



Ref. No. : \_\_\_\_\_

**NOTICE**

Date : \_\_\_\_\_

Date:22.08.2019

A meeting of the Internal Quality Assurance Cell (IQAC) of Prafulla Chandra College will be held on 03.09.2019 (Tuesday) at 7.00 p.m. in the Principal's Room to discuss the following agenda.

All members are earnestly requested to attend the meeting.

*R. Pan.*  
Chairperson,  
IQAC

*Sonali Roy*  
Co-ordinator,  
IQAC

**Agenda:**

1. Confirmation of minutes of the last meeting held on 26.02.2019.
2. Submission of AQAR for 2018-2019.
3. Prospective promotion of some faculty members & related issues.
4. Criteria-wise suggestions for NAAC preparation.
5. Miscellaneous.





Prafulla Chandra College  
23/49, Gariahat Road,  
Kolkata - 29

Minutes of the IQAC meeting held on 03.09.2019 at 7.00 p.m. in the Principal's room:

**Members present-**

Dr. Ratnakar Pani, Principal  
Prof. P. K. Roy  
Prof. J. Mukherjee  
Dr. K. Dutta Roy  
Dr. P. Paul  
Dr. D. Mukherjee  
Dr. S. Roy  
Prof. S. Ganguly  
Dr. A. Mukhopadhyay  
Prof. T. K. Paul  
Prof. P. Seth  
Dr. S. Sarkar  
Dr. P. Dolai  
Prof. S. Malakar  
Dr. A. Biswas  
Prof. S. K. Nath  
Ms. Sumana Bhattacharya  
Mr. Nema Pradhan

**External Members present -**

Dr. Ruma Bhattacharyya  
Dr. Falguni Mukherjee

Principal, Dr. R. Pani presided over the meeting.

**Agenda No.1: Confirmation of minutes of the last meeting held on 26.02.2019:**

Minutes of the last meeting held on 26.02.2019 was read and confirmed.

**Agenda No.2: Submission of AQAR for 2018-19 :**

Discussion on submission of AQAR 2018-19 followed.

**Agenda No.3: Prospective promotion of some faculty members and related issues:**

Faculty members are requested to submit their promotion related papers to IQAC Co-ordinator at the earliest.



**Agenda No.4: Criteria wise suggestions for NAAC preparation:**

External member Dr. Ruma Bhattacharyya suggested that the minutes should be uploaded in the website. Prof. P.K. Roy mentioned one industrialist should be incorporated in IQAC committee. External member Dr. Falguni Mukherjee suggested the college authority to contact with Bengal Chamber of Commerce for funding of seminars. Dr. Ruma Bhattacharyya suggested outreach programmes should be taken and training programme for the non-teaching staff should be arranged. Dr. Falguni Mukherjee suggested collaboration with other colleges would be promoted for mutual understanding regarding educational, social and cultural development.

**Agenda No 5: Miscellaneous:**

The meeting ended with a vote of thanks to the chair.

27/01/2020



R. Peni  
Principal  
Prafulla Chandra College  
23/43, Gariahat Road  
Kolkata-700029





Ref. No. : \_\_\_\_\_

Date : \_\_\_\_\_

## **NOTICE**

Date:22.01.2020

A meeting of the Internal Quality Assurance Cell (IQAC) of Prafulla Chandra College will be held on 27.01.2020 (Monday) at 7.00 p.m. in the Principal's Room to discuss the following agenda.

All members are earnestly requested to attend the meeting.

*R.p.m.*  
Chairperson,  
IQAC

*Sonali Roy*  
Co-ordinator,  
IQAC

### Agenda:

1. Confirmation of minutes of the last meeting held on 03.09.2019.
2. To consider the suggestions of Dr. A.K. Sikdar.
3. To consider the proposals of departmental seminars.
4. Miscellaneous.





