

*Prafulla Chandra College*

NAAC REACCREDITED

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



শ্রদ্ধাবান লভতে জ্ঞানম

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Web Site :

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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-700 029

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.



# মিটিং রেজল্যুশন বহি

## MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	1/2022-23	উপস্থিত সভ্যগণের নাম	স্থান / Place	Meeting Room
তারিখ / Date	8/8/22	NAME OF MEMBERS PRESENT	সময় / Time	
১। ১. R. Pani 8/8/22	৮। ৮. A. Roy 08/08/22	১৫। ১৫.		
২। ২. P. K. Roy 8.8.22	৯। ৯. A. Roy 08/08/22	১৬। ১৬.		
৩। ৩. Sourin Roy	১০। ১০. A. Roy 8.8.22	১৭। ১৭.		
৪। ৪. K. D. Roy	১১। ১১. A. Roy 8.8.22	১৮। ১৮.		
৫। ৫. Sankar Kumar Sanyal	১২। ১২. A. Roy 8.8.22	১৯। ১৯.		
৬। ৬. Chaitali Chattopadhyay	১৩। ১৩. A. Roy 8.8.22	২০। ২০.		
৭। ৭. Chaitali Chattopadhyay	১৪। ১৪. A. Roy 8.8.22	২১। ২১.		
নং / No.	রেজল্যুশন / Resolution Adopted			

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Ref. No.:

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

Date: 7. 2. 2023

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 thanked the AQAR subcommittee for timely submission of AQAR



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

#### **Agenda 4: Acharya Prafulla Chandra Ray Memorial Day Lecture.**

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 Duari, eminent Astrophysicist to deliver the 'Acharya Prafulla Chandra Ray Memorial 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 Mazumdar 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 also requested Ms. Chaitali Chattopadhyay, 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 Day 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> August, 2022,
- (II) Prize Distribution on the 13<sup>th</sup> August, 2022, and
- (III) 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.





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Ref. No.:

Date :

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, *Divyangjan facility* is in operation. The Principal informed that Sivanath Sastri College has taken the initiative. The house expressed their gratitude to Sivanath Sastri College. He also informed that the college is planning to install Solar System for the generation of electricity.

Prof. Anuradha Mazumdar reported that the ARDSI-Calcutta Chapter is going to organise an Awareness programme on Alzheimer and Dementia in the college in September.

Prof. S. K. Nath informed the new external 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.

Read and Confirmed  
Sonali Roy

Coordinator

Prafulla Chandra College

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



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

# NOTICE BOOK

20

*Prafulla Chandra College*

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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

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

*Sonali Roy*  
Co-ordinator,  
IQAC

### 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. Enhancement of Research Contingency Grant for PG faculty members.
5. Miscellaneous.

# মিটিং রেজল্যুশন বহি

## MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	2
তারিখ / Date	07.02.2023

উপস্থিত সভ্যগণের নাম  
NAME OF MEMBERS PRESENT

স্থান / Place	
সময় / Time	

১। ১.	R. Pani 7.2.23
২। ২.	P. K. Roy 7.2.23
৩। ৩.	J. Mukherjee 7.2.23
৪। ৪.	P. Paul 7.2.23
৫। ৫.	D. Mukherjee 7.2.23
৬। ৬.	S. Roy 7.2.23
৭। ৭.	K. Dutta Roy 7.2.23

৮। ৮.	W. Roy 7.2.23
৯। ৯.	S. Roy 7.2.23
১০। ১০.	R. Roy 7.2.23
১১। ১১.	S. Roy 7.2.23
১২। ১২.	
১৩। ১৩.	
১৪। ১৪.	

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

নং / No.	রেজল্যুশন / Resolution Adopted
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Ref. No.: \_\_\_\_\_

Date : 15.3.2023

**Minutes of the IQAC Meeting held on 07/02/2023 at 7.00PM in the meeting room of the college Meeting No: 2/23-24**

**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.

**Agenda 4:** Principal Dr. Pani initiated the discussion on enhancement of Research Contingency Grant for the faculty members associated with P.G. Commerce. He mentioned that the enhancement is necessary to encourage and to involve the young faculty members in research







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

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

work as the P.G. section demands a continuous upgradation of knowledge. The house appreciated the view and accepted the proposal.

**Agenda 5: 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.

Prof. A. Mazumdar proposed an Electoral Literacy Club should be formed to increase students' knowledge on voter awareness and constitutional rights. Prof. P.K. Roy seconded the proposal. It was decided that Dr. Piyali Seth, Dept. of Political Science, will take the responsibility to form this class.

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.

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

*Read and Confirmed*  
*Sonali Roy*  
Coordinator  
IQAC  
Prafulla Chandra College



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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-700 029

Sonali Roy

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.

