

*Prafulla Chandra College*

NAAC REACCREDITED  
(Formerly City College Com.Dept.  
South Kolkata Evening)



श्रद्धावान् लभते ज्ञानम्

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23/49, GARIAHAT ROAD  
KOLKATA-700 029

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Web Site :  
www.prafullachandracollege.ac.in

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

Date : 01.08.2022

## NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) of Prafulla Chandra College will be held on 8.8.2022 (Monday) at 7:00 p.m. in the meeting room of the college to discuss the following agenda.

All members are requested to attend the meeting.

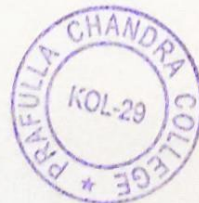
R.P.  
Chairperson,  
IQAC

Principal  
Prafulla Chandra College  
23/49, Gariahat Road  
Kolkata-700029

Agenda:

Sonali Roy  
1/8/22  
Co-ordinator,  
IQAC

1. Confirmation of the minutes of the last meeting held on 13.05.2022
2. Discussion relating to commencement of Academic session 2022-23.
3. Report regarding submission of AQAR 2020-21.
4. Organising Acharya Prafulla Chandra Ray Memorial Lecture.
5. Preparation of SSR.
6. Miscellaneous.





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

Date : 07.02.2023

Minutes of the IQAC Meeting held on 08.08.22 at 7.00PM in the meeting room of the college

Meeting No: 1/22-23

Members present-

Dr. Ratnakar Pani, Principal  
Prof. P. K. Roy  
Prof. J. Mukherjee  
Dr. P. Paul  
Dr. D. Mukherjee  
Dr. S. Roy  
Dr. K. Dutta Roy  
Prof. S. Ganguly  
Prof. A. Mazumdar  
Prof. Subhas Nath  
Mr. Sanjib Kharwal  
Mr. Shankar Sanyal  
Ms. Chaitali Chattopadhyay

Principal, Dr. Ratnakar Pani presided over the meeting

Agenda 1: Confirmation of the minutes of the last meeting held on 13.05.22.

Dr. S. Roy, Co-ordinator, IQAC, read the minutes of the IQAC Meeting held on 13.05.22.

Principal, Dr. Ratnakar Pani explained the practice of providing academic grant to the teachers. It was clarified that the expenses on account of Ph.D registration will not be included in the academic grant.

The minutes of the last meeting were read and confirmed.

Agenda 2: Discussion relating to commencement of Academic Session 2022-23

The IQAC Coordinator requested the conveners of the Academic sub Committee and the Routine Committee to prepare the master routine and fix the dates of commencement of classes within the date schedule specified by the University. The house requested the coordinator to communicate with the Heads of the departments regarding distribution of syllabus and classes.

Agenda 3: Submission of AQAR 2020-21

Dr.S. Roy reported that AQAR 2020-21 has been submitted on 31-07-2022. The house appreciated the IQAC for timely submission of AQAR.

Agenda 4: Acharya Prafulla Chandra Ray Memorial Day Lecture.







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

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

Dr. Roy reported that the college organises a lecture to commemorate the birth anniversary of Acharya Prafulla Chandra Ray every year. This year also the college will organize a programme wherein a lecture will be delivered by Dr. Amitava Das, Professor, IISER, Kolkata.

Mr. Shankar Sanyal, honourable member IQAC, informed the house that Acharya Prafulla Chandra Ray who was the founder and President of Sikshah Sangathan had enormous contributions to the field of education along with many other stalwarts from the same organization.

Prof. P. K Roy proposed inviting Dr. Debiprasad Duary, eminent Astrophysicist to deliver the popular science lecture for the next year. The house accepted the proposal unanimously.

#### Agenda 5: Preparation of SSR

Dr. S. Roy informed the house and especially the external members about the seven criteria and their requirements. Prof. Anuradha Mazumder updated the house about the work regarding the criteria number 1.

Dr. S. Roy requested Dr. K. Dutta Roy, NAAC Coordinator to brief the house about the preparation of SSR. Dr. K. Dutta Roy explained it and reported that work is in progress.

