

Notice No.....
Dated.....

NOTICE BOOK

20

Prafulla Chandra College

NAAC REACCREDITED

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



श्रद्धावान् लभते ज्ञानम्

Ph No. 9874820900/9007297534
23/49, GARIAHAT ROAD
KOLKATA-700029

Email :
prafullachandracollegegolpark@gmail.com

Website :
www.prafullachandracollege.ac.in

Ref. No.: _____

Date : _____

Date:22.08.2019

NOTICE

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.P.
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 2018-19.
3. Academic planning for the session 2019-20.
4. Reporting on final results of B.A./B.Sc./B.Com. Examination 2019.
5. Prospective promotion of some faculty members and related issues.
6. Criteria-wise suggestions for NAAC preparation.
7. Allocation of Fund for research work, publication of article, attending seminar and workshop etc.
8. Proposal for formation of Women's Cell.
9. Miscellaneous.

মিটিং রেজল্যুশন বই

MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	1
তারিখ / Date	3.9.19

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

স্থান / Place	Meeting Room
সময় / Time	6.15

১। ১. R. S.	৮। ৪. Shattin 3/9/19	১৫। 15.
২। ২. [Signature]	৯। ৫. [Signature] 3/9/19	১৬। 16.
৩। ৩. [Signature]	১০। ১০. [Signature] 3/9/19	১৭। 17.
৪। ৪. [Signature]	১১। ১১. [Signature]	১৮। 18.
৫। ৫. [Signature]	১২। ১২. Sonar Roy 3/9/19	১৯। 19.
৬। ৬. [Signature]	১৩। 13.	২০। 20.
৭। ৭. [Signature] 3.9.19	১৪। 14.	২১। 21.

নং / No.	রেজল্যুশন / Resolution Adopted
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Prafulla Chandra College

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প্রফুল্লচন্দ্র কলেজ

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Ref. No.: _____

Date : 27.01.2020

Minutes of the IQAC meeting held on 03-09-2019 at 7.00 p.m. in the Principal's room.
Meeting No 1/2019-20

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

Prof. A. Mukhopadhyay

Prof. T. K. Pal

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 Bhattacharya

Dr. Falguni Mukherjee

Prafulla Chandra College

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Date : _____

Item No 1 - Minutes of the last meeting held on 26.02.19 was read and confirmed.

Item No 2 - Discussion on submission of AQAR 2018-19.

Dr. S. Roy, Coordinator IQAC, reported that AQAR for the session 2018-19 was prepared and submitted successfully.

Item No 3 – Academic Planning for the session 2019-20

The principal Dr. Pani stated that the CBCS system is running successfully from 2017 in the college. This system needs more classes to complete the syllabus. The Teaching-Learning-Assessment and related issues should be discussed in the meeting. Prof. J. Mukherjee explained the routine committee already prepared the master routine according to the departmental requirement which will help to implement proper curriculum delivery. After a brief discussion

it is resolved that the Conveners of the Academic Subcommittee, the Routine Subcommittee, and the Heads of the Departments will fix the date of commencement of classes.

It is also resolved that the respective department will distribute the syllabus according to Master Routine among the teachers for the smooth conduct of the ensuing academic session.

Dr. D. Mukherjee proposed for replacement of the laptops provided to the teachers with upgraded laptops with latest configuration. Also, he suggested installation of a Digital Display Board for easy communication with the students. Dr. A. Mukhopadhyay seconded the proposal. It was resolved that the proposal for procurement will be forwarded to the principal for necessary action.

Item No. 4-Reporting on final results of B.A./BSc/ B.Com. (H&G) Examination 2019.

Vice Principal Prof. P.K.Roy initiated the discussion regarding the results of B.A/BSc/ B.Com (H&G) (under 1+1+1 system 2010). Prof. S Ganguly reported the result in brief. Principal Dr. Pani suggested that results should be analysed by results analysis sub-committee. It is resolved unanimously that results analysis sub-committee will analysis final results of B.A/BSc/ B.Com (H&G) Examination 2019.



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Date : _____

Item No 5 – Promotion of some faculty members and related issues:

Concerned teachers are advised to prepare their promotional papers and to be submitted coordinator IQAC for consideration at the earliest.

