

Notice No.....

Dated.....

# NOTICE BOOK

20

*Prafulla Chandra College*

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



ब्रह्मवान् लभते ज्ञानम्

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prafullachandracollegegolpark@gmail.com

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

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

Date:28.08.2021

## NOTICE

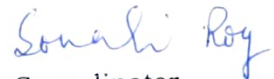
A meeting of the Internal Quality Assurance Cell (IQAC) of Prafulla Chandra College will be held on 10.09.2021 at 7.00 p.m. in the Principal's Room to discuss the following agenda.

All members are earnestly requested to attend the meeting.

  
Chairperson,  
IQAC

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



  
Co-ordinator,  
IQAC

### Agenda:

1. Confirmation of minutes of the last meeting held on 26.06.2021.
2. Discussion and development of DVV System.
3. Reporting on final results of B.A./B.Sc./B.Com. Examination 2021.
4. Miscellaneous.

# মিটিং রেজল্যুশন বহি

## MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	- 21 - 22	উপস্থিত সভ্যগণের নাম NAME OF MEMBERS PRESENT	স্থান / Place Meeting Room	সময় / Time 4.30 PM
তারিখ / Date	10/9/21			
১। ১. R. Pan		৮। ৮. Ratnakar Pani	১৫। 15.	
২। ২. C. L.		৯। ৯. P. K. Roy	১৬। 16.	
৩। ৩. Sonali Roy		১০। 10.	১৭। 17.	
৪। ৪. Sonali Roy		১১। 11.	১৮। 18.	
৫। ৫. [Signature]		১২। 12.	১৯। 19.	
৬। ৬. [Signature]		১৩। 13.	২০। 20.	
৭। ৭. [Signature]		১৪। 14.	২১। 21.	
নং / No.		রেজল্যুশন / Resolution Adopted		

**Prafulla Chandra College**

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প্রফুল্ল চন্দ্র কলেজ

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

Date : 05.01.2022

Minutes of the IQAC Meeting held on 10.09.21 at 6.00PM Meeting No: 1/21-22

Members present:

Principal, Dr. Ratnakar Pani,  
Prof. P. K. Roy,  
Dr. P. Paul,  
Dr. D. Mukherjee,  
Dr. S. Roy,  
Dr. K. Dutta Roy,  
Prof. A. Mukhopadhyay,  
Prof. S.K.Nath,  
Mr. N. Pradhan,

Principal, Dr. Ratnakar Pani presided over the meeting.

**Item No. 1:** Minutes of the last meeting held on 26.06.2021 was read and confirmed.

**Item No 2: Development of DVV System.**

The Principal opined that a small group or team be formed for DVV (Data Verification and Validation) system and that Prof. J. Mukherjee, Prof. P. K. Roy Dr.P.Paul & Dr. D. Mukherjee be members of the team. Along with this, the Heads of each NAAC criterion team and Mr. Nemai Pradhan from the office be a part of this group. Dr. D. Mukherjee proposed that Mr. Sukhdeb Jana from the office should also be a part of this group. The house accepted the proposal unanimously.

**Item No 3: Reporting on the final year Results of 2021**

The Coordinator, Dr. S Roy initiated the discussion regarding the final results of B.Com./ B.A./ B.Sc. (H& G) (under CBCS 2017-18). Principal Dr. Pani seek the report on final results of 2021.

Dr A. Mukhopadhyay reported that 88% of our students have passed the University examination in all programmes during this period. In spite of the on-going lockdown due to Covid 19 pandemic these results are quite satisfactory, house expressed their views. Principal proposed that remedial classes to be conducted based on the need of the students especially for those having backlog in various subjects.



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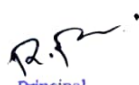
Date : \_\_\_\_\_

It has been unanimously resolved that need based remedial classes be conducted for the students. Study materials and books be provided if needed. Links to various downloadable study materials relevant to the curriculum be made available on the college website for easy access of the students. After a brief discussion it was unanimously resolved that the students scoring grade A in graduation should be presented with a certificate of appreciation from the college.

#### Item 4: Miscellaneous:

- Prof. S.K.Nath informed the house that the Alumni association is planning to organise some motivational programmes for the students and they are getting in touch with some NGOs for the purpose.
- The Principal suggested the departments to introduce more Add-On Courses to enhance the academic activities of the college.
- The Principal reported that the South Calcutta Accommodation and Coordination committee has accepted the proposal for renovation of the building and has already initiated the process. the renovation of the Auditorium of the college is in progress.
- Mr. Pradhan proposed for organizing a Staff Training Programme, related to use and application of the new software installed in the office. It was unanimously accepted. To organize Staff Training Programme, related to software use and application.

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



Notice No.....

Dated.....