Prafulla Chandra College  
23/49, Gariahat Road,  
Kolkata - 29

Minutes of the IQAC meeting held on 27.01.2020 at 7.00 p.m. in the Principal's room:

**Members present-**

Dr. Ratnakar Pani, Principal  
Prof. P. K. Roy  
Prof. J. Mukherjee  
Dr. K. Dutta Roy  
Dr. P. Paul  
Dr. D. Mukherjee  
Dr. S. Roy  
Prof. S. Ganguly  
Dr. A. Mukhopadhyay  
Prof. T. K. Paul  
Prof. P. Seth  
Dr. S. Sarkar  
Dr. P. Dolai  
Prof. S. Malakar  
Dr. A. Biswas  
Ms. Sumana Bhattacharya  
Mr. Nemai Pradhan

Principal, Dr. R. Pani presided over the meeting.

**Agenda No.1: Confirmation of the minutes of the last meeting held on 03.09.2019:**

Minutes of the last meeting held on 03.09.2019 was read and confirmed.

**Agenda No.2: To consider the suggestions of Dr. A.K. Sikdar:**

Dr. S. Roy mentioned that a Quality Enhancement Workshop was held on 25.09.2019. According to the suggestions of the invited speaker Dr. A.K. Sikdar, following plan of action/programme to be taken for next NAAC preparation.

- Student Seminar
- Mentor- Mentee System + Counselling
- Mou with other colleges regarding faculty-exchange programme
- Yearly Self-appraisal systems for teachers



Dr. Angshuman Mukhopadhyay informed the house that faculties from Netaji Nagar Evening College is interested in organize faculty exchange programme in the Dept. of English and sought suggestions from the house for proceeding with the same.

Prof. P.K Roy suggested the names 3 colleges for faculty exchange programme. These are Muralidhar College, Howrah Dinabandhu College and Dr. Kanailal Bhattacharya College.

Dr. P. Paul mentioned that feasibility of the matter and technicalities need to be verified.

The house agreed to introduce Mentor-Mentee system from the coming session.

It was discussed whether any young teacher could be assigned for the task of Students' progression monitoring.

Principal suggested Online form be created and uploaded in the website and information can be analysed.

Dr. D. Mukherjee suggested final semester student must submit feedback form before collecting their mark-sheet.

Dr. P. Paul suggested that feedback should be treated very seriously as it is actually needed for the well- being of the institution.

The house decided to introduce an annual self appraisal system for faculty members.

**Agenda No.3: To consider the proposals of departmental seminars:**

Proposals regarding the organization of seminars by the various departments have been accepted and approved by the meeting.

**Agenda No 4: Miscellaneous:**

Dr. A. Mukhopadhyay mentioned department of English has journal with ISSN number. Now theme based e-journal may be published. The matter was referred to the journal sub-committee.

The meeting ended with a vote of thanks to the chair.

11/03/2020



R.P. -  
Principal  
Prafulla Chandra College  
23/43, Garishat Road  
Kolkata-700029





Ref. No. : \_\_\_\_\_

Date : \_\_\_\_\_

## **NOTICE**

Date:04.03.2020

A meeting of the Internal Quality Assurance Cell (IQAC) of Prafulla Chandra College will be held on 11.03.2020 (Wednesday) at 7.00 p.m. in the Principal's Room to discuss the following agenda.

All whole time teachers and non-teaching staffs are requested to attend the meeting.

*P. Pan*  
Chairperson,  
IQAC

*Sonali Roy*  
Co-ordinator,  
IQAC

### Agenda:

1. Confirmation of the proceedings of the last meeting held on 27.01.2020.
2. To discuss the progress made by teachers regarding the implementation of the 7 point criteria for NAAC.
3. Discussion on Faculty Exchange Programme with Dr. Kanailal Bhattacharya College, Howrah.
4. Report on the initiation of Mentorship Programme in the Depts. Of Bengali, English & Geography.
5. Miscellaneous.





