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POLBA MAHAVIDYALAYA

Post Office - Polba, District – Hooghly, West Bengal, Pin - 712148

AFFILIATED TO THE UNIVERSITY OF BURDWAN

Recognized under Sections 2(f) & 12(B) of the UGC Act. 1956

NAAC Accredited

Ref. No. _____

Date: 14.07.2020

Notice

A meeting of the IQAC of Polba Mahavidyalaya will be held in virtual mode from 4 P.M. on 21.07.2020 due to the COVID-19 situation, abiding by the norms of the Government of West Bengal.

1. To confirm the proceedings of the previous meeting.
2. To review the situation of teaching and learning due to the closure of the institution under the lockdown due to COVID-19 situation.
3. Review of routine prepared for online classes.
4. Discuss the methods of motivating students, especially those of final semester to prepare and appear for the university examinations which is currently delayed indefinitely.
5. Conduct admission as per instructions in online mode.
6. Discuss regarding the scope of mentor-mentee interaction in the current situation.
7. AOB

Sd/-

IQAC Coordinator

Sd/-

Principal



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Ref. No. _____

Date: 31.07.2018

A meeting of the IQAC of Polba Mahavidyalaya is held in virtual mode (Google Meet) from 4 P.M. on 21.07.2020 due to the COVID-19 situation, abiding by the norms of the Government of West Bengal on the basis of the notice dated 14.07.2020.

1. The proceedings of the previous meeting are read out and confirmed.
2. To ensure the continuation of the teaching-learning in spite of the lockdown situation, the following measures are hereby suggested-
 - a. The teachers are requested to establish contact with their students over phone and make a list of those with the facility of smart phone, computer/laptop and internet.
 - b. Those with these amenities should be added in whatsapp groups, where notes and instructions should be circulated.
 - c. Online classes on google meet/ zoom/ google duo should be conducted with these students.
 - d. The students without such amenities must not be left out. They should be given lectures or instructions over phone and notes may be uploaded on website so that the students may access at their convenience.
 - e. Youtube videos may be produced and uploaded and links to be shared with all students.
 - f. Teachers should maintain an excel sheet for record keeping of the classes.
3. A routine has been prepared for online classes. It is reviewed that the minimum number of classes has been maintained while making the schedule more flexible, i.e. the classes may be held with intervals if possible to allow break from screentime. Acadmeic Committee is requested to look into the same.
4. Both the departments and the mentors are requested to be in touch with their students/mentees to prepare and motivate them for the final semester university examination, the schedule of which is still not provided by the University. Therefore keeping them motivated is achallenge at the moment.
5. Admission Committee is hereby requested to prepare a SOP, prospectus and ensure a fair online admission procedure on the basis of the instructions received from the appropriate authorities.
6. Mentors are requested to motivate their mentees over online/telephonic mode.
7. AOB

Meeting ends with a vote of thanks.

Sd/-

IQAC Coordinator

Sd/-

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Ref. No. _____

Date: 07.09.2020

Notice

A meeting of the IQAC of Polba Mahavidyalaya will be held in virtual mode from 4 P.M. on 17.09.2020 due to the COVID-19 situation, abiding by the norms of the Government of West Bengal.

1. To confirm the proceedings of the previous meeting.
2. To devise a plan of action for the session of 2020-2021, keeping in mind the disruption caused by the lockdown and COVID-19 situation.
3. To review the situation of teaching and learning and take note of the documentation of the classes.
4. Review the academic calendar prepared for the session.
5. Discuss regarding the conducting of the University Examinations of Semester VI in online mode to be held in October 2020.
6. Discuss regarding the uploading of internal evaluation marks of semester VI/IV and II.
7. Participation in NIRF 2021.
8. AOB

Sd/-

IQAC Coordinator

Sd/-

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Ref. No. _____

Date: 17.09.2020

A meeting of the IQAC of Polba Mahavidyalaya is held in virtual mode (google meet) from 4 P.M. on 17.09.2020 due to the COVID-19 situation, abiding by the norms of the Government of West Bengal based on the notice dated 07.09.2020.

1. The proceedings of the previous meeting is read out and confirmed.
2. The following plan of action in the tumultuous situation caused by the COVID-19 induced lockdown is adopted:
 - a. Continuation of imparting of education online, telephone and other alternative methods to ensure academic enrichment of the students in the situation where offline, traditional physical teaching and learning have been stalled.
 - b. To assist students to remain aligned with the various co-curricular and extension activities of the college to ensure their overall development.
 - c. To ensure the maintenance of the physical infrastructure of the college and to help keep them operation for when college reopens.
 - d. Participation in NIRF.
 - e. Submission of AISHE.
3. It is observed that teachers are continuously attempting to continue the regular teaching and learning through various online platforms. They are also teaching over phone calls students who are still outside the purview of smart phones or computers. They are requested to maintain the routine provided.
4. An academic calendar has been prepared based on the general pattern of the same used over years. It is understood that the COVID-19 situation has created a situation that might lead to disruption in the pattern, but the academic calendar is prepared and accepted to provide a rough guidance to conduct the academic affairs like class, evaluation etc.
5. As per the directions of the University of Burdwan, the Examinations of Semester VI will be held in online mode in October 2020. The IQAC Coordinator is requested to take the following steps:
 - a. Set up email ids for each department for the submission of papers online.
 - b. Ensure the COVID-19 norms be followed as the University has kept a provision for hybrid/physical submission of the answer scripts.
 - c. Sanitization of the campus before and during the examination.
 - d. Dr. Santanu Sengupta will be in charge of uploading the confidential questions received from the University on the due date and time as stipulated by the university.
6. Internal evaluation as conducted by online submission of assignments or viva-voce should be completed in due time and the marks of the same for semester VI/IV and II should be submitted to Dr. Santanu Sengupta for uploading them in the university portal on due date.
7. It is reported that the registration has for Participation in NIRF 2021 has to be done in due time to ensure participation for the session.
8. AOB
 - a. Mizanur Rahaman Sardar is permitted to attend Refresher Course from 23.10.2020 to 07.11.2020.
 - b. Milan Kisku is permitted to attend Refresher Course from 24.11.2020-07.12.2020.