Dr. Pani requested Mr. S.Sanyal to help the college regarding industrial patronage to boost up academic environment of the college. Dr. Pani requested, honourable member of IQAC, to help the college in organizing extension activities at a local level (such as awareness on dengue, malaria, mental health issues and issues relating to slum dwellers especially children).

Ms. Chaitali Chattopadhyay suggested that nearby primary schools may also be visited for extension activities.

#### Agenda 6: Miscellaneous

Dr. S. Roy informed the house about the programme of 75<sup>th</sup> Independence of India (Azadi ki Amrit Mahotsav) to be held on the 12<sup>th</sup>, 13<sup>th</sup> and 15<sup>th</sup> of August, 2022. It consists of: (I) four competitions on the 12<sup>th</sup>, (II) Prize Distribution on the 13<sup>th</sup>, (III) and Flag Hoisting and Cultural Programme on the 15<sup>th</sup> August, 2022.

Dr. Pani informed on the tie up of the college with 2 other sister colleges.

Mr. S. Sanyal proposed the creation of an official Whatsapp group for IQAC, PCC.

Dr. Pani reported that the South Calcutta Accommodation and Coordination Committee is trying to upgrade a few classrooms with the help of interactive boards along with audio- visual aids. He reported that the college has recently installed a display board in the ground floor besides staircase for the circulation of notices and regular class routine. He also informed that elevator has been installed. A toilet facility for the physically challenged, *Divyangan facility* is in operation. He also informed that the college is planning to install Solar System for the generaion of electricity.







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

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

Prof. Anuradha Mazumder reported that the ARDSI-Calcutta Chapter going to organise an Awareness programme on Alzheimer and Dementia in the month of September.

Prof. S. Nath informed the new committee members about the activities of Alumni Association of the College. He also informed that a Whatsapp group for Alumni Association has been created. He informed that under the banner of the Alumni a sanitizer and mask distribution programme was organized by an NGO. Prof. S. Nath further requested for a locker for the safe keeping of important papers of the Alumni Association of the college.

Dr. K. Dutta Roy suggested the programme should be organised in collaboration with the Alumni of the college.

It was unanimously decided by the house that such programmes shall be organised by the IQAC of the College.

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



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

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

Date:30.01.2023

## **NOTICE**

A meeting of the Internal Quality Assurance Cell (IQAC) of Prafulla Chandra College will be held on 07.02.2023 (Tuesday) at 7.00 p.m. in the IQAC Room of the college to discuss the following agenda.

All members are earnestly requested to attend the meeting.

*R.P.*  
Chairperson,  
IQAC

*Sonali Roy* 30/1/23  
Co-ordinator,  
IQAC

Principal  
Prafulla Chandra College  
23/49, Gariahat Road  
Kolkata-700029

Agenda:

1. Confirmation of the minutes of the last meeting held on 08.08.2022.
2. Reporting regarding AQAR 2021-22
3. Preparation of SSR
4. Miscellaneous.







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

Date : 15.03.2023

**Minutes of the IQAC Meeting held on 07/02/2023 at 7.00PM in the meeting room of the college**

**Meeting No: 2/22-23**

Members present-

Dr. Ratnakar Pani, Principal

Prof. P.K. Roy

Prof. J. Mukherjee

Dr. P. Paul

Dr. D. Mukherjee

Dr. S. Roy

Dr. K. Dutta Roy

Prof. S. Ganguly

Prof. A. Mazumdar

Prof. Subhas Nath

Mr. Sanjib Kharwal

Principal, Dr. Ratnakar Pani presided over the meeting

**Agenda 1:** Confirmation of the minutes of the last meeting held on 08.08.22.

Dr. S. Roy read out the action taken report of 2021-22.

Principal reported upgradation of classrooms is under process. Smartboard and interactive white boards are installed in few rooms. The house expressed thanks to the chair.

**Agenda 2:** Prof. S. Ganguly reported NIRF data and AISHE form have been submitted in December 2022 and January 2023, respectively. She also reported the AQAR for 21-22 is under process.