# NOTICE BOOK

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**Prafulla Chandra College**

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

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

## Notice

Date: 22/12/2021

A meeting of the Internal Quality Assurance Cell (IQAC) of Prafulla Chandra College will be held on 05/01/2022, Wednesday at 7.00 Pm in the Principal's room to discuss the following agenda.

All members are requested to join the meeting.

*Sonali Roy*

Sonali Roy  
Coordinator IQAC

*R.F.*  
23/12/21  
Principal  
Prafulla Chandra College  
23/49, Gariahat Road  
Kolkata-700029

1. Confirmation of the minutes of the last meeting held on 10/09/21
2. Discussion on requirements of criteria wise information and forming a common pool of information for NAAC preparation.
3. Reconstruction of Internal Quality Assurance Cell
4. Miscellaneous



*Sa*  
24/12/21  
P. Chandra  
24/12/2021

*P. Chandra*  
24/12/21

*Sa*  
24.12.21

*gm*  
27.12.21

*G. V.*  
24.12.21

*W. S. S.*  
24/12/21

*Bhattacharya*  
24/12/21

*gm*  
24/12/21



# মিটিং রেজল্যুশন বহি

## MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	2	উপস্থিত সভ্যগণের নাম NAME OF MEMBERS PRESENT	স্থান / Place	
তারিখ / Date	5.01.2022		সময় / Time	

১। 1.	৮। 8.	১৫। 15.
২। 2.	৯। 9.	১৬। 16.
৩। 3.	১০। 10.	১৭। 17.
৪। 4.	১১। 11.	১৮। 18.
৫। 5.	১২। 12.	১৯। 19.
৬। 6.	১৩। 13.	২০। 20.
৭। 7.	১৪। 14.	২১। 21.

নং / No.	রেজল্যুশন / Resolution Adopted
	Virtual Meeting

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

Date : 13.05.2022

### Minutes of the IQAC Virtual Meeting held on 05.01.22 at 6.00PM through Google Meet Meeting No: 2/21-22

#### **Members present-**

Principal, Dr. Ratnakar Pani  
Prof. P. K. Roy  
Dr. P. Paul  
Dr. D. Mukherjee  
Dr. S. Roy  
Dr. K. Dutta Roy  
Prof. S. Ganguly  
Prof. A. Mukhopadhyay  
Dr. P. Seth  
Mr. Sanjib Kharwal  
Ms. Sumana Bhattacharya

Principal, Dr. Ratnakar Pani presided over the meeting.

**Item No. 1:** Minutes of the last meeting held on 10-09-2021 was read and confirmed.

**Item No 2:** Dr. D. Mukherjee asked about the plan, which have taken by IQAC to collect information for NAAC. Dr. S. Roy reported that information will be collected through a form. IQAC would send the form to all faculty members. Dr. Keka Dutta Roy said information are required for almost all criteria related to NAAC. Dr. P. Paul suggested to develop a common platform from where every faculty member, responsible for each criterion, will receive all the necessary information. He also suggested the construction of a portal where individual faculty member may continually update their own academic profile. Principal mentioned that such work may be done through website. Dr. P. Seth offered her service to upgrade the website. The meeting resolved the required information be collected through website.

**Item No 3:** Dr. S. Roy, coordinator, IQAC, reported new IQAC Cell to be reconstructed following the new guideline published by UGC. The meeting entrusted principal to take necessary steps in this regard.

**Item No 4: Miscellaneous:** Prof. S. Ganguly mentioned that faculty members did not receive any examination related assignment letter from Calcutta University during lockdown. But all online examination related duties have been performed by the teachers. This information is required to prepare AQAR 2020-21. In this situation she wanted to know which kind of declaration will serve the purpose of the supporting documents regarding examination related



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


assignments. Dr. A. Mukhopadhyay said as there is no separate assignment letter for the online examination, a meticulous list of individual duties may be prepared. Principal, Dr. R. Pani proposed that he would verify with the University whether his certification of such list will be an adequate alternative to the assignment letters. The meeting accepted the proposal.

Principal, Dr. Pani discussed that a designated portal is needed to collect the feedback from all stake holders. Prof. P.K. Roy enquired about the difficulties of existing feedback system. Dr. S. Roy mentioned that instead of existing system, online feedback system would be more effective and convenient. After a brief discussion it was decided that online portal will be introduced to collect feedbacks. After receiving the responses, the Feedback Analysis Sub-Committee will prepare a report. It was resolved unanimously.

Dr. K. Dutta Roy and Dr. P. Seth informed the house that the Departments of History and Political Science are planning to organise departmental seminars tentatively in March 2022.

In this connection it was unanimously resolved that the IQAC will urge the Departments to apply for funds from external agencies for conducting seminars/webinars.

The meeting ended with 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



**NOTICE BOOK**

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Ref. No.: .....