Coordinator  
IQAC

Prafulla Chandra College





# মিটিং রেজল্যুশন বহি

## MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	3
তারিখ / Date	15.03.2023

### উপস্থিত সভ্যগণের নাম

#### NAME OF MEMBERS PRESENT

১। ১.	R. Pani
২। ২.	15/3/23
৩। ৩.	15/3/23
৪। ৪.	15/3/23
৫। ৫.	15/3/23
৬। ৬.	15/3/23
৭। ৭.	15/3/23

৮। ৮.	15/3/23
৯। ৯.	15/3/23
১০। ১০.	15/3/23
১১। ১১.	15/3/23
১২। ১২.	15/3/23
১৩। ১৩.	15/3/23
১৪। ১৪.	15/3/23

স্থান / Place	Meeting Room
সময় / Time	7.00 PM
১৫। ১৫.	Sonali Roy 15/3/23
১৬। ১৬.	15/3/23
১৭। ১৭.	15.3.20.
১৮। ১৮.	
১৯। ১৯.	
২০। ২০.	
২১। ২১.	

নং / No. রেজল্যুশন / Resolution Adopted

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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



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

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 information should be given in the departmental profile:

- Departmental publications
- Analysis of the results (last 5 years)
- 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

Principal suggested organisation of Invited Lecture on Ethical values and Gender related issues. Prof. S.K. Nath and Prof. A. Mazumder were assigned the responsibility of organising the events.

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.  
Principal  
Prafulla Chandra College  
23/ 49, Gariahat Road  
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Read and Confirmed  
Sonali Roy

Coordinator  
IQAC  
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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. Pan  
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.

# মিটিং রেজল্যুশন বই

## MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	4
তারিখ / Date	2.5.2023

উপস্থিত সভ্যগণের নাম  
NAME OF MEMBERS PRESENT

স্থান / Place	Meeting Room
সময় / Time	7.00 PM

- ১। ১. R. Pan
- ২। ২. Bm
- ৩। ৩.
- ৪। ৪. h h h h h
- ৫। ৫. h h h h h
- ৬। ৬. h h h h h
- ৭। ৭. Sonali Roy 21/5/23

- ৮। ৮. h h h h h
- ৯। ৯. h h h h h
- ১০। ১০. h h h h h
- ১১। ১১.
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- 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 : 07.08.2023

**Minutes of the IQAC Meeting held on 02.05.2023 at 7.00PM in the meeting room of the college**  
**Meeting No: 4/22-23**

**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

**Invitee members**

- Dr. Angshuman Mukhopadhyay
- Prof. Tushar Kanti Pal
- Dr. Subrata Sarkar
- Prof. Moumita Das
- Dr. Prity Dolai
- Dr. Aindrila Biswas
- Prof. Sudip Malakar
- Prof. Vaskar Barman

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.





# Prafulla Chandra College

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



प्रज्ञावान् लभते ज्ञानम्

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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 will be collected from the office and provided to the departments by IQAC.

It was discussed that the college Website needs to be updated immediately. Dr. Aindrila Biswas and Prof. Vaskar Barman were given the responsibility of upgrading the website under the guidance of Dr. Angshuman Mukhopadhyay. Ms. Arpita Mukherjee from Office would provide the necessary support. Website Update Committee would be as follows;

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

Principal suggested that writing of Self Study Report need to be started. The meeting resolved that to following teams would work for editing and compiling the writing of Self Study Report.

Part I – Descriptive Part along with supporting documents.

Part II – The designated agency will provide a website not for public but only for the back end support. 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. Angela Limbu

### Agenda 3: Miscellaneous

It was discussed that Seminar/ workshops on Human Rights, constitutional obligations etc. needs to be organised. Dr. D. Mukherjee suggested Voter awareness programme may be organised 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 for the speaker's convenience. She requested Dr. K. Dutta Roy to draft a notice for the same.



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Prof. S. Ganguly reported that two Add-On Courses are in force. Department of English and Bengali are running these courses. History, Economics, Political Science and Dept of Commerce have prepared the course design and this may start from next week.


It was discussed about the honorarium for the External Lecturers will be engaged for ADD-ON courses. Principal informed that if the class strength is 50 then Rs. 1000 would be allotted as honorarium for invited lecturers.

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. The Principal reported to the house that National Education Policy 2020 may be accepted and implemented from the academic session 2023-24. Prof. P.K. Roy suggested to organise a seminar or workshop on NEP 2020.

It was also discussed and resolved that like every academic session remedial class will be taken from June, 2023.

Regarding the Field Trip in History Department Dr. K. Dutta Roy mentioned that collaboration may be encouraged by the college.

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

  
Principal  
Prafulla Chandra College  
23/ 49, Gariahat Road  
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*Read and Confirmed*  
*Sonali Roy*

Coordinator  
IQAC  
Prafulla Chandra College