Prafulla Chandra College  
23/49, Gariahat Road,  
Kolkata - 29

Minutes of the IQAC meeting held on 11.03.2020 at 7.00 p.m. in the Principal's room:

Members present-

Dr. Ratnakar Pani, Principal  
Prof. P. K. Roy  
Prof. J. Mukherjee  
Dr. K. Dutta Roy  
Dr. P. Paul  
Dr. D. Mukherjee  
Dr. S. Roy  
Prof. S. Ganguly  
Dr. A. Mukhopadhyay  
Prof. T. K. Paul  
Prof. P. Seth  
Dr. S. Sarkar  
Dr. P. Dolai  
Prof. S. Malakar  
Dr. A. Biswas  
Prof. S. K. Nath  
Ms. Sumana Bhattacharya  
Mr. Nema Pradhan

Principal, Dr. R. Pani presided over the meeting.

**Agenda No.1: Confirmation of the proceeding of the last meeting held on 27.01.2020:**

Minutes of the last meeting held on 27.01.2020 was read and confirmed.

**Agenda No.2: To discuss the progress made by teachers regarding the implementation of the 7 point criteria for NAAC:**

Principal discussed about the changed version of the 7 point criteria for NAAC. He shared his NAAC Peer team's training experience at Bhubaneshwar. He also reminded that the NAAC is due on 2021.



**Agenda No.3: Discussion on Faculty Exchange Programme with Dr. Kanailal Bhattacharya College, Howrah:**

Principal suggested, Faculty exchange programme can be made with other two sister colleges. Dr. S. Roy reported Principal of Dr. Kanailal Bhattacharya College, Howrah accepted the proposal of Faculty Exchange Programme

**Agenda No.4: Report on the initiation of Mentorship Programme in the Depts. Of Bengali, English & Geography.:**

Dr. S. Roy reported that Students Mentorship programme has been started from February, 2020.

**Agenda No 5: Miscellaneous:**

No items raised.

The meeting ended with a vote of thanks to the chair.

09/06/2020



R. S. T.  
Principal  
Prafulla Chandra College  
23/43, Cariahat Road  
Kolkata-700029





Ref. No. : \_\_\_\_\_

**NOTICE**

Date : \_\_\_\_\_

Date:01.06.2020

A virtual meeting of the Internal Quality Assurance Cell (IQAC) of Prafulla Chandra College will be held on 09.06.2020 (Saturday) at 6.00 p.m. at google meet platform to discuss the following agenda.

All members are requested to join the meeting. Link will be provided before the meeting.

*R.Pan.*  
Chairperson,  
IQAC

*Sonali Roy*  
Co-ordinator,  
IQAC

**Agenda:**

1. Confirmation of the minutes of the last meeting held on 11.03.2020.
2. Necessary steps to be taken before eventual return to work place.
3. Proposals for webinars.
4. Academic Activities during lockdown.
5. Future planning regarding Academic affairs.





Prafulla Chandra College  
23/49, Gariahat Road,  
Kolkata - 29

Minutes of the IQAC Virtual meeting held on 09-06-2020 at 7.00 p.m. through Google Meet:

**Members present-**

Dr. Ratnakar Pani, Principal  
Prof. P. K. Roy  
Prof. J. Mukherjee  
Dr. K. Dutta Roy  
Dr. P. Paul  
Dr. D. Mukherjee  
Dr. S. Roy  
Prof. S. Ganguly  
Dr. A. Mukherjee  
Prof. T. K. Paul  
Prof. P. Seth  
Dr. S. Sarkar  
Dr. P. Dolai  
Prof. S. Malakar  
Dr. A. Biswas  
Prof. S. K. Nath  
Ms. Sumana Bhattacharya  
Mr. Nemai Pradhan

**External Members present -**

Dr. Sharmila Mitra  
Dr. Ruma Biswas  
Dr. Falguni Mukherjee

Principal, Dr. R. Pani presided over the meeting.