Item No 6 – Criteria wise suggestion for NAAC preparation.

Seven teams comprising of two teachers each, be formed for preparing the documents on seven criteria. These teams would meet IQAC along with NAAC coordinator and furnish reports on regular basis. The house accepted the proposal unanimously.

Principal Dr. Pani mentioned that the college should conduct more Add-On Courses, Extended Lectures, Seminars, Students' Talks to enrich the academic environment. These programmes will help the students to acquire different kinds of knowledge beyond the syllabus. Dr. K. Dutta Roy suggested that every department may conduct the programmes in individual capacity. After a brief review it was resolved unanimously that the Add-On Courses and other programmes will be started by the departments at the earliest.

Item No 7- Allocation of Fund for extending Academic Grant to the Teachers

Dr. S Roy initiated the discussion regarding allocation of fund for attending seminar, research work and publication for the faculty members. After a brief discussion, the Principal, Dr. Pani decided that a sum of Rs. Ten Thousand may be reimbursed for individual teacher in every academic session.

It was also discussed that a Research Contingency Grant may be allocated for the faculty members of Post Graduate section in Commerce. Dr. proposed, a sum of Rs. Ten Thousand may be allocated for individual teacher for every academic session. Dr. S. Roy seconded the proposal. Principal Dr. Pani approved the proposal. The House expressed gratitude for Academic Grant and Research Contingency Grant allocated for the Faculty Members.

Item No—8- Proposal for formation of Women's Cell

Prof. S. Ganguly proposed a Women's Cell should be formed to create social awareness regarding women's related issues and to maintain a gender parity in work place. Dr. P. Paul



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Date : _____

seconded the proposal. After a brief discussion it was resolved a Women's Cell be formed at the earliest.

Item No 9- Miscellaneous - Prof. P. K. Roy mentioned one industrialist should be incorporated in IQAC.

External member Dr. Falguni Mukherjee suggested to contact with Bengal Chamber of Commerce for funding of seminars.

External member Dr. Ruma Bhattacharya 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.

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

62000 Principal
Prafulla Chandra College
23/49, Gariahat Road
Kolkata-700029

Read and Confirmed
Sonali Roy
Coordinator
IQAC

Prafulla Chandra College



Prafulla Chandra College

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Ref. No. : _____

NOTICE

Date : _____

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. —

Chairperson,
IQAC

Principal
Prafulla Chandra College
23/49, Gariahat Road
Kolkata-700 029

Slooy 22/1/20

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. To edit AQAR as required within February, 2020.
5. Miscellaneous.



মিটিং রেজল্যুশন বই

MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	১
তারিখ / Date	১৭.১.২০২০

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

স্থান / Place	
সময় / Time	৭ p.m.

১। ১. R.C.	১। ৮. MK	১। ১৬.
২। ২. P.K. Roy	২। ৯. MK	২। ১৬.
৩। ৩. J. Mukherjee	৩। ১০. MK	৩। ১৭.
৪। ৪. K. Dutta Roy	৪। ১১. MK	৪। ১৮.
৫। ৫. P. Paul	৫। ১২. MK	৫। ১৯.
৬। ৬. D. Mukherjee	৬। ১৩. MK	৬। ২০.
৭। ৭. S. Roy	৭। ১৪. MK	৭। ২১.

রেজল্যুশন / Resolution Adopted

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Ref. No. _____

Date : 11.3.20

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

Meeting No 2/2019-20

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
- Ms. Sumana Bhattacharya
- Mr. Nema Pradhan

Dr. Ratnakar Pani presided over the meeting.

Item No 1 - Minutes of the last meeting held on 03-09-2019 was read and confirmed.

Item No 2 - Dr. S. Roy mentioned that Quality Enhancement Workshop was held on 25-09-2019. According to the suggestions made by the invited speaker Dr. A.K. Sikdar, following plan of action/programme to be taken for next NAAC preparation

To organise

- Students' Talk
- Seminar
- Mentor- Mentee System
- Counseling Programme for Students
- Yearly feed-back and Self-appraisal systems for teachers

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



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Ref. No.: _____

Date : _____

Prof. P.K Roy suggested the name of 3 colleges for faculty exchange programme. These are Muralidhar Girls' College, Howrah Dinabandhu College and Dr. Kanailal Bhattacharyya College.

