learning were suggested to make class room more interactive.</p> <p>iii) Creation of a student-friendly comfortable classroom environment and be available for individual student guidance outside the classroom as much as possible.</p> <p>iv) To maximize the assistant in practical class, implementation of peer review exercises, increase individual guidance, assignment of multiple faculties for closer supervision and development of detailed lab manuals for practical assignments is recommended.</p>

Alkatheriya

Signature

Principal

Barasat Govt. College

Principal

Barasat Govt. College

Govt. of West Bengal

Signature

Head of the department

Shamir
Head
Deptt. of Botany
Barasat Govt. College



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Feedback Analysis and Action Taken Report

Department: Political Science

Feedback Session: 2022-2023



Stakeholder	Analysis Key Points	Actions Taken
Student	<p>i) Percentage of Total number of students giving feedback responses is considerably low.</p> <p>ii) Whether it is regularity of classes, syllabus covered, clear and audible lecture or interactivity of the session there is slight differences among the performances of departmental teachers.</p> <p>iii) To a little extent it is viewed that it will be better if classes can be made more interactive.</p>	<p>i) Department will take initiatives to reach to students as much as possible to collect feedbacks in near future.</p> <p>ii) Concerned teachers has been informed and are advised to be more conscious to improve the situation.</p> <p>iii) All teachers remained agreed to make classes more interactive through group discussions, problem-solving activities, open discussions, debates, student-led presentations etc .</p>

A. Chatterjee

Signature

Principal

Barasat Govt. College

Principal

Barasat Govt. College
Govt. of West Bengal

[Signature]

Signature

Head of the department

Head

&

Associate Professor

Department of Political Science

Barasat Government College

Government of West Bengal



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Feedback Analysis and Action Taken Report

Department: History

Feedback Session: 2022-2023



Stakeholder	Analysis Key Points	Actions Taken
Student	Many students expressed a desire for more engaging and relevant course material. They mentioned a need for real world examples and case studies to better understand the concepts being taught.	Teachers are informed regarding this and it was decided to use more recent materials such as collected contents from e-resources, recently published papers, edited books etc.
	Some students found the teaching style to be too traditional and requested more interactive and collaborative learning experiences. They also suggested the use of multimedia and technology to enhance the learning process.	In order to enhance teaching technique and to increase the use of modern multimedia techniques department decided to use power point presentation, to arrange inter departmental lectures, to invite expert guest speaker as far required and possible. Teachers are motivated to conduct the classes in an interactive mode through group discussions, problem-solving activities, open discussions, debates, student-led presentations etc.
	Several students mentioned a need for clearer communication from instructors regarding course expectations, assignments, and feedback on their progress.	All teachers of the department are agreed that students will be motivated to communicate with departmental teachers if they have any problem regarding the course content. At the same time it has been decided that teachers will take initiatives to increase their availability and accessibility to students when and where required.
	It was noted that some students would like more support outside of the classroom, such as office hours, tutoring, or online resources.	Teachers are requested to give outside classroom support to all students as far as needed.
	There were suggestions for more frequent and specific feedback on assignments and exams to help students better understand their strengths and areas for improvement	It was decided in departmental meeting to take frequent class test, to conduct viva question answer session, open problem solving session during the class hours and to analyse the result in the classrooms.

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Feedback Analysis and Action Taken Report

Department: Bengali

Feedback Session: 2022-2023



Stakeholder	Analysis Key Points	Actions Taken
Student	(i) For a little part of the curriculum 80% of the syllabus has been completed.	(i) The concerned teachers were directed for prompt action to cover syllabus and were followed up by HOD.
	(ii) It will be better if monotony of the classes can be broken by making classes more interactive.	(ii) Teachers were suggested to encourage students for participation to break monotony of classes. The teachers were appreciated for their efforts and were motivated for future action.
	(iii) Classes should be more dynamic through more enthusiastic teaching approach and by using several modern technology.	(iii) Make classes more dynamic by short presentations, encouraging discussions and using audio, video.

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Feedback Analysis and Action Taken Report

Department: English

Feedback Session: 2022-2023



Stakeholder	Analysis Key Points	Actions Taken
Student	The analysis has shown that no special action needs to be taken at present on the basis of their feedback as the responses are generally all positive.	The department has resolved to always remain active in its endeavour to maintain the present position of quality and satisfaction. Special initiatives will be taken to make the departmental activities more improved, efficient and student friendly. This is a unanimous resolution adopted by all teachers of the department. There is complete consensus among them on the importance of an enhancement of the overall quality of academic pursuit and environment of a department for the true benefit of students.

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Feedback Analysis and Action Taken Report

Department: Economics

Feedback Session: 2022-2023



Stakeholder	Analysis Key Points	Actions Taken
Student	The analysis has shown that more or less positive responses has been received. Still, it is better to take initiative to enhance teaching learning quality and overall academic atmosphere of the department.	In this regard following actions have been taken i) All teachers will remain conscious to cover the academic syllabus within due time and manner. ii) Teachers remained agreed to make classes more interactive through group discussions, problem-solving activities, open discussions, debates, student-led presentations etc. iii) There is an unanimous resolution for creation of a student-friendly, cordial and comfortable classroom environment and be available for individual student guidance outside the classroom as far as possible and required.

Alhatterje

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Feedback Analysis and Action Taken Report

Department: Mathematics

Feedback Session: 2022-2023



Stakeholder	Analysis Key Points	Actions Taken
Student	(i) For some cases classes should be more clear and audible.	(i) Regarding the clear and audible lecture concerned teacher has been asked to be a little bit more cautious.
	(ii) To a little extent syllabus should be completely covered in due time.	(ii) Concerned teacher has been advised to take more care to timely cover the syllabus completely.
	(iii) To make the classes more interactive and student friendly.	(iii) In this regard all the professors are asked to take special initiatives.

Signature

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Feedback Analysis and Action Taken Report

Department: Chemistry

Feedback Session: 2022-2023



Stakeholder	Analysis Key Points	Actions Taken
Student	By and large, the feedback was satisfactory. However, minor deficiencies in the part of our teaching faculty in some of the components (clear board work, syllabus completion within stipulated time, encouragement in extra-curricular activity) has been detected.	i) In this regard the concerned faculties has been advised to be more concerned and cautious to improve the situation. ii) All the faculties are agreed to take special initiatives to enhance teaching quality and environment.

Chatterjee

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Feedback Analysis and Action Taken Report

Department: Geography

Feedback Session: 2022-2023



Stakeholder	Analysis Key Points	Actions Taken
Student	Feedback analysis revealed predominantly positive responses, with a few exceptions. It is better to take special initiatives for further improvement of the teaching learning ambience of the department.	Following resolution has been unanimously taken in the departmental meeting. i) More teacher-student engagement in and out of the classroom. ii) Conducting frequent group discussion to make the classes more student friendly. iii) Special emphasis should be given on more hands on activities of the students. iv) To make classes more interactive through group discussions, problem-solving activities, open discussions, debates, student-led presentations etc v) To arrange frequent field trips. vi) To show content related video presentation as far as possible.

Akhattya

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