**Agenda No.1: Confirmation of the minutes of the last meeting held on 11.03.2020:**

Minutes of the last meeting held on 11-03-2020 was read and confirmed.

**Agenda No.2: Necessary steps to be taken before eventual return to work place :**

Prof. P.K Roy informed that Kolkata Municipal Corporation has agreed that they will sanitize the college premises including class rooms before reopening. The exclusive parts of the colleges, namely the Geography lab (including computers), Geography department, office and library (including computer) needs to be sanitized by the college itself. Prof. R. Bhattacharya suggested that on personal front, the college may take the initiative in sanitizing the college premises once in every fifteen days. Immediately after resumption of the college, the final year/ semester will be



having their final examinations within one month of resumption. Before eventual return to workplace, Prof. R. Bhattacharya informed that the minimum necessary work regarding taking online classes and providing online study materials may be continued as minimum necessary steps/ work done by the teachers, though the final action plans depend on the teachers themselves.

#### **Agenda No.3: Proposals for webinars:**

Prof. A. Mukhopadhyay raised the efficacy and official validation of holding Webinars by colleges and on the personal front of the Professors. He inquired about the actual official status of 'Webinars' and its recognition by the Government and/or UGC. Dr. P. Bandyopadhyay acknowledging the question raised by Prof. A. Mukhopadhyay said that since the Government in its several orders has not yet mentioned about Webinars, hence it would be on the safe side not to indulge in these activities. Prof. R. Bhattacharya said, given the lockdown condition the college should go ahead in holding webinars considering the benefits of the students, at least one or two webinars in this whole period. Prof. R. Bhattacharya said since NAAC may later on raise the question on why departmental seminars or Webinars had not been held during this period, hence some might be held. Prof. P. K. Roy suggested that in spite of holding departmental seminars, it is advisable that Webinars or seminars may be held around the issue of COVID-19 and/ or the economic or social impact of the pandemic. The Principal informed that the Commerce Department is reconsidering the holding of the Webinar that was postponed as an after effect of the Cyclone *Amphan* on network connectivity issues. Prof. S. Mitra pressed for the immediate formation of a COVID-19 Redressal Cell which will include the academic and security issues regarding COVID with utmost importance. Prof. S. Mitra said that the importance of Webinars will be there in future with respect to NAAC and the Government.

#### **Agenda No.4: Academic Activities during lockdown:**

The Principal informed that the students of the college are accessing the online materials as has been provided to them over the last two months through the LMS (learning management system) of the college. The Principal raised the idea of dividing a class into sections or groups for taking physical classes immediately after resumption of classes post lockdown in order to maintain social distancing norms. Prof. R. Bhattacharya suggested that the above idea can be operational only if students can commute to colleges, hence it should finally rest on the decision on how much and how many students can commute to college for physical classes immediately post lockdown. Dr. P. Mukhopadhyay also informed that the system of online classes has hardly benefited the majority of the student population. Prof. R. Bhattacharya further highlighted that the last Government order said that while academic classes remains suspended, administrative work shall continue. Dr. S. Roy suggested that departmental seminars and webinars will be looked into as an activity for the teachers during the ongoing lockdown period.

#### **Agenda No 5: Future planning regarding Academic affairs**



Dr. S. Roy informed that though online classes are being held, a large section of the student population is unable to avail the online resources and online classes. The reason for the same being the unavailability of updated and modern technology as well as network connectivity issues. Regarding NAAC, Dr. S. Roy suggested that teachers under the respective criteria may sit with their respective work while at home in this lockdown period. Prof. R. Bhattacharya suggested that each group based on the NAAC criteria may meet online and draw up their plan of actions and execute them as much as possible. Prof. S. Mitra also suggested that as much as possible the work relating to NAAC and its preparations may be done while at home.

The meeting ended with a vote of thanks to the chair.

01/02/2021



R. S. T.  
Principal  
Prafulla Chandra College  
23/69, Curishat Road  
Kolkata - 700029