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

Principal Dr. Pani suggested Mentor-Mentee system may be introduced from the current session. The house agreed with him.

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.

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

Item No 3 –Conducting Seminars at the Departmental level

The house approved the proposal regarding the organization of seminar by the various departments. It was suggested that the seminars be organised at the earliest.

Item No 4 – To edit AQAR

Prof. S. Ganguly reported the editing work is in progress with the help of team members.

Item No 5 Miscellaneous – Dr. S. Roy initiated the discussion on internal and tutorial examinations. She requested the examination committee to prepare the exam schedule. She also requested to the Heads of the Departments to set question papers for the upcoming internal examination. It was resolved the work will be started at the earliest.

Dr.Pani suggested Add-On courses should be started for students. He requested to initiate the discussions on the possibilities and modalities of Add-On Courses. Then house suggested Spoken English, Mass Communication, Web Designing, Advanced Excel Training, Photography and Tourism related courses may be introduced. All Heads of the Departments are requested to hold a meeting on this matter with the objective to start the course as soon as possible.

Dr. P. Paul proposed that the ICT facilities in the classrooms be upgraded with the latest Technology.

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


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



Read and confirmed
Sonali Roy
Coordinator
ICAC
Prafulla Chandra College

Notice No.....
Dated.....

NOTICE BOOK

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Prafulla Chandra College

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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.


Chairperson,
IQAC


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. Introduction of e-LMS.
5. Report on the initiation of Mentorship Programme in the Departments of Bengali, English & Geography.
6. Miscellaneous.

মিটিং রেজল্যুশন বই

MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	3
তারিখ / Date	11/3/2020

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

স্থান / Place	Meeting Room
সময় / Time	7:00 PM

- ১। ১. R. Pani
- ২। ২. P. K. Roy
- ৩। ৩. B. Chak 11.3.20
- ৪। ৪. A. 11/3/20
- ৫। ৫. P. 11/3/20
- ৬। ৬. 11/3/20
- ৭। ৭. 11.3.20

- ৮। ৮. Bhattacharya 11/3/20
- ৯। ৯. A. 11/3-20
- ১০। ১০. 11/3/20
- ১১। ১১. 11.3.20
- ১২। ১২. T. 11.03.2020
- ১৩। ১৩. B. 11/03/2020
- ১৪। ১৪. P. 11.03.2020

- ১৫। ১৫. P. 11/03/20
- ১৬। ১৬. B. 11/3/2020
- ১৭। ১৭. B. 11/03/2020
- ১৮। ১৮. B. 11.3.20
- ১৯। ১৯. B. 11.3.20
- ২০। ২০. B. 11.3.20
- ২১। ২১. B. 11.3.20

নং / No. রেজল্যুশন / Resolution Adopted

Prafulla Chandra College
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Ref. No.: _____

Date : 9.6.20

Minutes of the IQAC meeting held on 11-03-2020 at 7.00 p.m. in the Principal's room.
Meeting No 3/2019-20

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. Pal
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

Dr. Ratnakar Pani presided over the meeting.

Item No 1 - Minutes of the last meeting held on 27-01-2020 was read and confirmed.

Item No 2 – Criterion -wise progress related to 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 the NAAC is due on 2021.

Item No 3 – Faculty Exchange Programme with DR. Kanailal Bhattacharyya College

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



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Item No 4 –Introduction of e-LMS

Dr. Pani initiated discussion on E-Learning system. He explained the importance and necessity of this system. After a brief discussion It has been resolved that college will introduce E-LMS (E – Learning Management System) soon.

Item No 5 - Discussion on Result Analysis Report

Based on the report made by the Result Analysis sub -committee, Dr.S.Roy stated that the 71% of students have cleared the final B.A/B.Sc/B.Com (Hons & Gen) under 1+1+1 system(2010) examination 2019. Considering the analysis report Principal Dr.Pani proposed conducting of remedial classes for students having backlog in respective subjects. The following resolutions were unanimously adopted to facilitate teaching- learning process and boost up the students scoring lower than the average-

- Remedial classes to be conducted
- Ample learning resources to be made available in the library
- Books may be provided to the economically weaker section of students
- Students scoring 1st Division in graduation should be presented with certificate of appreciation from the College.