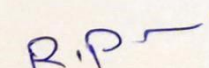
**Agenda 3:** The NAAC coordinator K. Dutta Roy reported the preparation of Self Study Report is under process. Most of the documents and information have been collected by the different teams. She also suggested to prepare a timetable to complete the work. Principal suggested that the IQAC may fix meeting with each criterion to review the status.

**Miscellaneous:** Prof. S. Nath reported required documents are sent to the proper authority for renewal of alumni association. He also reported a room and locker has been allotted for alumni office within the St. John Ambulance premises.

Dr. S. Roy sought clarification regarding submission of academic grant by the teachers. Principal said that the application of academic grant may be received till 30<sup>th</sup> June, 2023. He also suggested to upload the academic grant form in college website which will be convenient to all.

Meeting ended with vote of thanks to and from the chair.



R.P.   
Principal  
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Ref. No. : \_\_\_\_\_

Date : 11.03.2023

**NOTICE**

A meeting of all departments with IQAC of Prafulla Chandra College will be held on 15<sup>th</sup> March, 2023 (Wednesday) at 7.00 p.m. in the Principal's Room to discuss the following agenda.

All whole time teachers are requested to attend the meeting.

R.P.  
Principal  
Prafulla Chandra College  
23/49, Gariahat Road  
Kolkata-700029

Sonali Roy

Coordinator  
IQAC  
Prafulla Chandra College

Agenda:

1. Confirmation of the proceedings of the last meeting held on 07.02.2023.
2. To prepare Departmental Profile.
3. To introduce Green Audit, Energy Audit and Gender Audit.
4. Miscellaneous.







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

Date : 02.05.2023

Minutes of the IQAC Meeting held on 15.03.2023 at 7.00PM in the meeting room of the college Meeting No: 3/22-23

Members present-

Dr. Ratnakar Pani, Principal

Prof. J. Mukherjee

Dr. P. Paul

Dr. D. Mukherjee

Dr. S. Roy

Dr. K. Dutta Roy

Prof. S. Ganguly

Prof. A. Mazumdar

Prof. Subhas Nath

Mr. Sanjib Kharwal

Principal, Dr. Ratnakar Pani presided over the meeting

Agenda 1: Confirmation of the minutes of the last meeting held on 07.02.2023.

The minutes of the last meeting were read and confirmed.

Agenda 2: Preparation of Departmental Profile for website and SSR.

The Principal requested Dr. K. Dutta Roy, NAAC coordinator, to give an outline of the departmental profiles created in the last two NAAC cycles. Dr. K. Dutta Roy narrated in brief. The Principal informed that present format of the SSR emphasises data matching, so the departmental profiles should match with the informations available in SSR. He also suggested a standard outline to prepare a strong departmental profile such as:

- About the department – Brief history, Program outcome, etc
- Details about the Faculty members
- Admission data for last 5 years
- SWOC
- Departmental Strategic Plan

On Dr. P. Paul's query, Principal informed that both soft and hardcopies are required for NAAC peer team. Power Point presentation is also needed during the visit. The PPT should contain pie chart, flowchart, diagram, etc. reflecting the performance of the department.

It was also discussed and resolved in the meeting that the following informations should be given in the departmental profile:

- Departmental publications





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

- b) Analysis of the results (last 5 years)
- c) Information regarding library usage by the students

**Agenda 3: Green Audit, Energy Audit and Gender Audit**

Dr. S. Roy asked about the procedure to arrange the above-mentioned audits. Principal suggested that relevant and well-defined questionnaires should be prepared for each audit. Students and staff shall fill up the questionnaires. Based on survey responses the audit work will be made by proper authority.

**Agenda 4 – Miscellaneous**

Prof. S.K.Nath informed that the Alumni association of the college is going to organise a Medical Camp scheduled on 24<sup>th</sup>. March, 2023.

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



R.P.N.  
Principal  
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Ref. No.: \_\_\_\_\_

## **NOTICE**

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

Date:28.04.2023

A meeting of the Internal Quality Assurance Cell (IQAC) of Prafulla Chandra College will be held on 02.05.2023 (Tuesday) at 7.00 p.m. in the Meeting Room of the college to discuss the following agenda.