The meeting ends with a vote of thanks.

Sd/-
IQAC Coordinator

Sd/-
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Ref. No. _____

Date: 06.01.2021

Notice

A meeting of the IQAC of Polba Mahavidyalaya will be held in virtual mode from 4 P.M. on 18.01.2021 due to the COVID-19 situation, abiding by the norms of the Government of West Bengal.

1. To confirm the proceedings of the previous meeting.
2. To review and confirm the CAS related documents of Sri Narugopal Kaibarta, Dr. Sanjoy Kumar Ghosh, Dr. Kaliprasad Mishra, Smt. Sharmistha Gupta Dutta, Dr. Sribas Biswas, Santanu Sengupta and Pratima Dhali for the impending screening process.
3. To review the situation of teaching and learning and take note of the documentation of the classes in the pandemic situation.
4. Review the data for uploading in NIRF 2021. (Registered in December 2020)
5. AOB

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IQAC Coordinator

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18.01.2021

A meeting of the IQAC of Polba Mahavidyalaya is held in virtual mode (google meet) from 4 P.M. on 18.01.2021 due to the COVID-19 situation, abiding by the norms of the Government of West Bengal. On the basis of the notice dated 06.01.2021.

1. The proceedings of the previous meeting is read out and confirmed.
2. The CAS related documents of Sri Narugopal Kaibarta, Dr. Sanjoy Kumar Ghosh, Dr. Kaliprasad Mishra, Smt. Sharmistha Gupta Dutta, Dr. Sribas Biswas, Santanu Sengupta and Pratima Dhali are reviewed and approved to be sent for the impending screening process.
3. It is confirmed that the online and telephone based teaching-learning is going on in a situation of lockdown. It has been reported that more students have been integrated in the smart phone and internet based system.
4. The data to be uploaded for NIRF 2021 is reviewed and approved. IQAC coordinator is requested to complete the process within due date.

The meeting ends with a vote of thanks.

Sd/-

IQAC Coordinator

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Date: 25.04.2021

Notice

A meeting of the IQAC of Polba Mahavidyalaya will be held in virtual mode from 4 P.M. on 03.05.2021 due to the COVID-19 situation, abiding by the norms of the Government of West Bengal.

1. To confirm the proceedings of the previous meeting.
2. Review the achievements against the plan of action.
3. To review the conducting of University examination in online process SEM III/I/.
4. Discuss regarding the uploading of internal evaluation marks.
5. AOB

Sd/-

IQAC Coordinator

Sd/-

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Date: 03.05.2021

A meeting of the IQAC of Polba Mahavidyalaya is held in virtual mode (google meet) from 4 P.M. on 03.05.2021 due to the COVID-19 situation, abiding by the norms of the Government of West Bengal.

1. The proceedings of the previous meeting is read out and confirmed.
2. The achievements against the plan of action stands as following:

a. Continuation of imparting of education online, telephone and other alternative methods to ensure academic enrichment of the students in the situation where offline, traditional physical teaching and learning have been stalled.	The process continued successfully.
b. To assist students to remain aligned with the various co-curricular and extension activities of the college to ensure their overall development.	NSS, Cultural Committee has encouraged programs and interaction online. Students, especially NSS Volunteers have also attended online training programmes.
c. To ensure the maintenance of the physical infrastructure of the college and to help keep them operation for when college reopens.	Review done. Maintenance personnel visited maintaining COVID protocols.
d. Participation in NIRF.	Data Submitted within due time.
e. Submission of AISHE.	Submitted.

3. To review the situation of teaching and learning and take note of the documentation of the classes.
4. It has been reported that the University examinations would be held in online process for SEM III & I. IQAC coordinator is requested to review whether the designated email ids for script submission are functioning. The question papers received over confidential mails would be uploaded by Dr. Santanu Sengupta.
5. AOB
 - a. It is reported that the feedback that used to be collected in hard copy/physical form could not be collected for the session. This is notified as a drawback and needs to be rectified and an online feedback system must be developed.

The meeting ends with a vote of thanks.

Sd/-
IQAC Coordinator

Sd/-
Principal