Item No 6 - Miscellaneous

- Principal suggested that the Alumni Association to be renewed. Prof. S. K. Nath informed that Prof. Soumya Bandyopadhyay has taken initiative on the same.
- Dr. S. Roy reported that Students' Mentorship programme has started from February 2020.

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


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

Read and Confirmed
Sonali Roy

Coordinator
IQAC
Prafulla Chandra College



4
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Date : _____

NOTICE

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 (Tuesday) at 7.00 p.m. through google meet platform to discuss the following agenda.

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

R.P.

Chairperson,
IQAC

Sonali Roy

Co-ordinator,
IQAC

Agenda:

1. Confirmation of the minutes of the last meeting held on 11.03.2020.
2. To discuss matters relating to sanitization of the college premises.
3. To organise webinars by the various departments of the college.
4. To discuss academic matters, and matters related to resuming classes post-lockdown.
5. To discuss the issues relating to NAAC preparation.
6. Miscellaneous.



মিটিং রেজল্যুশন বহি

MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	4
তারিখ / Date	9/6/20

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

স্থান / Place	
সময় / Time	

১। 1.
২। 2.
৩। 3.
৪। 4.
৫। 5.
৬। 6.
৭। 7.

৮। 8.
৯। 9.
১০। 10.
১১। 11.
১২। 12.
১৩। 13.
১৪। 14.

১৫। 15.
১৬। 16.
১৭। 17.
১৮। 18.
১৯। 19.
২০। 20.
২১। 21.

নং / No.

রেজল্যুশন / Resolution Adopted

virtual Meeting held on 9/6/20.

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Website :

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Ref. No.: _____

Date : 1. 2. 21

**Minutes of the IQAC Virtual meeting held on 09-06-2020 at 7.00 p.m. through Google Meet
Meeting No 4/2019-20**

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. Nema Pradhan

External Members present -

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

Dr. Ratnakar Pani presided over the meeting.

Item No 1 - Minutes of the last meeting held on 11-03-2020 was read and confirmed.

Item No 2 - 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



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the colleges, namely the Geography laboratory (including computers), Geography department, office and library (including computer) needs to be sanitized by the college itself. The meeting unanimously resolved that the college premises to be sanitized properly before the resumption of physical classes.

Item No 3 - Prof. A. Mukhopadhyay enquired about the effective methods of organizing Webinars by different departments of the college during the lockdown. The Principal assured that all logistical help will be provided by the college to the departments interested in organizing webinars, and encouraged all departments to come forward. The meeting resolved that webinars be organised by the college for the benefits of the students and teachers alike.

Item No 4 – Dr Keka Dutta Roy, Convenor of the Academic Subcommittee, suggested that the college Academic Calendar be prepared according to the university academic calendar, like every year. She requested the members of the Routine Subcommittee to prepare the Master Routine, and suggested that departmental routines, and syllabus distribution be prepared according to the Master Routine of the college. The house unanimously accepted her suggestions.

The Principal informed that the students of the college are accessing the online materials that have been provided to them over the previous two months through the LMS (learning management system) of the college. He requested the faculty members to provide adequate number of study-materials, if needed. He explained all students are not able to join the online classes due to financial issue; for them the uploaded study materials are of great benefit. The house accepted the proposal.

Dr. D. Mukherjee suggested that an online examination portal be set up as the pandemic situation prevails. It was resolved that a proposal be forwarded to the principal to set up the Examination portal.

The Principal Dr. Pani 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. The meeting accepted the idea of principal Dr. R. Pani in this matter.



Prafulla Chandra College

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



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Item No 5 - 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. The meeting resolved that each group based on the NAAC criteria may meet online and draw up their plan of actions and to do the work relating to NAAC preparation.

Item No 6 – Miscellaneous:

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

R.P.

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



Read and Confirmed
Sonali Roy

Coordinator
19/7/20
Prafulla Chandra College