All members are requested to attend the meeting.

*R. Pami*  
Chairperson,  
IQAC



*Sonali Roy*  
Co-ordinator,  
IQAC

Agenda:

1. Confirmation of the minutes of the last meeting held on 15.03.2023.
2. Preparation of SSR.
3. Miscellaneous.





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

Date : 7.8.2023

**Minutes of the IQAC Meeting held on 02.05.2023 at 7.00 PM in the meeting room of the college**

Meeting No: 4/22-23

Members present-

Dr. Ratnakar Pani, Principal

Dr. P. Paul

Dr. D. Mukherjee

Dr. S. Roy

Dr. K. Dutta Roy

Prof. S. Ganguly

Prof. A. Mazumdar

Mr. Sanjib Kharwal

Principal, Dr. Ratnakar Pani presided over the meeting

**Agenda 1:** Confirmation of the minutes of the last meeting held on 15.03.23.

The minutes of the last meeting were read and confirmed.

**Agenda 2:** Preparation of SSR

Principal, Dr. Ratnakar Pani mentioned that Academic Audit and Departmental Profiles and Reports should be prepared before drafting the SSR.

Dr. D. Mukherjee suggested that Academic Audit can be conducted by inviting teachers from Calcutta University. Principal mentioned that an Internal team is also required for data collection and other necessary works related with Academic Audit.





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

The House resolved unanimously that the Departmental Profiles should be prepared within 10-05-2023. Admission and Result-related information may be collected from the office by IQAC and will be provided to the departments.

It was discussed that the college website be updated immediately. With the guidance from Dr. Angshuman Mukhopadhyay, Dr. Aindrila Biswas and Prof. Vaskar Barman would take active role in updating the website along with Ms. Arpita Mukherjee from Office. Website Update Committee would be as follows;

- Dr. Angshuman Mukherjee – Convenor
- Dr. Aindrila Biswas
- Prof. Vaskar Barman
- Ms. Arpita Mukherjee (Office)

Principal suggested that writing of SSR need to be started.

Part I – Descriptive Part along with supporting documents.

Part II – The designated agency will provide a website not for public but only for the backend. After finalising SSR drafting, all the documents would be uploaded in that website.

Team for SSR Descriptive Part –

- Prof. Suparna Ganguly
- Prof. Anuradha Mazumder

Team for Data Processing -

- Prof. Sudip Malakar
- Prof. Anjela Limbu

It was discussed that few Seminar/ workshops be organised on Human Rights, constitutional obligations etc. Dr. D. Mukherjee suggested Voter awareness programme may be organised







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for new students. Principal suggested, if possible, activities should be done in offline mode. In case of any difficulty, the activity might be conducted online.

Dr. S. Roy reported that the seminar planned on Gender-Issue has to be done online due to speaker's convenience. She requested Dr. K. Dutta Roy to draft a notice for the same.

Prof. S. Ganguly reported that two Add-On Courses are being conducted by the Department of English and Bengali. History, Economics, Political Science and Dept of Commerce have prepared their course design and are working towards conducting the add-on courses in the coming month. About the honorarium for the invited speakers for ADD-ON courses, the Principal informed that for a class strength of 50 students, Rs. 1000 may be allotted as honorarium.

**Miscellaneous –**

Dr. S. Roy reported that Dr. K. Dutta Roy, Prof. S. Ganguly, Prof. T.K.Pal, Dr. A. Mukherjee, Prof. A. Mazumder, Dr. A. Biswas and Prof. S. Malakar submitted their Academic Grant applications along with supporting documents. These applications are verified and recommended by IQAC and subject to Principal's approval.

Regarding the Field Trip organised by the Department of History, Dr. K. Dutta Roy highlighted that seeking collaboration from museums and archives for conducting such events would be a welcome measure.

Meeting ended with vote of thanks to and from the chair.



R.P.T.  
Principal  
Prafulla Chandra College  
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