Date : 6.5.2022

**NOTICE**

A meeting of the Internal Quality Assurance Cell (IQAC) of Prafulla Chandra College will be held on 13.05.2022 (Friday) 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.

  
Chairperson,  
IQACPrincipal  
Prafulla Chandra College  
23/49, Gariahat Road  
Kolkata-700029  
Co-ordinator,  
IQAC**Agenda:**

1. Confirmation of the minutes of the last meeting held on 05.01.2022.
2. Application for Academic Grant.
3. Preparation for NAAC.
4. Quality Enhancement Initiatives for the coming session.
5. Proposal for conducting Academic and Administrative Audit for the session 2021-22.
6. Miscellaneous.





# মিটিং রেজল্যুশন বই

## MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	3
তারিখ / Date	13/5/22

উপস্থিত সভ্যগণের নাম  
NAME OF MEMBERS PRESENT

স্থান / Place	IAC Room
সময় / Time	6.30 PM.

- ১। ১. R.P.
- ২। ২. P.V. 13/5/22
- ৩। ৩. ~~13/5/22~~
- ৪। ৪. ~~13/5/22~~
- ৫। ৫. ~~13/5/22~~
- ৬। ৬. ~~13/5/22~~
- ৭। ৭. B. 13.5.22

- ৮। ৮. 13/5/22
- ৯। ৯. 13/5/22
- ১০। ১০. 13/5/22
- ১১। ১১. 13/5/22
- ১২। ১২. 13/5/22
- ১৩। ১৩. 13/5/22
- ১৪। ১৪. 13/5/22

- ১৫। ১৫.
- ১৬। ১৬.
- ১৭। ১৭.
- ১৮। ১৮.
- ১৯। ১৯.
- ২০। ২০.
- ২১। ২১.

নং / No.

রেজল্যুশন / Resolution Adopted

*Prafulla Chandra College*

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Ref. No.:

Date: 08.08.2022

Minutes of the IQAC meeting held on 13.05.2022 at 7.00 p.m. in the IQAC room.

### Members present-

- Dr. Ratnakar Pani, Principal
- Prof. J. Mukherjee
- Dr. K. Dutta Roy
- Dr. P. Paul
- Dr. D. Mukherjee
- Dr. S. Roy
- Prof. S. Ganguly
- Dr. A. Mukhopadhyay
- Prof. P. Seth
- Prof. Subhas Nath
- Mr. Sanjib Kharwal

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

**Item No 1** - Minutes of the last meeting held on 05-01-2022 were read and confirmed.

**Item No 2 – Application for Academic Grant:** Dr. Aindrila Biswas had applied for the academic grant. The IQAC reviewed and approved her application. Dr. R. Pani and Dr. P. Paul suggested to incorporate a self-declaration in the format. The House accepted the suggestion.

**Item No 3 Preparation for NAAC–** Principal, Dr. R. Pani informed the house that a revised manual of NAAC has been published, effective from 01-06-2022. Dr. R. Pani informed that the college would be required to follow the guidelines of the revised manual while preparing for its NAAC reaccreditation (3<sup>rd</sup> cycle).

**Item 4: Quality Enhancement Initiatives for the coming Session:** Dr. S. Roy initiated a discussion on Add-On and Certificate courses conducted by the college. Prof. J. Mukherjee, Head of the Dept. of Commerce suggested a few Add-On courses may be introduced for commerce students. Dr. K Dutta Roy mentioned that an Add-On Course on Travel & Tourism may be introduced for the Dept. of History. Dr. S. Roy informed Yoga training sessions, and certificate courses on Yoga would be beneficial for the students. The house resolved that such add-on and certificate courses be conducted at suitable times by the college for the benefit of students.





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**Item No 5: Proposal for conducting Academic and Administrative Audit for the session 2021-22**


Dr. S. Roy also suggested that the college might consider conducting an Academic and Administrative Audit for the session 2021-22. The house welcomed the suggestion, and the Principal Dr. R. Pani was requested to invite a few external members and form an Audit Team at the earliest. The date of the audit would be scheduled based on the convenience of the invitees.

**Item No 7- Miscellaneous** – Prof. Suparna Ganguly reported that Prof. Sudip Malakar, Dr. Aindrila Biswas, and Prof. Vaskar Barman have successfully completed their faculty induction programmes, and Dr. Piyali Seth has also completed a refresher course. All members congratulated them.

It was discussed waste management system including E-Waste should be introduced by college. Dr. Mukherjee proposed a proper waste management company should take the responsibility. It was resolved that a MoU be signed with such agency.

It was also discussed and resolved that like every academic session remedial class will be taken from June, 2022.

The meeting ended with a Vote of Thanks to and from the Chair.

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



*Read and Confirmed*

*Souali Roy*

Coordinator  
IQAC  
Prafulla Chandra College